

TRAVEL ABROAD

Fleet Funding

Fleet Services

Driver Area

Green Fleet

01

What you need to know before you travel

If you are taking your lease vehicle outside of the UK, ensuring you have the correct paperwork is key.

When you are driving abroad, you will need to be able to prove that you have permission to take your lease vehicle out of the UK. Before heading abroad, you will need to request a VE103B 'Vehicle on Hire' form and carry the original approval documents and forms with you. Copies will not be accepted.

02

VE103B Form & Letter of authorisation

Every driver going abroad from the UK must, by law, carry the vehicles V5. In the circumstances that the vehicle is leased, a VE103B form needs to be obtained with a letter of authorisation.

The VE103B form entitles you to drive your lease vehicle in any EU member state. You must apply for your VE103B at least 28 working days before travel. It is valid for 12 consecutive months from the date of issue and will cover you for all your EU Travel. Please note, the maximum duration a vehicle can be taken out of the UK in a 12-month period is 28 days.

Don't risk going without a VE103B! Vehicles without a VE103B can be impounded and fined. A letter of authority will not be accepted in place of the VE103B form.

03

What are the next steps?

Ensure your vehicle insurance policy covers travel outside of the UK and remember to take your insurance certificate with you.

It's worth checking to see if you require European breakdown cover. For Agility maintained vehicles, breakdown cover is included in the cost of the VE103B form. Customer maintained vehicles will need to arrange your own European breakdown cover.

Don't worry if you have more than one driver heading abroad! As long as they are insured on the vehicle, you can nominate them as a driver on your VE103B form and their details will be stated in the authorisation pack.

We want to ensure you get all your documentation in time for your trip abroad and that there are no complications. Contact us 28 working days ahead of your travel dates to guarantee that you will receive everything you need ahead of your departure.



ARE YOU THINKING OF TRAVELLING TO FRANCE?

If you are travelling to certain cities within France, you will need a Crit'Air Vignette alongside other documentation. Like the VE103B, we require 28 working days' notice before you travel to apply for this with the French Government.

France has introduced 'clean air' windscreen stickers as a legal requirement in some of its cities, to help identify a vehicles emissions levels and in some cases restrict access to improve air quality.

The areas currently enforcing Crit'Air Vignette are:

- Paris
- Lyon
- Grenoble
- Lille
- Strasbourg
- Toulouse
- Chambéry
- Marseille





WHAT YOU NEED TO TAKE IN YOUR MOTORING KITS

Motoring Kit items for the countries you may travelling to, including compulsory and recommended items, are:

	Warning Triangle	Hi-Vis Vest	GB Sticker	Beam Deflector	First Aid Kit	Bulb Kit	Breathalyser	Fire Extinguisher
France	✓	✓	✓	✓		✓	✓ ***	
Germany	R	R	✓	✓	R *			R
Italy	✓	✓	✓	✓				
Belgium	✓	✓	✓	✓	R			R
Holland	✓		✓	✓	R	R		R
Spain	✓ **	✓	✓	✓		R		
Austria	✓	✓	✓	✓	✓	R		
Ireland	R		✓		R	R		
Poland	✓		✓	✓	R	R		R
Denmark	✓		✓	✓	R	R		R
Switzerland	✓		✓	✓	R	R		R

source: rac.com

 Compulsory
  Recommended
 * DN approved standard required
 ** Two recommended
 *** Must be NF approved

BEFORE YOU TRAVEL ENSURE YOU ARE PREPARED

TAKE AWAY THE
STRESS AHEAD OF
YOUR TRIP, BE
PREPARED.

Use our checklist and enjoy your trip

- Apply for a VE103 (Vehicle on Hire Certificate) and obtain a letter of authority to take your hire vehicle abroad
- Familiarise yourself with the roads and road rules for the countries you will be driving in before entering the country
- If required* apply for an IDP (International Driving Permit)
- You will need to arrange appropriate motor insurance, if you are not on a fully maintained agreement with Agility
- Check your sat nav is updated with EU & EEA maps
- If required* apply for a Green Car. If you are taking a trailer or caravan, these vehicles will need a separate Green Card.
- Check your vehicle is up to date with its maintenance and servicing, check your tyre pressures and fluid levels
- Ensure you have a motoring kit including all the compulsory and recommended items for the countries you will be driving in;
 - Warning triangle
 - Hi-Vis jacket
 - GB Sticker
 - Beam deflectors
 - First Aid kit
 - Bulb kit
 - Breathalyser
 - Fire extinguisher