

Motorsport UK Vehicle Passport Application Guidance Notes

This document provides guidance to scrutineers on the application procedure for a Motorsport UK Vehicle Passport

The Application Form

The form is available to download from the Motorsport UK website www.motorsportuk.org/Resource-Centre/Technical-Car or can be obtained from the Technical Department.

The form can be downloaded and completed by the applicant in advance of the Scrutineer's inspection with the information on the form verified by the scrutineer at the time of inspection. Alternatively, if the scrutineer prefers to complete the form themselves following inspection, that is acceptable.

The completed form should be forwarded by the Scrutineer to the Motorsport UK Technical Department via email to technical@motorsportuk.org, please email the completed form and photos together.

Please note: the Application form must be submitted by the Inspecting Motorsport UK Scrutineer only, application forms received directly from the vehicle owner will be returned.

When submitting the application form, please use the following format of subject title for your emails;

OWNERS SURNAME - VEHICLE REGISTRATION
(example) Subject: DUNCAN – AFW 65K

Where a vehicle does not have a registration please use the following subject title format;

OWNERS SURNAME – VEHICLE MANUFACTURER
(example) Subject: DUNCAN - DALLARA

The Receipt

The existing receipt system remains in place, it is important that the pink copy of the receipt is returned to Motorsport UK as this contains the signed declaration of the owner/applicant that the information supplied is correct. The receipt must be returned along with the payment form.

Payment

Payment should be submitted with the return of the receipt to Motorsport UK. The Payment form must be completed and returned with the receipt in every case. The payment method you wish to use must be detailed on the payment form, giving you the option to pay by cheque, credit/debit card or bank transfer.

Both the receipt and the payment form are to be scanned and emailed with the application.

Photographs

The Vehicle Passport presents three photographs of the vehicle, a front $\frac{3}{4}$ view, a rear $\frac{3}{4}$ view and a view of the engine bay. The required photographs are the same for all types of vehicle.

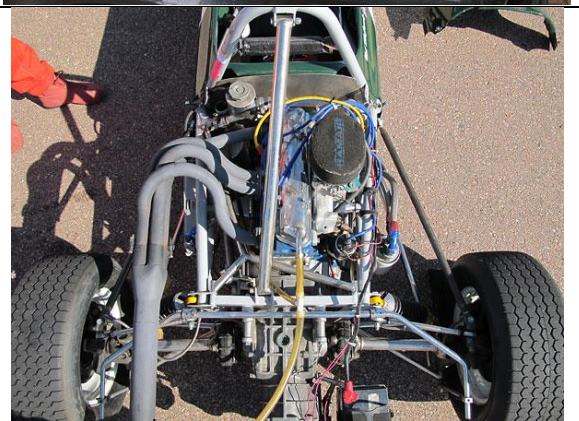
These photographs must be recent good quality colour images showing the car static, unoccupied and in tyre contact with the ground. Ideally the images should be taken in natural light against a clear and uncluttered background i.e. not in a dim lit cluttered workshop!

Front $\frac{3}{4}$ View – should clearly show both the side and front of the vehicle, where applicable the front registration plate must be legible and legally displayed.

Rear $\frac{3}{4}$ View - should clearly show both the side and rear of the vehicle, where applicable the rear registration plate must be legible and legally displayed.

Engine Bay View – for front engine saloon type vehicles the image should be of the whole engine bay taken from the front of the vehicle (or side if the bonnet opens forwards) for rear and mid-engine vehicles the image should be of the whole engine bay taken from the rear of the vehicle (or side if the engine cover opens rearwards). For single seaters the engine cover should be removed.

Please see example photos below (*not to size*)



Photographs should be emailed to technical@motorsportuk.org along with the Application Form and Payment Receipt.

Please ensure they are .jpg files, are clear and of good quality (see above) and the image files are no bigger than 5mb file size.

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(example) Subject: DUNCAN – AFW 65K

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OWNERS SURNAME – VEHICLE MANUFACTURER

(example) Subject: DUNCAN – DALLARA

How to complete the Application Form

Below is a description of what information is required in each section of the application form.

Vehicle Details

Sporting Discipline – The discipline the vehicle will compete in i.e. Stage Rally, Sprint & Hill Climb etc.

