



Privacy statement: The Department of Transport and Main Roads is collecting the information on this form for the purposes of maintaining the department's vehicle/vessel registration register as required under the *Transport Operations (Road Use Management) Act*. The department or its agents/contractors may use your information in its communications with you and where relevant, may give some of the information to vehicle insurers, statutory entities, insolvency entities, lawyers, persons involved in vehicle incidents/accidents, vehicle manufacturers, third parties who are involved in or intend to commence legal proceedings, tolling entities, law enforcement agencies and interstate registering authorities. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required to do so by law.

Office Use Only

Registration number:

Registration effective from:

/ /

Please Note

- A vehicle currently under a Number Plate Confiscation Notice issued by the Queensland Police Service, cannot be registered during the confiscation period.
- You should consider bringing the vehicle with you as it may require an inspection. Please ensure vehicle identification numbers can be located and are legible to avoid your application being delayed.
- A person who uses a conditionally registered vehicle must comply with all applicable conditions established for the vehicle and detailed on the Registration Certificate. Information about the codes can be found in the Guideline for Conditionally Registered Vehicles in Queensland Form Number 17 available online at www.qld.gov.au.
- Lodge your completed application at a departmental customer service centre, or if you live in a rural area, a Queensland Government Agency Program office, Magistrates Court or your local police station that provides vehicle registration services.

All questions in each applicable section must be answered.

Section 1: Details of applicant

Note: The department's vehicle register records the nominated registered operator of a vehicle. It is not a register of vehicle ownership or title.

First registered operator's details

(The CRN is your Qld Driver Licence number, Adult Proof of Age card number or your reference number issued by the department).

Customer Reference Number (CRN)

Email address (individual/organisation)

Mobile/Telephone number

Individual - family name

Given name/s

or

Organisation's name

Australian Company or Business Number

Addresses

Home/Business address

Postcode

Postal address (if the same as above write 'as above')

Postcode

Garage address (must be in Queensland, if the same as above write 'as above')

Postcode

Second registered operator's details (if applicable)

CRN

Email address (individual/organisation)

Mobile/Telephone number

Individual - family name

Given name/s

or

Organisation's name

Australian Company or Business Number

Home/Business address (if the same as first registered operator write 'as above')

Authority to represent (if applicable) Your representative will need to bring personal identification as well as proof of your identity

Name of representative

Signature of representative

Date

Identification of representative

Leasing details (if applicable)

Leasing company CRN

Leasing company name

Section 2: Vehicle details

Do you have proof of origin? No ☐ Registration may be delayed until the vehicle's origin can be established.
 Yes ☐ Refer to the Vehicle Registration Information Sheet for appropriate documentation.

Previous registration number State

Vehicle identification number/chassis number

Vehicle make/model/body shape description

Has your vehicle been modified in any way from its original design?

No ☐ Yes ☐ A modification plate may need to be fitted prior to lodging this application.
 See information on the Vehicle Registration Information Sheet.

Motorcycle engine capacity (if applicable)

Are you attaching personalised/customised plates on this vehicle?

No ☐ Yes ☐ Complete *Remove and/or Attach Personalised Plates Application* (form F2964).

Section 3: Heavy vehicles only (GVM/ATM over 4.5 tonne)

Is the vehicle eligible for federal interstate registration? No ☐ Yes ☐

Federal interstate registration

Only heavy vehicles (vehicles with a Gross Vehicle Mass/Aggregate Trailer Mass (GVM/ATM) over 4.5t) involved in the carriage of passengers or goods consigned to an interstate/territory destination are eligible. Full details of eligibility are contained in section 8 of the *Interstate Road Transport Act 1985*.

Will the vehicle be used to tow a trailer over 4.5t ATM?

No ☐ Yes ☐ In what type of configuration will the vehicle operate?

Truck and one trailer
(select one)

☐ Combination is less than 7 axles and up to and including 42.5t total operating mass (TRTT). * Complete details below.

