



Privacy statement: The Department of Transport and Main Roads (TMR) is collecting the information on this form for the purposes of maintaining TMR's vehicle registration register as required under the Transport Operations (Road Use Management) Act. TMR 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

- Please only fill out this application if you are lodging at a Queensland Government Agency Program Office, a Magistrates Court or local police station. If you are lodging at a TMR customer service centre you do not need to fill in this application.
- A vehicle currently under a Number Plate Confiscation Notice issued by the Queensland Police Service, cannot be registered during the confiscation period. Please contact the Queensland Police Service prior to attending.
- 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 *Safe Movement Guideline for Conditionally Registering a Vehicle in Queensland* available online at www.qld.gov.au.
- If you are re-registering after your vehicle was cancelled due to COVID-19 and no changes have been made to the vehicle or registered operator/s, you do not need either of the following:
 - a Safety Certificate
 - a Certificate of Inspection if it was previously inspected within the previous 12 months (or 24 months for a heavy primary production vehicle).

All questions in each applicable section must be answered.

Section 1: Details of applicant

Note: The TMR 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

Note: The CRN is your Qld Driver Licence, Photo Identification (Photo ID) or Adult Proof of Age Card number, or your reference number issued by TMR.

Customer Reference Number (CRN) Email address

Mobile/Telephone number

Individual - family name

Given name/s

or Organisation's name

Australian Company or Business Number

Would you like to receive emailed notification and reminders for notices such as licence and registration renewals? For a full list of emailed notifications and reminders visit www.qld.gov.au/transport/enotice/ (individuals only)

Yes ☐ No ☐

Addresses

Home/Business address

Postcode

Postal address (if same as home/business address write 'as above')

Postcode

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

Postcode

Second registered operator's details (if applicable)

Note: The CRN is your Qld Driver Licence, Photo ID or Adult Proof of Age Card number, or your reference number issued by TMR.

CRN Email address

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')

Would you like to receive emailed notification and reminders? (individuals only) Yes ☐ No ☐

Authority to represent (if applicable)

I authorise this person to register this vehicle on my behalf.

(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

COVID-19 Declaration

☐ This vehicle is being re-registered after cancellation due to COVID-19. No changes have been made to the vehicle.

Section 2: Vehicle details (refer to the *Vehicle Registration Information Sheet* to answer these questions)

Do you have proof of origin? Yes ☐ Previous registration number State

Note: You are required to surrender the previous number plates (excluding Personalised/ Customised Plates), if they are in your possession.

No ☐

Vehicle identification number/chassis number

Year of manufacture

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). Not required if cancelled due to COVID-19 and retained plates.

Section 3: Heavy vehicles only (Gross Vehicle Mass/Aggregate Trailer Mass over 4.5t)

Will the vehicle be used to tow a trailer over 4.5t Aggregate Trailer Mass?

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: TMR 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) ☐

If applicable, I agree to operate this vehicle under a notice, permit or approval issued by the National Heavy Vehicle Regulator. ☐

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 ☐

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 *Safe Movement Guideline for Conditionally Registering a Vehicle 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 options

Light vehicles: 3 months ☐ (for vehicles used as taxis, limousines, special purpose limousines and booked hire services only).

6 months ☐ 12 months ☐

Heavy vehicles: 3 months ☐ 6 months ☐ 12 months ☐

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

Section 6: Purpose of use

- | | | | | |
|---|---|-------------------------------------|---|---|
| Private <input type="checkbox"/> | Dealer <input type="checkbox"/> | Taxi <input type="checkbox"/> | Limousine <input type="checkbox"/> | Farming <input type="checkbox"/> |
| School activities only (transporting children, teachers) <input type="checkbox"/> | Driver training or tuition <input type="checkbox"/> | Non profit <input type="checkbox"/> | Public passenger service <input type="checkbox"/> | Booked hire <input type="checkbox"/> |
| Licensed tow truck <input type="checkbox"/> | TransLink urban service <input type="checkbox"/> | Commercial <input type="checkbox"/> | Rental (self driver) <input type="checkbox"/> | Booked hire rental <input type="checkbox"/> |
| Special Purpose Limousine <input type="checkbox"/> | Emergency <input type="checkbox"/> | | | |

Section 7: Concession details

Are you applying for a concession? You must provide evidence of entitlement to a concession by producing your physical/digital pension/seniors or veterans concession card. Applications for TPI concession must produce their letter of entitlement issued by the Department of Veteran Affairs.

