



Taxi Plate Transfer Application Pack

Please ensure the following items have been completed or attached before submitting your application

Application to Buy

- Application has been fully completed including purchase amount and signatures of all applicants
- Stamp Duty has been paid
- Stamp Duty receipt copy is attached, or application has been stamped by State Revenue, Department of Finance
- All applicants hold a T extension or have attached a National Police Clearance (no more than 3 months old)

If the applicant is a Company

- Recent Company Extract has been attached
-available from the Australian Securities Commission (no more than 3 months old)

If the applicant is a Trust

- Trust Deed has been attached (original or certified copy)

Application to Sell

- Application has been fully completed including sale amount and signatures from all owners

If the seller is a Company

- Recent Company Extract has been attached
-available from the Australian Securities Commission (no more than 3 months old)

Applications are to be submitted to On-demand Transport (OdT) the Department of Transport

Postal Address

GPO Box C102
PERTH WA 6839

Office Address

20 Brown Street
EAST PERTH WA 6004
8:00am to 5:00pm weekdays

Applications will not be assessed until both applications and all supporting documents listed above have been received.

Upon approval, OdT will contact the Buyer to make arrangements for a settlement appointment, which both the buyer and seller are to attend or by other arrangement by OdT officer (country is arranged by correspondence), for the transfer to become effective.

ORIGINAL APPLICATION DOCUMENTS ONLY – Faxed and emailed copies will not be accepted



Certain metropolitan taxi plates and country taxi-car licences can be transferred from the existing plate owner or licence holder to another entity. This guide explains the process involved in applying for and gaining approval to transfer a plate or licence.

How do I apply to buy or sell a metropolitan taxi plate or country taxi-car licence?

If you are the buyer, complete the [Application to buy taxi plate form \(TAXI5\)](#) arrange to pay [Stamp Duty](#) on the transfer then submit the TAXI5 and TAXI6 forms and all required documents as listed on the application form as well as Stamp Duty receipt to the DoT.

If you are the existing owner or licence holder, complete the [Application to sell taxi plates form \(TAXI6\)](#) and submit the original form to the Department of Transport (DoT) as specified on the form.

Arranging payment of Stamp Duty;

Metropolitan residents should attend the State Revenue Office, QBE House, 200 St. George's Terrace, Perth WA, Ph.: 9262 113 .

Regional residents should contact the State Revenue Office on 1300 368 364 to find their nearest agent.

What happens next?

On-demand Transport (OdT) of the DoT will assess the application once forms have been received from both the buyer and seller. If any required document/s has not been provided, OdT will contact the applicant and request the missing document/s.

When all documents have been provided and all application requirements have been met the application will be recommended for approval. Applicants will be advised once transfer approval has been granted via their preferred communication method, email, phone or post.

If all application requirements are not met, or there are outstanding fees or a financial encumbrance noted against the plate / Licence the application will not be approved.

How is the transfer performed?

Metropolitan taxi plate transfers are performed at the OdT office in East Perth at a pre-arranged day time and when both buyer and seller are able to attend or by other arrangement with OdT officer. The day and time of the transfer will be arranged after the application has been approved.

At the transfer appointment the seller must return the Taxi plate ownership certificate to the DoT and provide written confirmation that the payment has been received from the buyer. The transfer will be processed and the buyer will be issued a transfer fee invoice (payable immediately) of 2.5% of the purchase price of the plates or total average of the previous 10 transfers whichever is greater. Once the transfer fee has been paid the buyer will need to sign operating conditions and will then be issued with a Taxi plate ownership certificate.

Country taxi-car licence transfers are performed via correspondence. When transfer approval is granted, the seller will be requested to send written confirmation that payment has been received from the buyer and the buyer is requested to pay the transfer fee of \$191.40 via cheque or credit card over the phone.

Once the buyer has paid the transfer fee and the seller has confirmed payment has been received the transfer will be completed and both parties will receive written confirmation of the transfer, buyer will be issued with ownership certificate.

Deceased estate transfers

In the case of a deceased estate, all of the above information applies, with the Executor of the Estate acting as the seller.

Additional to the documents required of the seller are the original [Probate documents](#) or a certified copy. A set transfer fee of \$107.10 applies to all deceased estate transfers.

Financial encumbrances

It is possible for OdT to record a financial encumbrance against a taxi plate upon written request from a financial institution.

This encumbrance is recorded in an electronic system and on the Ownership Certificate. If an encumbrance is recorded against a plate a written letter of release from the same financial institution is required to cancel the notation. A transfer will not be approved while an encumbrance is noted.

All transfers must be performed in accordance with the *Taxi Act 1994* or the *Transport (Country taxi-car) Regulations 1982*.

Need assistance?

Please free-call 1300 660 147 weekdays between 8am and 5pm or email clientservices@transport.wa.gov.au (Country) / email leaseplates@transport.wa.gov.au (Metro) alternatively you can visit our office at 20 Brown Street, East Perth between the hours above.