☐ Combination is 7 or more axles or more than 42.5t total operating mass (TRTM). * Complete details below.

* Number of axles in truck
and trailer combination

* Overall length of
combination

Road Train

☐ Truck combination - What is the maximum number of trailers in the combination? (excluding dolly trailers)

☐ Prime mover combination - What is the maximum number of trailers in the combination? (excluding dolly trailers)

B-Triple

☐

B-Double

☐

Prime Mover and one trailer

☐

Note: The department must be notified if the vehicle is used in a combination where registration fees or vehicle use are different to current fees/use.

Is the trailer to be used as a lead trailer or a middle trailer?

No ☐ Yes ☐ In what type of configuration will the vehicle operate?

Lead trailer used in a B-Double/B-Triple Combination (body shape: BDTT) ☐
or

Middle trailer used in a B-Triple Combination (body shape: BDTT) ☐

Section 4: Conditional registration only. (This section is for non-standard vehicles only. If you are not registering a vehicle under conditional registration, go to Section 5).

Complete *Vehicle Details Inspection Sheet* (form F3529)

Excess dimension/mass (for more information about vehicle dimensions and mass go to www.qld.gov.au).

Is your vehicle excess dimension? No ☐ Yes ☐ Vehicle is required to operate under the relevant guideline or authority

Is your vehicle excess mass? No ☐ Yes ☐ Vehicle is required to operate under the relevant guideline or authority

Conditional registration category: (tick one box) Limited access ☐ Zone access ☐ Unrestricted access ☐

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Inspection

I/We certify as the operator/s of the vehicle indicated on this form or as a qualified inspector, I/we have inspected the vehicle and confirmed that it complies with the vehicle standards contained in the Guideline for Conditionally Registered Vehicles in Queensland.

Registered operator's signature/s

or

Inspector's name

Inspector's licence number

Inspector's signature

Inspector's qualification

Date

Date

Section 5: Pay term optionsLight vehicles: 6 months ☐ 12 months ☐Heavy vehicles: 3 months ☐ 6 months ☐ 12 months ☐

Common Due Date (five or more vehicles registered with the same expiry date)

Section 6: Purpose of use

Private ☐ Taxi ☐ Limousine ☐ Farming ☐ School activities only (transporting children, teachers) ☐
 Driver training or tuition ☐ Non profit ☐ Public passenger service ☐ Dealer ☐ Licensed tow truck ☐
 TransLink urban service ☐ Commercial ☐ Rental (self driver) ☐ Special Purpose Limousine ☐ Emergency ☐

Section 7: Concession details

Are you applying for a concession?

No ☐ Yes ☐ Complete the appropriate application form as listed on the Vehicle Registration Information Sheet.**Section 8: Duty**

What is the dutiable value of the vehicle?

Are you exempt from paying vehicle registration duty? (refer to the list of exemptions on the Vehicle Registration Information Sheet)

No ☐Yes ☐ a. Was the vehicle previously registered in Queensland and is the application being made by the same registered operator or a relative of that person? ☐b. Was the vehicle registered in another state or territory and is the application being made by the same registered operator or a relative of that person who was gifted the vehicle or an interest in the vehicle? ☐

If yes to (a) or (b) above, please tick one box below:

Same registered operator/s only ☐Same registered operator and a relative ☐Relative of previous registered operator ☐

What is the relationship to the previous registered operator? Please tick one box below.