No ☐ Yes ☐ Complete the appropriate application form. Refer to the *Vehicle Registration Information Sheet* for more information.

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/s 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/s 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/s ☐

What is the relationship to the previous registered operator/s? 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

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Section 9: Compulsory Third Party insurance

There are four licensed CTP insurers in Qld. You need to select your CTP insurer from the list below. I/We have independently chosen as the CTP insurer:

RACQ ☐ QBE ☐ Allianz ☐ Suncorp ☐

It is an offence under the *Motor Accident Insurance Act 1994* for a person to interfere with documents related to your choice of CTP insurer. Maximum penalty may exceed \$19,000.

Are you entitled to claim the Input Tax Credit Entitlement (ITCE)?

Yes ☐ No ☐

GST registered business may be able to claim an ITCE. If unsure contact your tax advisor.

or

I have presented a prepaid insurance certificate



Number

Issue date

 / /

CTP insurer

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 for hand-written certificates. Only the certificate number is required for certificates issued electronically.

Certificate Number

Issue date

 / /

Odometer reading

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 use only

Identification sighted? Yes ☐

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 TMR 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 don't have any of the below, bring other ID like a valid passport, keycard or Medicare Card. You will also need to complete a *New Customer Application* (form F3503) if you don't have a customer reference number.

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
- ☐ APA or Photo ID Card.

Organisations:

- ☐ Certification of Registration of a Company (displaying the ACN) issued by the Australian Securities and Investment Commission (ASIC)
- ☐ Official company document such as a letter authorising someone to act on behalf of the organisation. The authorised person must bring evidence of identity.

Standard vehicle related documentation:

- ☐ *Vehicle Registration Application* (form F3518)
- ☐ *Vehicle Details Inspection Sheet* (form F3529)
- ☐ Garaging address:
 - If garaging address of the vehicle is different to the residential, 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 owner/rentee/leasee of the property where the vehicle will be garaged, or don't have proof of a garage address, complete a *Queensland Garage Address Statement* (form F4408).
- ☐ Proof of origin:
 - Brand new vehicles - the vehicle is listed on the Register of Approved Vehicles (RAV) or a compliance plate is fitted to the vehicle
 - Second hand vehicles - previous Registration Certificate from any Australian jurisdiction or TMR has proof of previous registration on their records. (If applicant can't provide proof of origin and there is no proof of previous registration on records, a Statement of Acquisition must be completed).

Note: Customer may be required to provide evidence that a compliance plate is fitted to the vehicle.

Imported vehicles

- ☐ For left-hand drive vehicles less than 25 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. (The original is required for handwritten certificates or a copy of an electronic certificate may need to be produced on request).

Exemptions for Safety Certificate and Certificate of Inspection:

1. New vehicles with 500km or less on the odometer, and have not been previously registered in Australia or another country. A new heavy vehicle that has over 500km on the odometer may be exempt if only driven for fitting of equipment and testing, please contact TMR on 13 23 80 for information.
2. Tractor-based mobile cranes (any size)
3. A demonstration vehicle, being registered to a dealer
4. Light trailers and caravans less than or equal to 750kg Aggregate Trailer Mass (ATM)
5. Wheelchairs
6. Vehicles garaged on a Queensland island where there is no Approved Inspection Station (AIS) for safety inspection certificate
7. For a motorbike, caravan and trailer (750kg up to and including 4.5t 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 garaged in Queensland remote locations, please contact TMR on 13 23 80 for a list of remote locations
9. For vehicles that are garaged in one of the following local government areas; Arurkun, Barcoo, Boulia, Bulloo, Burke, Carpentaria, Cook, Croydon, Diamantina, Doomadgee, Etheridge, Hope Vale, Kowanyama, Lockhart River, Mapoon, Mornington, Napranum, Northern Peninsula Area, Pormpuraaw, Quilpie, Torres Straight Islands and Wujal Wujal
10. You cancelled your vehicle registration due to COVID-19, no other changes have been made to the vehicle or registered operator details. Additionally, for Certificate of Inspection vehicles, the certificate must have been issued within the previous 12 months (or 24 months for heavy primary production vehicles)
11. Heavy vehicles that are in the National Heavy Vehicle Accreditation Scheme Maintenance Module.