Taxi plate number: _____ Circle: METRO / COUNTRY

TAXI5

SECTION 1: The buyer's details

Name as you want it to appear on your ownership certificate (individual, partnership, trust or company name)

Applicant name: _____

Please list all individuals, partners, directors or trustees that will hold an interest in this plate

	Full name	Driver's licence number
Applicant 1	THIS WILL BE THE ACCOUNTABLE PERSON	
Applicant 2		
Applicant 3		
Applicant 4		

If there are more than 4 people, please submit an additional sheet

SECTION 2: Nominated Accountable Person (Applicant 1)

This person will be the recipient of all correspondence from the Department of Transport regarding the taxi plate including invoices and condition changes

Postal Address: _____ Date of Birth: _____

Residential Address: _____ Contact Phone: _____

Email Address: _____

SECTION 3: Purchase Details

At what price are you buying your taxi plates for?

\$

(not including the vehicle or equipment)

Will the purchase of this plate cause the plates to be financially encumbered with a bank? YES / NO

Will the purchase of this plate cause any of the applicants to hold an interest in more than 5 metropolitan taxi plates? YES / NO

Do any of the applicants hold a Government lease plate? YES / NO

*Section 24(3) of the *Taxi Act 1994* prevents an individual becoming the owner of more than 5 taxi plates, either solely or in partnership with another person/s
**Section 23A (2) of the *Taxi Act 1994* prevents an individual, partnership or corporation leasing and owning a taxi plate at the same time.

Continued over



SECTION 4: Declaration

I, the nominated accountable person, take full responsibility for ensuring compliance with all conditions, regulations and legislation pertaining to the taxi plates on this application.

I agree to the purchase of these taxi plates and have authority to sign as nominated accountable person on behalf of the company/partnership/trust.

Signature of person 1: _____

Date signed: ____ / ____ / _____

ALL OTHER INDIVIDUALS, PARTNERS, DIRECTORS or TRUSTEES MUST SIGN BELOW

I / we agree to the purchase of these taxi plates and have read and understood the conditions pertaining to the taxi plates and agree to abide by them.

Signature of person 2: _____

Date signed: ____ / ____ / _____

Signature of person 3: _____

Date signed: ____ / ____ / _____

Signature of person 4: _____

Date signed: ____ / ____ / _____

Required documents;

- All people listed above must hold an F or T extension on their driver's licence or submit a National Police Certificate with this application.
The certificate cannot be more than 3 months old at the time of application.
- Where the application is in a company name, you must submit a Recent Company Extract that is no more than 3 months old at the time of application (Issued by ASIC). All those listed as directors on the Extract must be listed and sign the application form.
- Where the application is in a trust name you must submit a certified copy of your Trust Deed.
- Evidence that Stamp Duty has been assessed by, and paid to, the Office of State Revenue. (08) 9226 0834 or country callers 1300 368 364.

How to submit your application form

Once you have paid Stamp Duty on the transfer, please post the original application and documents listed above to On-demand Transport, GPO Box C102, Perth WA 6839 or hand deliver to 20 Brown Street, East Perth weekdays between 8am and 5pm.

Require assistance? Free-call On-demand Transport on 1300 660 147 or

Email clientservices@transport.wa.gov.au (Country Taxis)

Email leaseplates@transport.wa.gov.au (Metro Taxis)



Taxi plate number: _____ Circle: METRO / COUNTRY

TAXI6

SECTION 1: The Seller's details

Name as it appears on your ownership certificate

Applicant name: _____

Please list all individuals, partners, directors or trustees who hold an interest in this plate

	Full name	Driver's licence number
Applicant 1	THIS WILL BE THE ACCOUNTABLE PERSON	
Applicant 2		
Applicant 3		
Applicant 4		

SECTION 2: Sale Details and Outstanding Items

At what price are you selling your taxi plates? (not including the vehicle or equipment)

\$

Is this plate financially encumbered? YES / NO

This application will be placed on hold if any of the following are true until they have been resolved;

- ◆ If there is a financial encumbrance recorded against your taxi plate
- ◆ If there are any outstanding fees recorded against your plate
- ◆ For companies: the signatures on this form do not correspond with the current list of directors as stated on a Recent Company Extract that is no more than 3 months old

SECTION 3: Nominated Person

Who is the contact person for this application? _____

Please circle your preferred contact method: EMAIL / PHONE

PHONE: _____ EMAIL: _____

SECTION 4: Supporting Documentation

Please check the Metropolitan Taxi Plate Transfer Checklist for a list of supporting documents to be submitted

SECTION 5: Declaration

I/we declare that I/we have fully disclosed all conditions and financial liabilities attached to the taxi plates to both the buyer and to On-demand Transport and that all information on this form is correct. I/we agree to transfer the taxi plate ownership, nominated above, subject to approval advice from On-demand Transport.

Signature of person 1: _____ Date signed: ____ / ____ / _____

Signature of person 2: _____ Date signed: ____ / ____ / _____

Signature of person 3: _____ Date signed: ____ / ____ / _____

Signature of person 4: _____ Date signed: ____ / ____ / _____