Partner by marriage ☐Partner in a de facto relationship (provided the couple are living together at the date of the transaction and have lived together for at least two years). ☐Partner in a registered relationship prescribed under the *Relationships Act 2011*. ☐Parent, grandparent or their spouse ☐Spouse's parent, grandparent or their spouse ☐Child, stepchild, grandchild or their spouse ☐Spouse's child, stepchild, grandchild or their spouse ☐c. Other exemption type (refer to the duty section on the Vehicle Registration Information Sheet for other exemption types)
Please provide exemption number or description

Section 9: Compulsory Third Party insurance

Compulsory Third Party (CTP) insurer (please tick appropriate box)

I/We nominate a CTP insurer ☐ Nominated CTP insurer Insurance class

or

I have presented a prepaid insurance certificate ☐ Number Issue date
 / /

CTP insurer

Are you entitled to claim the Input Tax Credit Entitlement (ITCE)?No ☐ Yes ☐**Section 10: Queensland Safety Certificate and Certificate of Inspection**

Are you exempt from providing a Safety Certificate or a Certificate of Inspection? (Refer to the list of exemptions on the Vehicle Registration Information Sheet)

No ☐ A current original Queensland Safety Certificate or Certificate of Inspection is required.

Certificate Number Issue date
 / /

Yes ☐ Provide exemption reason**Section 11: Gas fuel system or other gas systems**

Is the vehicle fitted with gas fuel systems or other gas systems?

No ☐Yes ☐ Complete one below:

Gas fuel systems Certificate/Compliance Plate Number Issue date
 / /

Other gas systems Certificate/Compliance Plate Number Issue date
 / /

Are you exempt from providing a Gas Certificate? (Refer to the list of exemptions on the Vehicle Registration Information Sheet)

No ☐ A current original Gas Certificate is required.Yes ☐ Provide exemption reason**Certification by registered operator/s**It is an offence to give false or misleading information under the *Transport Operations (Road Use Management) Act*. Maximum penalty may exceed \$7000.

I/We certify that the information and statements provided in this application are true and correct.

First registered operator's signature Date
 / /

Second registered operator's signature Date
 / /

Note: If the vehicle is being registered in two names, both registered operators need to sign this application, however, certain future transactions will require only one signature.**Office/Agency use only**Identification sighted? Yes ☐Concession card sighted? Yes ☐ Physical card ☐ Digital wallet ☐ Concession code ☐ Specify codes

Concession card number Date of issue
 / /

Authorising person's name

Authorising person's signature

Date

 / /



Registration checklist

Use this checklist to ensure that you have the required documents and identification prior to attending the department to register your vehicle. If you are unsure whether checklist items apply or if you would like further information, please visit www.qld.gov.au or call 13 23 80.

Evidence of Identity (for the registered operator/s and representative must be provided at the time of making an application):

If you do not have any of the below evidence of identity for individuals, organisations or a Customer Reference Number (CRN), you will need to complete a *New Customer Application* (form F3503) and provide evidence of identity.

Individuals: one of the following cards-

- ☐ Queensland Driver Licence (or one that has been current at any time within the last two years)
- ☐ Industry authority (for example, taxi licence)
- ☐ Marine Licence Indicator Card
- ☐ Adult Proof of Age Card.

Organisations:

- ☐ Evidence that establishes the legal existence of the organisation
- ☐ Document authorising someone to act on behalf of the organisation
- ☐ Evidence of identity for the individual representing the organisation

Standard vehicle related documentation:

- ☐ *Vehicle Registration Application* (form F3518)
- ☐ *Vehicle Details Inspection Sheet* (form F3529)
- ☐ Garaging address:
 - If the garaging address of the vehicle is different to residential address, provide evidence of the address where the vehicle will be garaged in Queensland (e.g. property rates notice, bank statement, Australian Taxation Office Assessment or phone account).
 - If you are not the property owner/rentee/leasee of the property where the vehicle will be garaged, complete a Queensland Garage Address Statement (form F4408) to confirm that the address exists (e.g. property rates notice, bank statement, Australian Taxation Office Assessment, gas, phone or electricity account). For non-Queensland residents - call 13 23 80.
- ☐ Proof of origin:
 - Brand new vehicles - compliance plate fitted to the vehicle or a receipt from the place of purchase which clearly states the vehicle's details
 - Second hand vehicles - previous Registration Certificate from any Australian jurisdiction
 - Imported vehicles - 'Vehicle Import Approval' that allows registration and use on roads
 - Statement of Acquisition - must be completed if none of the above are available.

