



# Notification of Change of Ownership Vehicle Licence Transfer

Save time, transfer online with your **DoTDirect** account at [www.transport.wa.gov.au](http://www.transport.wa.gov.au)

This form must be completed and signed by both the seller and the purchaser. The seller must mail the seller's copy to:  
**Driver and Vehicle Services, GPO Box R1290, Perth, WA 6844** within 7 days of the sale or an infringement penalty may be applied.

## Vehicle Details (Details to be completed from vehicle licence papers)

PLATE NUMBER	LICENCE EXPIRY DATE	ODOMETER READING
<input type="text"/>	<input type="text"/>	<input type="text"/>

If the vehicle has optional number plates fitted, you must also transfer the ownership of the Right to Display entitlement. See reverse page

MAKE	MODEL	BODY TYPE	TRANSMISSION TYPE (PLEASE TICK ✓) AUTOMATIC <input type="checkbox"/> MANUAL <input type="checkbox"/>
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CHASSIS/VIN NUMBER	ENGINE NUMBER	YEAR OF MANUFACTURE
<input type="text"/>	<input type="text"/>	<input type="text"/>

SELLING PRICE	DUTIABLE VALUE (SEE DEFINITIONS OVERLEAF)	DATE OF DISPOSAL/PURCHASE
<input type="text"/>	<input type="text"/>	<input type="text"/>

Selling price and Dutiable Value must be completed for the transfer process to proceed

### WARNING

A seller or purchaser who understates the purchase price or Dutiable Value of a Vehicle or who provides information which is false in a material particular (important details) commits an offence under the *Duties Act 2008* and is liable to a penalty of \$20,000. The seller and the purchaser are liable for the payment of the amount of shortfall of Vehicle Licence Duty to the extent of the amount understated, together with a penalty of 100% of that Duty.

## Seller Details

FAMILY NAME	GIVEN NAMES	DATE OF BIRTH
<input type="text"/>	<input type="text"/>	<input type="text"/>
COMPANY NAME (IF VEHICLE IS LICENSED IN COMPANY NAME)	AUSTRALIAN COMPANY NUMBER (ACN)	
<input type="text"/>	<input type="text"/>	
RESIDENTIAL ADDRESS	SUBURB OR TOWN	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
CONTACT NUMBER	<input type="text"/>	

## Purchaser Details

DRIVER'S LICENCE NUMBER	DATE OF BIRTH	CONTACT NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>
FAMILY NAME	GIVEN NAMES	
<input type="text"/>	<input type="text"/>	
COMPANY NAME (IF VEHICLE IS LICENSED IN COMPANY NAME)	AUSTRALIAN COMPANY NUMBER (ACN)	
<input type="text"/>	<input type="text"/>	
RESIDENTIAL ADDRESS	SUBURB OR TOWN	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
POSTAL ADDRESS	SUBURB OR TOWN	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

It is important that you complete this information for the transfer process to proceed.

Is a factory fitted or Government approved immobiliser fitted to this vehicle and fully operational?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Will this vehicle be kept primarily in WA (see 'Garaging Address' on back of form for explanation)?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

GARAGING ADDRESS (SEE BACK OF FORM FOR EXPLANATION)	SUBURB OR TOWN	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

I consent for Driver and Vehicle Services (DVS) to use the above address(es) for all DVS dealings?  YES  NO

## Seller's Declaration

I declare that all the above information I have provided is true and correct.

Seller's Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Purchaser's Declaration

I declare that all the above information I have provided is true and correct and hereby apply to transfer the vehicle licence into my name.

Purchaser's Signature \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_



A DoTDirect online account is a free personalised account where you are able to manage all information relating to your personal vehicle licence and driver's licence, as well as pay all bills associated with these licences.

DoTDirect allows customers to access and view their own personal vehicle and drivers licence information as well as pay associated bills.

## What the seller has to do

1. If you are selling a licensed vehicle to another owner you are required to complete this form and forward the Seller's Copy (green copy) to Driver and Vehicle Services (DVS), GPO Box R1290, Perth WA 6844 within 7 days of the sale or a \$100 infringement may be issued.
2. Make sure that all relevant details are completed on the form. Both you and the purchaser are required to complete and sign the form. Where details have not been completed you may be contacted by telephone to confirm vehicle details.
3. You are required to forward or hand the Purchaser's Copy (red copy) together with the current licence papers to the purchaser.
4. If the vehicle is fitted with optional plates, and you intend to sell them with the vehicle, a 'Transfer of Right to Display Optional Plates' (Form VL176) must be signed by both parties. If you have special or personalised plate fitted to your vehicle and wish to retain them, you must exchange the plate at a DVS centre or regional agent before completing the sale of the vehicle.
5. If you are disposing of a vehicle that is licensed at concession rates, you should advise the new owner of the concession and possible charges.

