**USED VEHICLE PRE-SALES FORMS - APPROVED STYLES & GUIDANCE**

Condition 2.4(a) of Highland Council’s second-hand vehicle dealer's licence conditions sets out the requirement that licensed motor dealers must carry out and prepare a **Used Vehicle Pre-Sales Inspection Report** and display a **Used Vehicle Pre-Sales Information Sheet** on each car prior to sale.

2.4 (a) If the licence holder intends to display for sale/sell any vehicle to a member of the public he must –

1. carry out an inspection and prepare a full Used Vehicle Pre-Sales Inspection Report on the vehicle ***in a style approved by the Council*** prior to it being displayed for sale.
2. display a Used Vehicle Pre-Sales Information Sheet, ***in a style approved by the Council***, in a prominent position in the vehicle displayed for sale so that it is clearly visible.

This guidance note sets out what Highland Council means by ‘approved’ in terms of the content of these specific documents.

It is clear that many motor vehicle manufacturers (and some of the larger retail groups) have developed detailed used vehicle marketing programmes. Manufacturers have also put in place quality control systems to ensure their network of franchised motor dealerships comply with their own used vehicle marketing programmes. Most if not all of these often countrywide programmes have their own detailed ‘information sheets’ and pre-sales ‘inspection report’ regimes.

Highland Council recognises that any conflict or confusion between dealer documentation and official forms required by licence conditions is undesirable. Consequently licensed car dealers who already have their own information sheets and inspection reports formats do not have to also display the Highland Council documents on two conditions;

1. Pre-sales inspection reports and on-car information sheets are both being used, and

1. Both these dealer controlled documents are reasonably comprehensive.

To give guidance on what is meant by ‘reasonably comprehensive’, Highland Council’s Trading Standards service has put together a set of ‘model’ inspection report and information sheet formats. These can be adopted by dealers who do not have any imposed schemes or they can be used to judge the suitability of in-house systems. It should be noted that these model formats lean heavily on motor dealer [guidance](https://www.scotss.org/cars/SCOTSScarsalesguide.pdf) issued in 2018 by the Society of Chief Officers of Trading Standards in Scotland ([**SCOTSS**](https://scotss.org/)) in relation to the [Consumer Protection from Unfair Trading Regulations 2008](http://www.legislation.gov.uk/uksi/2008/1277/contents/made) and Consumer Rights Act 2015. See [**www.highland.gov.uk/motortrade**](http://www.highland.gov.uk/motortrade) for further information.

Attached:

1. Model Used Vehicle Pre-sales Inspection Report.
2. Model Used Vehicle Pre-sales Information Sheet

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**Description of Vehicle**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Registration Mark** |  | **Date of first use** |  | **MOT expiry date** |  |
| **Make** |  | **Model** |  | | |
| **Engine Capacity** |  | **Colour** |  | | |
| **Vehicle identification or chassis number** | |  | | | |

1. **Pre-sales Mileage & History Checks**

|  |  |  |
| --- | --- | --- |
| **Current Odometer reading** |  | miles |

|  |  |  |
| --- | --- | --- |
| **Indicate steps taken to confirm the current mileage & history (Tick ✓ all that apply)** | | |
| **Mileage verification company (e.g. HPI)** |  | ***Details & outcome*** |
| **DVSA**  **(**[**www.check-mot.service.gov.uk**](http://www.check-mot.service.gov.uk) **)** |  | ***Details & outcome*** |
| **Condition check**  **(i.e. excessive wear & tear for miles travelled - does the mileage look right?)** |  | ***Details & outcome*** |
| **Other - please specify** |  | ***Details & outcome*** |
| **History checks, e.g. former taxi, hire car, write-off, imported** |  | ***Details & outcome*** |
| ***ADVICE NOTE:*** [***CONSUMER PROTECTION FROM UNFAIR TRADING REGULATIONS 2008***](http://www.opsi.gov.uk/si/si2008/uksi_20081277_en_1)  *If the odometer reading cannot be confirmed you must not use it in any advertising and you must make the mileage facts clear to any prospective customer. Also, if your history checks reveal adverse information which any prospective customer may reasonably wish to know before deciding to buy – then you must tell them.*  *You are advised to use the information sheet displayed on each car for these purposes.* | | |