Note: Customer must also provide evidence that a compliance plate is fitted to the vehicle (except for Conditional Registration).

Imported vehicles

- ☐ For left-hand drive vehicles and less than 30 years old - steering needs to be converted to right-hand drive and a modification plate fitted. Call 13 23 80 for more information.
- ☐ **CTP Certificate (Section 9).** **Note:** only original copy accepted if CTP has been pre-purchased. Emails from insurers are acceptable provided the certificate is certified by the insurer as the original certificate. For a list of CTP insurers, please refer to the MAIC website at www.maic.qld.gov.au.
- ☐ **Safety Certificate or Certificate of Inspection (Section 10)** - for second-hand vehicles a current safety certificate or certificate of inspection is required. **Note:** Federal interstate registration - a current Certificate of Inspection is required and must not be dated more than 45 days prior to lodging this application.

Exemptions for Safety Certificate and Certificate of Inspection:

1. A new vehicle, never registered anywhere
2. Tractor-based mobile cranes (any size)
3. A demonstration vehicle, being registered to a dealer
4. Light trailers and caravans < 750kg ATM
5. Wheelchairs
6. A Queensland island where there is no AIS for safety inspection certificate
7. For a motorbike, caravan and trailer (750kg up to and including 3.5t ATM) with a garage address outside of a 50km radius of an AIS station that can perform inspections for that type of vehicle
8. For light vehicles in remote areas - call 13 23 80
9. For heavy vehicles that are garaged prior to and at the time of sale in one of the shires of Aurukun, Barcoo, Boulia, Bulloo, Burke, Carpentaria, Cook, Croydon, Diamantina, Doomadgee, Etheridge, Hope Vale, Injinoo, Kowanyama, Lockhart River, Mapoon, Mornington, Napranum, New Mapoon, Pormpuraaw, Quilpie, Torres, Umagico, Waroo and Wujal Wujal.

☐ **Gas Certificate (Section 11). Exemptions for Queensland Gas Certificate:**

1. A new vehicle, never registered anywhere and fitted with a Gas Compliance Plate
2. Registering an unregistered vehicle in the same name that it was previously registered
3. Remote areas - call 13 23 80 to check if you can claim this exemption reason
4. A demonstration vehicle, being registered to a dealer.

- ☐ **Certificate of Modification.** If the vehicle was modified from its original form, a modification plate may need to be fitted before this application can be processed. For more information about vehicle modifications, go to 'Vehicle Modifications' page at www.qld.gov.au.

Additional requirements for heavy vehicles:

- ☐ HVRAS Inspection (if applicable)
- ☐ Weighbridge Certificate (if applicable).

Additional requirements for light trailers:

- ☐ *Self-Assessment for Single-Axle Trailers 750kg ATM or less* (form F3970). **Note:** Does not apply to imported trailers, these must be brought with you to be inspected.

Concession requirements (Section 7)

☐ Are you applying for concessional registration fees? You must produce your physical Queensland Pensioner Concession Card (PCC) or a digital PCC on a smart device (such as mobile phones) issued from the Department of Human Services, PCC issued from the Department of Veterans' Affairs (DVA), DVA letter or Seniors Card.

Concession types and documentation required.

Complete the relevant application forms if you are applying for any of the following concession types:

Individuals:

- *Registration Concession Application – Pensioners, Seniors and Prescribed Service Persons; Special Interest Vehicles* (form F3937)
- *Specific Purpose Vehicle Concession Application – Well Boring Equipment Vehicle; Bee Keepers; Prospectors and Mineral, Water or Oil Exploration Equipment* (form F3630)
- *Registration Concession Application – Primary Producer; Restricted Area; Farm Plate Concession* (form F4517).

