

Application for Registration



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

You must also complete a Description of Heavy Vehicle form (1120) when registering vehicles over 4.5 tonnes GVM.

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 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.

If 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

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 operator licence is required for the following:

- Tow Truck plate type TT

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

11 Do you wish to apply for a registration concession?

(For example: pensioner, primary producer, charity organisation)

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

12 Privacy statement and Declaration

**Please read carefully before you sign.
If you do not tell the truth you can be prosecuted.**

Roads and Maritime Services is collecting your personal information in relation to your application to register a vehicle and may retain and use it for driver licensing, motor vehicle, road transport and safety purposes.

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

RMS 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.

Otherwise we will not disclose your personal information without your consent unless authorised by law.

RMS is subject to the *Privacy and Personal Information Protection Act 1998* and the *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 declare that the information on this form is true and complete. Under road transport legislation, it is an offence to attempt to register or renew the registration of a vehicle by false statement or any misrepresentation or other dishonest means.

Signature

Capacity if representative of 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)

Proof or garage address (for heavy vehicles over 4.5 tonnes GVM)

Registration term 2 years 3 years

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

or no. of rotors

motive power

Induction:

normal turbo super charged

K/W Power

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 CTP certificate and any other relevant documents- such as compliance plate details form, weighbridge ticket, evidence of previous registration.

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 send an authorised representative. If you send a representative you must fill in the Representative's Authority on this page. 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 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.

- Proof of your identity;
- Roads and Maritime copy of your compulsory third party insurance certificate (green slip). Note: CTP insurers cannot send electronic greenslips for establish registrations;
- The inspection report (blue slip);
- 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;
- Proof of garage address for heavy vehicles; and
- 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 the registry staff, to be completed at the registry, when you attend.

Stamp duty charges:

Stamp duty is charged in most cases. It is at least 3% of the sale price or market value of the vehicle (whichever is higher). For certain vehicles exceeding \$45,000 a 2% surcharge will apply for any amount over \$45,000. (If necessary, the market value is rounded **up** to the next hundred dollars - for example the stamp duty is the same for a vehicle worth \$1450 as for a vehicle worth \$1500.) RMS collects stamp duty charges on behalf of the Office of State Revenue (OSR). The OSR conducts regular audits of declared values. Understatements of market value may attract additional duty together with penalties and interest.

Note: 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):

When you attend a registry or Service NSW 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 2 years.

A brochure listing other acceptable POI documents is available from our registries, by calling our Contact Centre on 13 22 13.

Hearing or speech impaired? Call us on the National Relay Service: TTY users phone 13 36 77 then ask for 13 22 13. Speak and Listen users phone 1300 555 727 and ask for 13 22 13. or by visiting our Website at rms.nsw.gov.au. Your POI documents must be originals and must include your signature and your residential address.

Corporations are required to provide evidence of incorporation. This can be any one of the following:

- 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 Office of 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.

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.

Proof of garage address:

For heavy vehicles over 4.5 tonnes GVM acceptable proofs are:

- Certificate of Title of ownership for premises;
- Lease agreement or rent book;
- Council rate notice;
- Utility accounts relating to street address;
- Where the customer's residential and garage address is identical, acceptable proof of residential address such as a current driver's licence.

If no evidence is available, a statutory declaration may be accepted.

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

Representative's 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

Surname

Given names

Address

Address	
State	Postcode

Date of birth

Sex

male

female

Representative's signature

Capacity if representative of corporation

Note: Signatory capacity must be declared by a Limited Company

Date

day	/	month	/	year
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Office use: dealers and agencies

Give details of the charges calculated for the vehicle

Fee + tax
Stamp duty
Other charges (e.g. HVIS)
TOTAL (includes GST if any)

Information shown is correct at time of printing but may change without notice.