## Definitions - Dutiable Value

The term "dutiable value" is defined by Division 5 of the *Duties Act 2008*. The following interpretation is provided **as a guide only**.

### New Vehicle:

For a new vehicle (which includes a demonstration model that has been used for that purpose for not more than 2 months) that is a motor car, motor wagon or motorcycle, the list price (see definition below), plus the price fixed by the manufacturer, importer or principle distributor as the additional retail selling price in Western Australia for a particular type of transmission fitted to the vehicle. (For example, the set fee to upgrade a manual transmission to automatic).

### Used Vehicle:

In relation to used vehicles - the amount for which the vehicle might reasonably be sold, free of encumbrance, in the open market. Where the dutiable value or purchase price of a vehicle has been incorrectly stated the matter will be referred to the Office of State Revenue for investigation and possible prosecution.

**List Price** means the price that has been fixed by the manufacturer, importer or principle distributor as the retail selling price of that vehicle in Western Australia.

**NOTE:** Vehicles which are transferred for no monetary gain need to have an amount provided for which the vehicle might reasonably be sold, free of encumbrances in the open market. i.e. its dutiable value.

### Garaging Address (base of operation):

In accordance with section 5(3)(d) of the *Road Traffic (Vehicles) Act 2012*, vehicles cannot be licensed in Western Australia if they are garaged in another state. You may be required to produce documentary proof of this.

### POSTAL ADDRESS

Driver and Vehicle Services  
GPO Box R1290  
Perth WA 6844

### FOR ENQUIRIES

Website: [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing)  
Telephone: 13 11 56  
Facsimile: 1300 669 995

The information you supply on this form may be disclosed to other government agencies where provided for in legislation. The Chief Executive Officer of the Department of Transport also releases aggregated statistical information to third parties. However, your personal identifying information will not be released to these persons without your explicit consent.

## WARNING: Restrictions on vehicle transfers

There may be sanctions applied by the Department of the Attorney General in respect of unpaid fines that prevent the grant, renewal or transfer of a vehicle licence. Until such time the sanction has been removed, the vehicle is considered unlicensed and continued use of the vehicle will be in contravention of the *Road Traffic (Vehicles) Act 2012*.

**Before considering the sale or purchase of a vehicle, the vehicle licence status may be checked at [www.transport.wa.gov.au](http://www.transport.wa.gov.au).**

Vehicle owners that might have outstanding infringement notices or court fines may contact the Fines Enforcement Registry on 1300 650 235 to enquire if their unpaid fines have led to a suspension of the vehicle licence.



# Notification of Change of Ownership

## Vehicle Licence Transfer

Save time, transfer online with your **DoTDirect** account at [www.transport.wa.gov.au](http://www.transport.wa.gov.au)

This form must be completed and signed by both the seller and the purchaser. The purchaser must mail the purchaser's copy to:  
**Driver and Vehicle Services, GPO Box R1290, Perth, WA 6844 within 14 days of the sale or a \$100 infringement may be issued.**

### Vehicle Details (Details to be completed from vehicle licence papers)

PLATE NUMBER	LICENCE EXPIRY DATE	ODOMETER READING
<input type="text"/>	<input type="text"/>	<input type="text"/>

If the vehicle has optional number plates fitted, you must also transfer the ownership of the Right to Display entitlement. See reverse page

MAKE	MODEL	BODY TYPE	TRANSMISSION TYPE (PLEASE TICK ✓) AUTOMATIC <input type="checkbox"/> MANUAL <input type="checkbox"/>
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CHASSIS/VIN NUMBER	ENGINE NUMBER	YEAR OF MANUFACTURE
<input type="text"/>	<input type="text"/>	<input type="text"/>

SELLING PRICE	DUTIABLE VALUE (SEE DEFINITIONS OVERLEAF)	DATE OF DISPOSAL/PURCHASE
<input type="text"/>	<input type="text"/>	<input type="text"/>

Selling price and Dutiable Value must be completed for the transfer process to proceed

### WARNING

A seller or purchaser who understates the purchase price or Dutiable Value of a Vehicle or who provides information which is false in a material particular (important details) commits an offence under the *Duties Act 2008* and is liable to a penalty of \$20,000. The seller and the purchaser are liable for the payment of the amount of shortfall of Vehicle Licence Duty to the extent of the amount understated, together with a penalty of 100% of that Duty.

