



Field Name	Format
Update Type	<b>N</b> is for new vehicle. A vehicle that has never appeared before on the Motor Insurance Database, under this policy number. <b>D</b> is to delete a vehicle. Remove a vehicle from a policy.
Policy Number	The policy number issued by LV= example HMP1023018372
Registration number	Please check to make sure that this is a valid registration number.
Trade Plate Indicator	Identifies the VRM as being a trade plate. Must be <b>T</b> if the VRM is a trade plate, or else <b>U</b> .
Vehicle type	Identifies the type of vehicle and must be one of the following: Trade Plate, Private Car, Motorcycle, Coach/Minibus, Commercial vehicle/Van, Agricultural, Plant, Motor Home, Other. Vehicle Type "Agricultural" should include tractors, combine harvesters, forage harvesters, and quad bikes. Vehicle Type of "Plant" should include JCB diggers, "sit-on" lawn mowers, teleporters and telehandlers. Taxis should be shown as Vehicle Type "Private Car" where they are private cars or people carriers (i.e. they are licensed to carry up to 7 people excluding the driver); taxis licensed to carry 8 people or more should be shown as Vehicle Type "Coach/minibus".
Vehicle Make	The make of the vehicle, e.g. Vauxhall. There are a maximum number of 15 characters permitted in this field.
Vehicle Model	The model of the vehicle, e.g. Astra There is a maximum number of 15 characters permitted in this field.
Vehicle Derivative	The vehicle trim, e.g. GLS. There are a maximum number of 15 characters permitted in this field.
Vehicle Engine Size	The cubic capacity of the vehicle's engine, e.g.1600. There are a maximum number of 5 characters permitted in this field.
Number of Seats	Number of seats in the vehicle. This field should only be completed if the vehicle is identified as a coach or minibus.
Gross Vehicle weight	The Gross Vehicle Weight of the vehicle, measured in tonnes. This field should only be completed where the vehicle is identified as a heavy or light goods vehicle.
Vehicle On Date	Date when insurance cover on a particular vehicle begins.
Vehicle Off Date	Date when insurance cover on a particular vehicle ceases.
Permitted Drivers	Please input the number 4
Class of use	This should be completed ad follows: AK – Haulage; AB – Own goods; J - Class 3; AG – Plant, BG – Self drive hire, O – Motor Trade

You should then attach the file to an email and send it to [fleetmid@LV.com](mailto:fleetmid@LV.com)