1. **Mechanical, Electrical & Function Checks**

| **Type** | | | **SATISFACTORY\*** | | | | **Defects/Comments** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **YES** | | **NO** | |
| **Interior Checks** | | | | | | | | | | |
| Front / rear seat belts & seat security | |  | | |  |  | | | | |
| Instrument panel indicators (e.g. ABS) | |  | | |  |  | | | | |
| Horn/Hazard lights/Fog lights indicator | |  | | |  |  | | | | |
| Front lights (inc. fog lights if fitted) | |  | | |  |  | | | | |
| Rear lights (Side/fog/reg plate/reverse) | |  | | |  |  | | | | |
| Brake lights (also pedal & servo) | |  | | |  |  | | | | |
| Mirrors (internal & exterior) | |  | | |  |  | | | | |
| Steering wheel & column | |  | | |  |  | | | | |
| Heater & air conditioning function | |  | | |  |  | | | | |
| CD Radio/ Sat Navigation etc. (if fitted) | |  | | |  |  | | | | |
| **Exterior Checks** | | | | | | | | | | |
| Front suspension & shock absorbers | | |  | |  | |  | | | |
| Rear suspension & shock absorbers | | |  | |  | |  | | | |
| Front / Rear wheels (inc. bearings) | | |  | |  | |  | | | |
| Tyre condition (cuts/pressure/type) | | |  | |  | |  | | | |
| Tyres – actual values in mm | | | Front OS | | Front NS | | Rear OS | | Rear NS | Spare |
|  | |  | |  | |  |  |
| Braking systems (pipes & pads) | | |  | |  | |  | | | |
| Hand brake integrity | | |  | |  | |  | | | |
| Engine condition (belts/levels/leaks) | | |  | |  | |  | | | |
| Exhaust system integrity | | |  | |  | |  | | | |
| Fuel system (inc. tank & fuel cap) | | |  | |  | |  | | | |
| Steering (inc. power steering) | | |  | |  | |  | | | |
| Wiper blades & washers (front & rear) | | |  | |  | |  | | | |
| Windscreen & heated windows | | |  | |  | |  | | | |
| Drive shafts (if applicable) | | |  | |  | |  | | | |
| Paintwork & bodywork generally | | |  | |  | |  | | | |
| **Road Test & Equipment check** | | | | | | | | | | |
| Starter motor & battery effectiveness | | |  | |  | |  | | | |
| General engine performance | | |  | |  | |  | | | |
| Exhaust system/emissions | | |  | |  | |  | | | |
| Brake performance (inc. hand brake) | | |  | |  | |  | | | |
| Steering & Suspension performance | | |  | |  | |  | | | |
| Bearings/bushes/anti roll-bar/CV joint | | |  | |  | |  | | | |
| Clutch & Gearbox performance | | |  | |  | |  | | | |
| Locks (inc. remote locking function) | | |  | |  | |  | | | |
| Fitted Instruments (e.g. speedometer) | | |  | |  | |  | | | |
| Jack/Spare keys/Manual/Service Book | | |  | |  | |  | | | |
| ***ADVICE NOTE:*** [*GENERAL PRODUCT SAFETY REGULATIONS 2005*](http://www.legislation.gov.uk/uksi/2005/1803/contents/made)  *A dealer shall not expose or possess for supply or offer or agree to supply, or supply, a vehicle to any person which he knows or should have presumed, on the basis of the information in his possession is a dangerous vehicle.*  *Correct use of this form will go some way to avoiding criminal liability under these Regulations.*  \* Under the Consumer Rights Act 2015 - Satisfactory Quality means that the vehicle you sell should be of a standard that a reasonable person would expect, taking into account a number of factors including the vehicle’s; age, value/worth, history, mileage, intended use, make, durability, safety, description (whether made verbally or in writing). | | | | | | | | | | | |
| Inspected by |  | | | Date | | | |  | | | |
| Signature |  | | | Stock Book/Register Reference Number | | | |  | | | |

**DETAILS OF VEHICLE**

|  |  |  |  |
| --- | --- | --- | --- |
| Registration Mark |  | Date first registered |  |
| Make |  | Model |  |
| Engine Capacity |  | Colour |  |
| MOT expiry date (if applicable) |  | MOT test number from last VT20 test certificate ***(See Note 1 below)*** |  |
| MOT Advisory Notice issued with last MOT (state YES or NO)  \****(See Note 2 below)*** | | |  |

**MILEAGE & OTHER INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **Current Odometer reading** |  | miles |  |

|  |
| --- |
| **Mileage information:** |
|  |

|  |
| --- |
| **Any other comments or important pre-sales information:** |
|  |

Note 1: Prospective buyers can check DVSA’s MOT history database free of charge using this reference number & the registration mark on the website [**www.check-mot.service.gov.uk**](https://www.check-mot.service.gov.uk/)

Note 2: Motor vehicle dealers will be able to show this document to you for additional information on the mechanical condition of this vehicle. Details are also available on the DVSA website indicated in note 1.