

# Application for Registration



Check the back page for a guide to applying to register a vehicle.

### Office use only

Plate number issued/allocated

Attachments

**1 Is the vehicle to be registered in the name of:**

a person

a corporation

**now go to 3**

**2 To register a vehicle in your name you must be at least 16 years of age for a light vehicle (i.e. 4.5 tonnes GVM or less) and at least 18 years of age for a heavy vehicle (i.e. more than 4.5 tonnes GVM).**

NSW Driver licence/Customer number

Surname

Given names

*Legal and renewal notices will be sent to the residential address below unless an alternative mailing address is nominated. You must notify Roads and Maritime of your new residential and mailing address within 14 days of moving.*

Residential address

  

State

Postcode

Mailing address (if different from residential address)

  

State

Postcode

Date of birth

day

month

year

ABN (if applicable)

Sex

male

female

**Please provide your email address if you would like to register for an online service account, go to [rms.nsw.gov.au/onlineservices](http://rms.nsw.gov.au/onlineservices) for more information.**

Email address

**Please provide a mobile number if you would like to receive communications from Roads and Maritime this way**

Mobile number

**Have you previously conducted business with Roads and Maritime in another name? If 'Yes' please specify.**

**To record a courtesy name go to 4, if the vehicle is to be leased or managed go to 5, if not go to 6**

**3 Corporation's details**

If the vehicle is being registered in the name of a corporation, the Representative's Authority must be filled in. For a company, the Director or an authorised delegate must complete and sign the Representative's section. In the case of an incorporated association, it is the public officer who must sign. In all cases, the authorised representative must provide proof of their identity.

Customer number (if issued)

Name

  

Business address

  
  

State

Postcode

Postal address for legal or renewal notices

  

State

Postcode

ABN (if applicable)

ACN, ARBN or other

(Evidence of incorporation required see page 4)

**4 Courtesy name**

(only an organisation name can be recorded, if required)

**5 Fleet manager or leasing company (if applicable)**

To be completed **only** if the legal or renewal notices are to be mailed to the fleet manager

Name and postal address of manager (for registration renewals or legal notices)

  
  

State

Postcode

Customer number

**6 Is the vehicle new?**

- no
- yes  **now go to 8**

**7 Was the vehicle last registered in NSW?**

- no
- yes  Last registration number (if known)

*if possible, present a previous certificate of registration with this form*

**8 Purchase/Acquisition details**

Date of purchase/acquisition

Sale price or market value (whichever is higher)

**9 Vehicle's garage address (where the vehicle will most often be kept)**

State                      Postcode

**10 Type of use intended for the vehicle**

- Private  used substantially for social, pleasure or domestic purposes
- Business  business use unless covered by another usage
- Rental  a motor vehicle which is let out for hire without a driver
- Resale  second hand vehicle held for resale by licensed motor dealers
- Demonstrator  demonstration vehicle used by licensed motor dealers

Accreditation or licence is required for the following:

- Taxi  plate type T or TC
- Long distance tourist or charter service  plate type TV
- Regular passenger service  plate type MO or M/O
- Hire Car  plate type HC

Tow truck operators licence is required for the following:

- Tow Truck  plate type TT

Other - please specify (e.g ambulance, road works, stand by taxi etc)

**11 What is the Nominated Configuration Code? (For heavy vehicles over 4.5 tonnes GVM)**

**12 Do you wish to apply for a registration concession? (For example: pensioner, primary producer, charitable organisation)**

- no
- yes  You must prove that you are eligible and may be asked to sign a separate declaration.

**13 Privacy statement**

Roads and Maritime is collecting your personal information in relation to your application to transfer registration and may retain and use it.

- For driver licensing, motor vehicle, road transport and safety purposes;
- If the vehicle has Special Number Plates, to facilitate the administration of the Special Number Plates and for use in the operation of Roads and Maritime Special Number Plate business.

You are required to provide your personal information under road transport legislation and we may refuse your application if you do not provide it.

We may disclose your personal information to other driver licensing and vehicle registration agencies, to assess your application or verify the information you provide, for inquiries about motor accidents, to confirm compulsory third party (bodily injury) insurance is current, to anyone proposing to acquire an interest in your vehicle and in respect of inquiries relating to stolen or abandoned vehicles.