Organisations:

- *Assessment for a Charitable or Community Service Concession Application* (form F4508)

Note: If the organisation has already been approved by the department to have this type of concession, and you are only adding an additional vehicle, you only need to complete F4508 and no additional documentation is required. Please visit a Customer Service Centre or nearest Queensland Government Agent office for processing.

For organisations making an initial application for concessions - send the completed application form and supporting documentation to: Department of Transport and Main Roads, Registration Policy Unit, PO Box 673, FORTITUDE VALLEY QLD 4006.

- Local Government Concession

Note: No document or forms are required and only vehicles used solely for the purpose of the local government are eligible.

Payment

☐ A fee is payable with this application. Visit www.qld.gov.au to get a free online quote.

Vehicle registration duty (Section 8)

Vehicle registration duty is collected by the department as per the *Duties Act 2001* which is administered by the Commissioner of State Revenue. Vehicle registration duty is payable upon application to register a vehicle unless an exemption applies.

Dutiable value

For a vehicle not previously registered, the dutiable value is the total of the vehicle's list price and list prices of all items of optional equipment not included in the list price (including GST).

For a vehicle previously registered, or a vehicle with no list price, the dutiable value is the greater of either the market value or the total consideration payable for the vehicle (including GST).

For more information about how to determine the dutiable value, go to www.osr.qld.gov.au.

Vehicle registration duty rates (calculated for each \$100 and each part of \$100, of the vehicle's dutiable value):

- all electric/hybrid vehicles - \$2.00 per \$100
- up to 4 cylinders/2 rotors (including steam) - \$3.00 per \$100
- 5 or 6 cylinders or 3 rotors - \$3.50 per \$100
- 7 or more cylinders - \$4.00 per \$100
- Conditional registration is charged at a flat rate of \$25.00.

Example of variable duty rate:

A 4 cylinder petrol car may have a market value of \$15,010. To calculate the dutiable value it would have to be rounded up to the nearest \$100 being \$15,100. Using the duty calculation rule of \$3.00 per \$100 on \$15,010. Duty payable would be \$453.

To calculate the duty payable on your vehicle, go to the duty calculator at www.osr.qld.gov.au.

Duty exemptions

The below examples are just some of the vehicle registration duty exemptions available. For other duty exemptions and eligibility requirements go to www.osr.qld.gov.au.

1. Vehicle was previously registered in Queensland or another state or territory and the application is made by the same registered operator or a relative of that person.
2. Vehicle is a trailer/caravan or motorised wheelchair.
3. Vehicle is being registered to a beneficiary of a deceased estate.
4. Vehicle is being registered to a prescribed service person (ex-service person) whose concession is applied to that vehicle.
5. Vehicle is being registered to a person who has lost the use of one or both legs and uses the vehicle for transport to and from their place of employment or education because they are unable to use public transport due to their disability.
6. The vehicle will be used by a vehicle dealer as trading stock.
7. Vehicle duty is paid through a dutiable transaction (for example, contract of sale of a business or farm). Verification from Office of State Revenue must be provided.
8. The vehicle is being registered to an owner who has repossessed the vehicle under a hire purchase agreement or on termination of a hiring agreement.
9. The vehicle is being registered to a Primary Producer. The vehicle must be more than 6 tonne GVM and is intended for use solely in connection with their business as a primary producer for five years.
10. Where the applicant is the sole owner/s of the business or another business owned solely by the same owner/s, as the previous registration.
11. The vehicle is being registered to a local government.
12. The vehicle is being registered to a government entity.
13. The vehicle is being registered to a consul or an officer of the consulate and is a national of the country represented.

The Commissioner of State Revenue may take action against the registered operator/s when recovering outstanding duty on a vehicle registration application.

For more information about vehicle registration duty, go to www.osr.qld.gov.au.

If you are unable to meet any of the above requirements to register your vehicle or would like further information, please visit our website www.qld.gov.au or call 13 23 80.