### Seller Details

FAMILY NAME	GIVEN NAMES	DATE OF BIRTH
<input type="text"/>	<input type="text"/>	<input type="text"/>
COMPANY NAME (IF VEHICLE IS LICENSED IN COMPANY NAME)	AUSTRALIAN COMPANY NUMBER (ACN)	
<input type="text"/>	<input type="text"/>	
RESIDENTIAL ADDRESS	SUBURB OR TOWN	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
CONTACT NUMBER		
<input type="text"/>		

### Purchaser Details

DRIVER'S LICENCE NUMBER	DATE OF BIRTH	CONTACT NUMBER
<input type="text"/>	<input type="text"/>	<input type="text"/>
FAMILY NAME	GIVEN NAMES	
<input type="text"/>	<input type="text"/>	
COMPANY NAME (IF VEHICLE IS LICENSED IN COMPANY NAME)	AUSTRALIAN COMPANY NUMBER (ACN)	
<input type="text"/>	<input type="text"/>	
RESIDENTIAL ADDRESS	SUBURB OR TOWN	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>
POSTAL ADDRESS	SUBURB OR TOWN	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

**It is important that you complete this information for the transfer process to proceed.**

Is a factory fitted or Government approved immobiliser fitted to this vehicle and fully operational?  YES  NO

Will this vehicle be kept primarily in WA (see 'Garaging Address' on back of form for explanation)?  YES  NO

GARAGING ADDRESS (SEE BACK OF FORM FOR EXPLANATION)	SUBURB OR TOWN	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

I consent for Driver and Vehicle Services (DVS) to use the above address(es) for all DVS dealings?  YES  NO

### Seller's Declaration

I declare that all the above information I have provided is true and correct.

Seller's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Purchaser's Declaration

I declare that all the above information I have provided is true and correct and hereby apply to transfer the vehicle licence into my name.

Purchaser's Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## What the purchaser has to do

1. When purchasing a licensed vehicle you must complete this form together with the seller of the vehicle. The seller is required to give you (as the Purchaser) the Purchaser's Copy (red copy) and the current licence papers. The purchaser must submit this copy either in person at a DVS Centre or agent, or by mail to the address at the foot of this page, within 14 days of purchasing the vehicle. Failing to do so may result in a penalty. Failure to pay the vehicle licence duty and transfer fee within 28 days of the invoice being issued may result in an infringement of \$100. If you have not received an invoice within 14 days of submitting this form please contact DVS on 13 11 56.
2. Purchasers must provide proof of identity and age before a vehicle licence can be transferred. A vehicle licence can only be issued/transferred to:
  - an individual (natural person) aged 18 years or older for a heavy vehicle (over 4500 kg mass rating for charging) or 16 years or older for any other vehicle;
  - a corporate company or other incorporated body; or
  - any other body that is recognised as being a legal entity.When a vehicle is jointly owned a Proof of Identity form must be completed and signed by all owners nominating an owner/licence holder. Proof of Identity forms may be obtained online at [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing)
3. If you purchase a vehicle that is licensed at a concession rate and you are not eligible for a concession, the vehicle licence must be restored to full rates prior to using the vehicle or the vehicle licence will be deemed invalid. The continued use of the vehicle will be in contravention of the *Road Traffic (Vehicles) Act 2012*.
4. If you purchase a vehicle with optional plates and you intend to keep them, you must complete a 'Transfer of Right to Display Optional Plates' (Form VL176). The vendor (seller) of the Right to Display optional plates and you the purchaser of the Right to Display these plates must sign the form and return it to a DVS centre or regional agent along with the vehicle transfer form. A Plate transfer fee is applicable. If you are unable to provide a signed copy of the 'Transfer of Right to Display Optional Plates' (Form VL176), then the plates must be returned to your nearest DVS centre or regional agent. **Note: It is unlawful to display optional plates on a vehicle without a Right to Display and Trade certificate being granted by the Chief Executive Officer.**
5. The invoice may be paid by BPAY® (contact your bank or financial institution for further information), credit card using DVS's Phonepay 1300 655 322, by mail (GPO Box R1290, PERTH, WA 6844), in person at any metropolitan Post Office, participating country Post Office, regional DVS agent or a DVS centre (cash, cheque or EFTPOS).