☐ **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. For light vehicles garaged in Queensland remote locations, please contact TMR on 13 23 80 for a list of remote locations.
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.tmr.qld.gov.au.

Additional requirements for heavy vehicles:

- ☐ HVRAS Inspection (if applicable). The Heavy Vehicle Registration Assessment Scheme (HVRAS) allows HVRAS accredited persons to inspect and measure heavy vehicles more than 4.5t Gross Vehicle Mass (GVM) and trailers more than 750kg ATM for the purpose of registration. Contact TMR on 13 23 80 for information.

☐ Weighbridge Certificate (if applicable). **Note:** not required for trailers (except non-load carrying trailers). Contact TMR on 13 23 80 for information.

Additional requirements for light trailers:

☐ *Self-Assessment of Single-Axle Trailers (ATM 750kg or less)* (form F3970). **Note:** Imported trailers must be brought to TMR for an identity check.

Concession requirements (Section 7)

☐ Are you applying for concessional registration fees?

A concession application must be completed and proof of entitlement may need to be supplied with this application. To get an application form and for more information about vehicle registration concessions, go to www.qld.gov.au/transport/registration/fees/concession.

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

Dutiable value

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

For a used vehicle, or a new 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 optional equipment and GST).

Vehicle registration duty is calculated on the dutiable value of a vehicle using the rates in the following tables:

Vehicle registration duty rates for motor vehicles (excluding light vehicles with a dutiable value over \$100,000)	
Electric and hybrid vehicles	\$2.00 for each \$100 or part of \$100
Up to 4 cylinders or 2 rotors (including steam)	\$3.00 for each \$100 or part of \$100
5 or 6 cylinder or 3 rotors	\$3.50 for each \$100 or part of \$100
7 or more cylinders	\$4.00 for each \$100 or part of \$100
Conditional registration and tractor-based mobile machinery	Charged at a fixed rate of \$25.00

Vehicle registration duty rates for light vehicles (4.5t or under) with a dutiable value over \$100,000	
Electric and hybrid vehicle	\$4.00 for each \$100 or part of \$100
Up to 4 cylinders or 2 rotors (including steam)	\$5.00 for each \$100 or part of \$100
5 or 6 cylinder or 3 rotors	\$5.50 for each \$100 or part of \$100
7 or more cylinders	\$6.00 for each \$100 or part of \$100

Use the free Duty Calculator at www.qld.gov.au/transport/registration/fees/duty to see how much duty will cost.

Duty exemptions

Some of the vehicle registration duty exemptions are listed below. For eligibility requirements and other duty exemptions, go to www.qld.gov.au.

1. The 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 the person.
2. The vehicle is a trailer, caravan or motorised wheelchair.
3. The vehicle is being registered to a personal representative or a beneficiary of a deceased estate.
4. The vehicle is being registered to a person entitled to a prescribed service person's (ex-service person) concession.
5. The 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.
6. A vehicle dealer acquires a new vehicle as a demonstrator or a used vehicle for trading stock. The vehicle must be sold within one year.
7. 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.
8. The vehicle is being registered to a primary producer. The vehicle must be more than 6t GVM and is intended for use solely in connection with their business as a primary producer for five years.
9. The vehicle is being registered in the name of a charity, will be used mainly for charitable activities and is not part of an employment or salary package. Go to www.qld.gov.au for more information.
10. The vehicle is being registered to a local government or a government entity.
11. The vehicle is being registered to a consul or an officer of the consulate and is a national of the country represented.

Duty objection rights

When you lodge this application, it becomes an assessment of vehicle registration duty under the Duties Act. An objection against this assessment may be lodged with the Commissioner of State Revenue under Part 6 of the *Taxation Administration Act 2001* within 60 days of lodgement.

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.