



24.03.17

GENERAL REQUIREMENTS

Vehicle Registration Document (V5) Original or **VE103 Certificate** if it is hired vehicle and original V5 not available (Can be purchased from RHA International Dept)

Full Passport (and Visas if required)

Driving Licence or International Driving Permit (original- both copies)

Written authority to drive the vehicle – if driver is not the owner (on company headed paper)

Original Certified Copy of Community Authorisation (International Operators Licence)
(Copy of National/Restricted Licence if running as Own Account)

International Insurance Certificate (Preferably Green card) (can be photo copy of policy)

Original Proof of Technical Inspection (MOT)

Permits (for certain countries outside the EU) **IRFO** 01223 531051

Tacho Charts (tacho must remain in for the full 24 hours and always remain set to UK time (or country of origin)(Regulation EEC3821/85 20.12.85 available in hard copy)

45hr Rest in Cab Ban

From June & July 2014 Belgium & France will fine if drivers are found to be taking their 45hr rest in the vehicle cab. This derives from the drivers hours EC Regulation 561/2006 Article 8 (8).

German Parliament on 8 March 2017 declared this should be enforced, but at 24 March 17, it was still to be legally finalised.

Drivers' Attestation Form – to cover periods when tachograph charts are not available because of holiday, sickness or a rest day. Available from the international dept or at http://ec.europa.eu/transport/modes/road/social_provisions/driving_time/form_attestation_activities_en.htm

MINIMUM WAGE DECLARATIONS

Austria – Introduced from 1 Jan 2017 – online registration required.

France – Drivers employment attestation form – new from 1st July 2016 – Online registration from 1 Jan 2017

Germany – Wages declaration form – new from 1st Jan 2015 – On-line registration from 1 Jan 2017

Italy – Wages declaration form – new from 26th Dec 2016 currently only required if involved in Cabotage work

Netherlands – new from 1 Jan 2017 – only currently required if involved in Cabotage work. No pre-declaration requirements as yet, hauliers will be notified directly from Dutch authorities if information is required. On-line registration expected in 2018.

Turkey - Entry/Exit form can be purchased on the border

Carnet de Passage are not longer available from the RAC, the service was withdrawn as of 31 Dec 2015 If required, go to www.fia.com/international-cpd-network for further information.

Vehicle Nationality Plate (GB plate)

Headlight Redirection Tape if not adjustable

Code of Practice Against Illegal Immigrants – UK Border Agency will expect to see paperwork confirming that the driver has made regular checks of his vehicle against intrusion by illegal immigrants. www.gov.uk/secure-your-vehicle-to-help-stop-illegal-immigration

PAPERWORK FOR GOODS

CMR Note (for all hire and reward operations)

Own Account Document (Restricted or National licence holders- carrying own goods)

TIR Carnet (for certain countries outside of the EU)

T Forms or EUR Forms (for certain countries outside of the EU)

ATP Certificate (perishable goods) (original)

ADR Certificates (hazardous goods) (original)

TOLLS

Most of Europe now has tolls in some form or other. For example

Belgium – new scheme came in on 1 April 2016 – The Via Pass box has to be purchased to be able to use the road network without a fine. Most European fuel card companies are partners to Satellic and can provide the OBU or go to www.satellic.be/en-UK Currently you have to order through one of these services, there is not the option to buy on route.

Eurovignette (Holland, Luxembourg, Denmark, Sweden (Belgium until 1 April 2016))

www.eurovignettes.eu

Go Box (tolls) for going into Austria - can be bought on border

MAUT tolling system in Germany - use terminals at service stations if not registered with Toll Collect

Switzerland – vehicles up to 3.5tns require vignette. 3.5tns & above require HGV toll.

France – the ECOTAX which was due to come into force for vehicles over 3.5tns from Oct 2013 has still not become operational (1 Jan 2014). (see Other Requirements above).

LEZ - Low Emission Zones – many cities in Europe have LEZ go to

<http://www.urbanaccessregulations.eu> for further information.

OTHER REQUIREMENTS

ECOTAX (Register now with ECOMOUV (ECOMOUV.Fr), the fuel card companies or other toll management providers. Will now be coming in in a reduced network on 1st January 2015) **Been indefinitely suspended – October 2014.**

Warning Triangle (compulsory in most countries)

Self Breathalyser Kits – France – Was due to become Compulsory from 1st March 2013 – Must meet French Standard (*This is still not enforceable yet – 4.4.13*)

Winter Tyres – Germany – Compulsory on one drive axle from 1st November or when weather conditions prevail

Snow Chains (required in certain countries during winter months)

Spare light bulbs (compulsory in some countries)

First Aid Kit (compulsory in some countries - common sense item)

High Visibility Jacket

Illegal Immigrants Check List (covers instructions to driver, vehicle security, Immigration Asylum Code of Practice etc)

& Spare Glasses / Contact Lenses (always good idea to carry a spare pair)

Small Fire Extinguisher (not always a requirement unless ADR but common sense item)

Speed Limit Sticker – Advisable as French officials have started to fine if missing

Wheel Chocks – 1 pair advisable

USEFUL ADDITIONAL PAPERWORK.

European Driving Restrictions Booklet

Tachograph Clock Setting (details the EC regulation that states Tachograph clocks must be set to time of country of vehicle registration)

Guidelines for Drivers' if Arrested Abroad

International Phrase Book and Directory

Anti-Smuggling Instructions

GERMANY – If the vehicle is between 2.8 and 3.5tn it is a requirement that the driver has a log sheet of driving hours. The International dept has a sheet that can be used.

Trailer Certificate of Ownership – Useful to have if trailer is new and doesn't have MOT certificate. VOSA 01792 454222

European Health Insurance Card (EHIC) on line at www.dh.gov.uk, replacing **E111** form however for employer & employees A1 (E101)

(Forms are found at www.hmrc.gov.uk/cnr National Insurance Contributions - scroll down to forms C3822 & C3821 still need to be completed.

COUNTRIES IN THE EU & HEIGHT RESTRICTIONS

Austria	4m	Latvia	4m
Belgium	4m	Lithuania	4m
Bulgaria	4m	Luxembourg	4m
Cyprus	4m	Malta	4m
Czech Rep	4m	The Netherlands	4m
Denmark	4m	Norway	No general limit but advise 4.5m
Estonia	4m	Poland	4m
Finland	No general limit but advise 4.5m	Portugal	4m
France	No general limit but advise 4.5m	Romania	4m
Germany	4m	Slovakia	4m
Greece	4m	Slovenia	4m
Hungary	4m	Spain	4m
Ireland	4m	Sweden	No general limit but advise 4.5m
Italy	4m		