**A vehicle can only be licensed in the name of an individual (natural person), corporate company, incorporated body or any other body that is recognised as a legal entity. If the vehicle is jointly owned, a Proof of Identity form must be completed and signed nominating an owner/licence holder. Proof of Identity forms may be obtained online at [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing).**

The information you supply on this form may be disclosed to other government agencies where provided for in legislation. The Chief Executive Officer of the Department of Transport also releases aggregated statistical information to third parties. However, your personal identifying information will not be released to these persons without your explicit consent.

## Immobiliser Requirements

The purchaser of the vehicle is responsible to ensure that an approved and fully operational immobiliser (factory fitted or self arming) is installed. Any application to transfer the vehicle licence will not be accepted if the purchaser has not declared (by signing the declaration on the front of the Notification of Change of Ownership form) that an approved immobiliser is fitted to the vehicle and is operational. A false or misleading declaration will result in a fine. Vehicles that are 25 years or older, vehicles that have a tare weight over 3000 kg or a GVM or aggregate weight over 4500 kg, motorcycles and some farm vehicles are exempt from the fitment of an immobiliser. If you are unsure about whether the vehicle immobiliser installed is approved, check with your nearest authorised installer, visit [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing) or call DVS on 13 11 56.

## Definitions - Dutiable Value

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**New Vehicle:** For a new vehicle (which includes a demonstration model that has been used for that purpose for not more than 2 months) that is a motor car, motor wagon or motorcycle, the list price (see definition below), plus the price fixed by the manufacturer, importer or principle distributor as the additional retail selling price in Western Australia for a particular type of transmission fitted to the vehicle. (For example, the set fee to upgrade a manual transmission to automatic).

**Used Vehicle:** In relation to used vehicles - the amount for which the vehicle might reasonably be sold, free of encumbrance, in the open market. Where the dutiable value or purchase price of a vehicle has been incorrectly stated the matter will be referred to the Office of State Revenue for investigation and possible prosecution.

**List Price** means the price that has been fixed by the manufacturer, importer or principle distributor as the retail selling price of that vehicle in Western Australia.

**NOTE:** Vehicles which are transferred for no monetary gain need to have an amount provided for which the vehicle might reasonably be sold, free of encumbrances in the open market. i.e. its dutiable value.

## Vehicle Licence Duty Exemption on the Transfer of a Vehicle Licence Between Spouses/De Factos

There is a provision for an exemption from vehicle licence duty, upon the transfer of a vehicle licence between spouses or de facto partners of at least two years. The 'Application for Exemption From Duty for the Transfer of a Vehicle Licence (Between Spouses Including De Facto Partners)' (Form E176) must be presented to a Driver and Vehicle Services Centre, regional Department of Transport office or participating DVS agent. For further information visit [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing) or call DVS on 13 11 56.

## Pensioner Concession Card Enquiries

If you are the holder of a Pension Concession card issued by Centrelink or Department of Veterans' Affairs or a WA Senior's Card and a Commonwealth Senior's Health Card holder, you may be eligible for a concession on your vehicle or driver's licence. For further information please call DVS on 13 11 56.

## Garaging Address (base of operation)

In accordance with section 5(3)(d) of the *Road Traffic (Vehicles) Act 2012*, vehicles cannot be licenced in Western Australia if they are garaged in another state or territory. You may be required to provide documentary proof of this.

## Does The Vehicle Have Money Owing On It?

The Personal Property Securities Register (the PPSR) is the register where details of security interests in personal property can be registered and searched. To do a PPSR check, write down the vehicles plate number, engine number and chassis/VIN number and visit [www.ppsr.gov.au](http://www.ppsr.gov.au) for an online search or call 1300 007 777.

### **WARNING: Restrictions on vehicle transfers**

There may be sanctions applied by the Department of the Attorney General in respect of unpaid fines that prevent the grant, renewal or transfer of a vehicle licence. Until such time the sanction has been removed, the vehicle is considered unlicensed and continued use of the vehicle will be in contravention of the *Road Traffic (Vehicles) Act 2012*.

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