If the vehicle has Special Number Plates, we may disclose your personal information to any Concessionaire appointed to manage our Special Number Plate business, which at the date of the Number Plate Terms and Conditions is Plate Marketing Pty Ltd, to allow the concessionaire to manage Special Number Plate business. Otherwise we will not disclose your personal information without your consent unless authorised by law.

We are subject to the *Privacy and Personal Information Protection Act 1998* and *Health Records and Information Privacy Act 2002*. Your personal information will be held by us at 101 Miller Street, North Sydney NSW 2060. You have the right to access and correct the information if you believe that it is incorrect. You can contact us to request to access or correct it.

**14 Declaration**

**WARNING:** Any person who by false statement of misrepresentation obtains or attempts to obtain a certificate of registration is liable to a penalty that may be in excess of \$2,200.

You declare that:

- The information on this form is true and complete
- If the vehicle has Special Number Plates you have read and accept the Number Plates Terms and Conditions for Special Number Plates available at any Registry or on the myPlates website [myPlates.com.au](http://myPlates.com.au).

Under road transport legislation, it is an offence to attempt to register or renew the registration of a vehicle by a false statement or any misrepresentation or other dishonest means.

Signature

Capacity if representative of a corporation

Date

**Dealers, Roads and Maritime, Service NSW and agencies only**

**Proof of identity record**

**Person**

Stand-alone or primary proof

Document number

Secondary proof (if necessary)

**Corporation** ACN or ARBN verified from: (specify document)

**Verified by:**

Signature

Name

Dealer number, CSO, Service NSW or dealer number, or agency name

**Vehicle identification**

VIN or chassis/frame number

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Engine number

Compliance plate date

month	/	year
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Approval number

Make

Model year

Model (in full - name, letters and/or numbers, variant)

Colour(s)

Shape

*Note: shape BUS applies if vehicle seats 10 or more (including driver).*

**Inspection report details**

Inspection report number

AIS number

**Vehicle specifications**

Specification sheet number

DRIVES model code (if available)

Engine variant

or Engine make

Engine capacity

no. of cyls or no. of rotors

motive power

Induction:

normal

turbo

super charged

K/W Power

  
*M/Cycles Only*

GVM

GCM

Tare weight

Wheelbase

Right or left handdrive:

right

left

both

Gear type:

automatic

manual

no. of forward gears

Driven wheels:

2

4

6

8

Sleeping berth fitted:

no

yes

Total number of seated persons (including the driver)

Number of doors

Number of standing persons\*

Overall axle space

*\*(only required if the bus is to be used to carry standing passengers)*

ADR / category code

Axle code

Tow truck lift capacity

Trailer brakes:

power assisted (A)

power operated (O)

unassisted (U)

mechanical (M)

vacuum (V)

exempt (E)

Measuring device/speed limiter details

Fittings

  

Conditions

  

**Vehicle details inspected/certified correct:**

Signature

Certification permit/Examiner number

**Certified by dealer representative that vehicle details are correct and vehicle is suitable for safe use**

This vehicle is suitable for safe use and meets the requirements of road transport legislation.

Signature

Company stamp

**Proof of registration entitlement (PORE)**

Proof of source - receipt, bill of sale, consignment note, etc.

Proof of previous registration

**Plate issue**

Plate number

Fleet common expiry date

day	/	month
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Date plate and label issued

day	/	month	/	year
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**Dealers:**

*Attach the documents.*

## Applying to register an unregistered vehicle

### If the vehicle comes from a licensed motor dealer:

The dealer will tell you what you need to do. Most dealers are authorised to check your identification on behalf of Roads and Maritime. Show proof of your identity to the dealer.

### If the vehicle does not come from a licensed motor dealer:

You need to have the vehicle inspected and identified. Most vehicles can be taken to an appropriate Authorised Inspection Station (AIS) or Authorised Unregistered Vehicle Inspection Station (AUVIS), but some must be presented at special motor registries where inspections are done. Please contact our Contact Centre on 13 22 13 for information about where you can get your vehicle checked. If your vehicle is inspected and identified at an AIS/AUVIS, the examiner should complete the vehicle details on this form and give you an inspection report.

### To register the vehicle:

You will need to go to a registry or service centre or send an authorised representative. If you send a representative you must fill in the Representative Authority on this page. If the vehicle is being registered in the name of a corporation, the Representative Authority must be filled in. For a company, the Director or an authorised delegate must complete and sign the Representative's section. In the cases of an incorporation association, it is the public officer who must sign. In all cases, the authorised representative must provide proof of their identity.

