

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's 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 the RTA 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
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ABN (if applicable)

Sex

male ☐

female ☐

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 incorporation 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 for legal notices

State	Postcode

Postal address for registration renewals

State	Postcode

ABN (if applicable)

ACN, ARBN or other

(Evidence of incorporation required see page 4)

4 Courtesy name

Name

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

5 Fleet manager or leasing company (if applicable)

To be completed *only* if the registration renewal is to be mailed to the fleet manager

Name and postal address of manager for registration renewals

State	Postcode

Customer number

6 Is the vehicle from a licensed dealer/auction house?no ☐yes ☐ Dealer's/Auction house licence number

Name of dealer/auction house

7 Is the vehicle new?no ☐yes ☒ **now go to 9****8 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***9 Purchase details** (present a receipt/bill of sale, etc with this application)

Date of purchase

day	/	month	/	year
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Sale price or market value (whichever is higher)

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

State

Postcode

Postal address for registration renewals

State

Postcode

11 Type of use intended for the vehiclePrivate ☐Business ☐Dealer - resale ☐Dealer - demonstration ☐Taxi ☐Rental car ☐

Bus - please specify charter, public, tourist etc

Other - please specify charity, ambulance, hire car, etc.

12 Do you wish to apply for a registration concession?
(For example: pensioner, primary producer)no ☐yes ☐ You must prove that you are eligible and may be asked to sign a separate declaration.**13 Declaration**

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

Your Personal Information including any image is collected and held by the Roads and Traffic Authority (RTA), 260 Elizabeth St, Surry Hills, NSW 2010

I understand that my "personal Information" is being collected for registration purposes. I must supply the information under the Road Transport Vehicle Registration Act. Failure to supply full details and sign/confirm this declaration can result in the transaction not proceeding. My "personal information" held by the RTA may be disclosed inside and outside NSW to driver licensing and vehicle registration agencies, for verification of a fee concession entitlement with Centrelink and DVA, law enforcement agencies, the Australian Electoral Commission, providers of compulsory third party (bodily injury) insurance, proposed acquirers of vehicles, solicitors in regard to motor vehicle accidents, and to verify the contents of this application and any supporting documentation, for the administration of driver licensing and registration legislation and law enforcement, and for the purpose of the protection of public revenue, road safety, compulsory third party (bodily injury) Insurance, and inquiries relating to motor accidents or abandoned vehicles or which would be relevant to any acquisition of the vehicle.

I have a right to access or correct my "personal information" in accordance with the provisions of the relevant privacy legislation.

I acknowledge that I understand and agree to the Terms and Conditions for issue of Special Plates. The Terms and Conditions are available from the RTA or can be found on the RTA's website at "www.myrta.com".

I declare that the details in this application are true and complete.

Signature

Date

day	/	month	/	year
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Dealers, RTA 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)**Verified by:**

Signature

Name

RSO or dealer number, or agency name

Vehicle identification

VIN or chassis/frame number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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)

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Engine variant

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

or Engine make

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Engine capacity

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

no. of cyls or no. of rotors motive power

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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

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Certification permit or IVR number

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Certified by dealer representative as being roadworthy*This vehicle is roadworthy and meets the requirements of the Road
Transport (Vehicle Registration) Act 1997 & Regulation 2007*

Signature and company stamp

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Proof of acquisition

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

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Proof of previous registration

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Plate issue

Plate number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Fleet
common expiry date

day / month

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Interim label number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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.***Dealer on-line transaction**

Processed by Dealer on-line user: Signature

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Application and source documents checked by RSO

Signature

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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 the RTA. 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 the RTA 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 a pink or blue slip.

To register the vehicle:

You will need to go to a motor 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.

Take with you:

- proof of your identity;
- the RTA copy of your compulsory third party insurance certificate (green slip);
- 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; and the engine number.
- evidence of the vehicle's previous registration;
- proof of garage address for heavy vehicles; and
- number plates, or declaration if the vehicle was previously registered.

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.) The RTA 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.

Proof of Identity (POI):

When you attend the motor registry, you need to show proof of identity (POI). You can use your current RTA issued NSW driver photo licence or one which expired within the last 2 years. A brochure listing other acceptable POI documents is available from motor registries, by calling the RTA Contact Centre on 13 22 13, TTY 1800 331 412 or by visiting the RTA Website at www.rta.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;
- Taxation assessment notice in relation to premises;
- Council rate notice;
- Utility accounts relating to street address; or
- 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 is accepted.

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
-----	---	-------	---	------

Representative's details

NSW Driver's licence/Customer number

Surname

Given names

Address

State

Postcode

Date of birth

day	/	month	/	year
-----	---	-------	---	------

Sex

male ☐

female ☐

Representative's signature

Date

day	/	month	/	year
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Office use: dealers and agencies

Give details of the changes 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.