Category / Formula – the category / formula within that discipline i.e. Stage Rally - Category One or Category Two, Sprint and Hill Climb - Roadgoing Production, Modified Production, Sports Libre etc.

Make – Name of the manufacturer or name by which the car is to be known throughout its life for example; Rover, Ford, MG, etc.

Model – A name or series of letters and numbers which manufacturers use to designate the type of car for example; Focus, 206, ZR, etc.

Registration No. – The ‘number’ given by the national authority and displayed on road legal registration plates carried by cars designed for road use.

Chassis No. – The unique combination of numbers/letters applied to the car by the manufacturer and displayed on the chassis plate and registration document. When a car does not have a chassis plate any claim for a particular chassis number will need to be substantiated. If no chassis number exists, the scrutineer should apply a Motorsport UK seal to the chassis as means of identification.

Date / Year of Original Manufacture – Please supply full date if known, if not known please supply year in which the base car was manufactured.

Base Colour – The predominant colour of the vehicle, excluding any decals.

Engine Location – The engine location within the vehicle.

Driven Wheels – Is the vehicle Front wheel drive (FWD), Rear wheel drive (RWD) or Four wheel Drive (4WD)

Engine Details

The application form provides for two engines where a competitor has more than one engine option they want to use. If only one engine is to be used please only complete Engine 1 details.

Manufacturer - Name of the original manufacturer of the engine for example; Rover, Ford, Millington, etc.

No. of Cylinders – The total number of cylinders in the engine.

Actual Capacity - The actual swept volume of the engine in cubic centimetres.

Forced Induction – Tick Yes if the engine has forced induction i.e. turbocharged, supercharged.

Fuel Tank Details

Type – The type of fuel tank fitted, e.g. Standard, Bag Tank, Alloy etc.

Location – Location of the fuel tank within the vehicle, e.g. Under floor, boot, sidepod.

Is the fuel tank protected – Tick Yes if supplementary fuel tank protection has been fitted or if the fuel tank is naturally protected by nature of its location.

Is the fuel tank FIA homologated – Tick Yes if the fuel tank bears an FIA homologation.

ROPS Details

Manufacturer – name of the Manufacturer of the ROPS or the ROPS kit i.e. Safety Devices, Custom Cages, Mygale. If the ROPS is home built, the name of the individual constructing the ROPS should be entered. If the manufacturer of the ROPS is unknown, please enter “unknown”.

Drawing Number – What drawing in Section (K) Appendix 2 does the ROPS match.

RAC/MSA/Motorsport UK Certificate No or FIA Homologation No (if applicable) – If the ROPS is RAC/MSA/Motorsport UK certified please note the certificate number (located on the top right corner of the certificate), if the ROPS is FIA Homologated please note the FIA Homologation number (located on the top right corner of the vehicle homologation form). If the ROPS is not homologated please note N/A.

Door Bars – Are door bars fitted, tick Yes or No.

Method of attachment to Bodyshell – How is the ROPS mounted to the bodyshell i.e. welded, bolted, welded & bolted, bonded.

Number of Mounting Points – How many mounting points are there between the ROPS and the Bodyshell?

Dimensions – The dimensions of the ROPS tubes in the specified areas detailed in millimetres, if the wall thickness of the tube cannot be evidenced please note “unknown”.

Homologated Equipment

Does the vehicle require FIA Homologated harnesses? – do the General Regulations for the discipline of the vehicle require currently homologated harnesses, tick Yes or No. Note that the question is whether the discipline requires fitment, not if they are fitted to the specific vehicle.

Does the vehicle require FIA Homologated seats? – do the General Regulations for the discipline of the vehicle require currently homologated seats, tick Yes or No. Note that the question is whether the discipline requires fitment, not if they are fitted to the specific vehicle.

Owners Details

Full name, Motorsport UK licence number and contact details for the owner. If the owner does not currently have an Motorsport UK licence then note as N/A.

Seals

Details of any Motorsport UK seals applied to the vehicle, i.e. turbo seals, chassis seals in lieu of a chassis number.

Scrutineers Inspection

Your name, licence number and the date the inspection took place.

Following receipt of the Application Form, photographs and payment the Vehicle Passport will be produced by the Technical Department and posted directly to the vehicle owner.

If you have any queries or require any assistance in the completion or submission of a Vehicle Passport application. Please do not hesitate to contact the Technical Team on 01753 765000

RT-08/11/2018