

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

**Office use only**

Plate number issued/allocated      Attachments

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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 Service NSW of your new residential and mailing address within 14 days of moving.*

Residential address

State      Postcode

Mailing address *(if different from residential address. All mail will be posted to this address)*

State      Postcode

Date of birth

day	/	month	/	year
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ABN *(if applicable)*

Gender    male     female

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

Email address

**Please provide a mobile number if you would like to receive communications from Service NSW this way**

Mobile number

**Have you previously conducted business with Transport for NSW 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

Mailing 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
- Private Hire Vehicle  general issue plate

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 For heavy vehicles over 4.5 tonnes GVM what is the Nominated Configuration Code? (See nominated configuration code at roads-waterways.transport.nsw.gov.au)**

**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 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 service centre or on the myplates website **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

**Personal Information Collection Notice**

Transport for NSW is committed to protecting your privacy and ensuring your personal and health information is managed according to law. Find out why we collect your personal information, including how we use and manage it, by reading our privacy statement at **www.transport.nsw.gov.au/privacy-statement** or phone 13 22 13 to request a copy.

In addition, where your application concerns Special Number Plates then we will also use your Personal Information in connection with the operation of our Special Number Plates business and we may disclose your Personal Information to any Concessionaire appointed by us to manage our Special Number Plate business to allow the Concessionaire to manage the Special Number Plate business. If the Special Number Plates attract an Annual Fee, we or our Concessionaire, may send you Special Number Plate customer service information and marketing information unless you elect to opt-out. To opt-out please notify the Special Number Plates Concessionaire using the "contact us" information available at **myplates.com.au**

**OFFICE USE ONLY - BUNDLE C**

**Dealers and service centres only**

Mailing address checked on DRIVES (if applicable)

**Proof of identity record**

**Person**

Stand-alone or primary proof

Document number

Secondary proof (if necessary)

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



## 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 Transport for NSW. 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 Unregistered Vehicle Inspection Station (AUVIS). To find an inspection station near you visit [roads-waterways.transport.nsw.gov.au](https://roads-waterways.transport.nsw.gov.au) or contact Service NSW on 13 22 13. If your vehicle is inspected and identified at an 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 service centre 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.

You must present:

- Proof of your identity;
- Transport for NSW copy of your compulsory third party insurance certificate;
- The inspection report;
- Proof of entitlement to register the vehicle, for example, 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 and the VIN or chassis number. For more information visit [roads-waterways.transport.nsw.gov.au](https://roads-waterways.transport.nsw.gov.au)
- 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 service centre, when you attend.

### Stamp duty charges:

Stamp duty is collected by Transport for NSW on behalf of Revenue NSW 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 motor vehicle registration duty calculator at [revenue.nsw.gov.au](https://revenue.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, a service centre 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 service centre, you need to show proof of identity (POI). You can use your current Transport for NSW issued NSW driver photo licence or one which expired within the last two years. For a list of acceptable POI documents visit [roads-waterways.transport.nsw.gov.au](https://roads-waterways.transport.nsw.gov.au) or call Service NSW on 13 22 13.

Corporations are required to provide one of the following when being established as a Transport for NSW 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

Continued next column

- 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 Transport for NSW 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 by phoning 13 17 58 or can be found by visiting [myplates.com.au](https://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

### Representative's details

NSW Driver licence/Customer number

Date of birth

Surname

Given names

Address

Gender      male       female

Representative's signature

Capacity if representative of corporation

Date

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