You must present:

- Proof of your identity;
- Roads and Maritime copy of your compulsory third party insurance certificate;
- The inspection report;
- An original receipt for the vehicle, which clearly shows your name, the seller's name, address and signature, the date you purchased the vehicle; how much you paid for it; the registration number; the VIN or chassis number;
- Evidence of the vehicle's previous registration;
- The old number plates if still in your possession.
- For home-made new trailers being registered for the first time, a Proof of Registration Entitlement form will be provided by staff, to be completed at the registry or service centre, when you attend.

### Heavy Vehicle over 4.5 tonnes GVM:

If you are registering a heavy vehicle over 4.5 tonnes GVM, you must also indicate the Nominated Configuration Code at question 11. For information on these codes visit the RMS website at [www.rms.nsw.gov.au/configuration](http://www.rms.nsw.gov.au/configuration)

### Stamp duty charges:

Stamp duty is collected by Roads and Maritime on behalf of the Office of State Revenue when registration is issued to a different person or corporation. Stamp duty is based on the market value of the vehicle or the price you paid, whichever is greater. Stamp duty is calculated at \$3 per \$100, or part of the vehicle's value.

For passenger vehicles valued over \$45,000 with seating for up to 9 occupants, including: a sedan, station wagon, coupe, convertible, four wheel drive vehicle with seats and windows, two wheel drive panel van with seats and windows, three wheel car, forward control passenger vehicle, small bus, motor home, or snow vehicle the rate of stamp duty is \$1,350 plus \$5 per \$100, or part, of the vehicle's value over \$45,000.

You can use this method to calculate the amount of stamp duty payable for your vehicle, or you can use the Office of State Revenue's stamp duty calculator at [osr.nsw.gov.au](http://osr.nsw.gov.au)

#### Note:

Except for heavy trailers over 4.5 tonnes GVM, if the vehicle you have is currently registered interstate, or has expired interstate registration, you must provide evidence that you have paid stamp duty in the State in which the vehicle was previously registered. You must provide a current certificate of registration. If the certificate of registration has been lost, our registry can organise verification (minimum 48 hours required for verification).

### Proof of Identity (POI):

**Your POI documents must be originals and must include your signature and your residential address.**

When you attend a registry or service centre, you need to show proof of identity (POI). You can use your current Roads and Maritime issued NSW driver photo licence or one which expired within the last two years. A brochure listing other acceptable POI documents is available from registries, service centres, by visiting the Website at [rms.nsw.gov.au](http://rms.nsw.gov.au) or call us on 13 22 13.

Corporations are required to provide one of the following when being established as a Roads and Maritime customer for the first time, or to change its name:

- Certificate of Registration, with Australian Company Number (ACN)
- A current Extract of the Company, with ACN
- Certificate of Registration on Change of Name with ACN
- A printed extract from the Australian Securities Investment Commission (ASIC) website with ACN
- Certificate of Incorporation issued by the NSW Fair Trading
- Certificate of Registration of a Foreign Company, with Australian Registered Body Number (ARBN) for companies incorporated overseas.

Government authorities or organisations incorporated under legislation must provide on letterhead the name of the Act under which they are incorporated when being established as a Roads and Maritime customer for the first time, or to change its name.

### Hearing or speech impaired?

Call on the National Relay Service: TTY users phone 133 677 then ask for 13 22 13. Speak and Listen users phone 1300 555 727 then ask for 13 22 13.

### Courtesy name:

This field may be used to record an organisation name. This name will be recorded on the Certificate of Registration. The name recorded in this field is not the registered operator of the vehicle.

### Terms and Conditions for the issue of Special Plates

The Terms and Conditions for the issue of Special Number Plates are available from myPlates on phone 13 17 58 or can be found on [myPlates.com.au](http://myPlates.com.au)

### Representative Authority

*Complete this to authorise another person to register a vehicle in your name.*

**I declare that the person named below is my authorised representative.**

Signature

Date

day	/	month	/	year
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### Representative's details

NSW Driver licence/Customer number

Date of birth

day	/	month	/	year
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Surname

Given names

Address

State	Postcode

Sex      male

female

Representative's signature

Capacity if representative of corporation

Date

day	/	month	/	year
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