



# Conditional Vehicle Registration Transfer Application

Transport Operations (Road Use Management) Act 1995 (TORUM);  
Transport Operations (Marine Safety) Act 1994 (TOMSA)

This form is in two parts, A and B. The acquirer and disposer must sign both parts.

Part A. Transfer Application must be completed in full and submitted to the Department of Transport and Main Roads (TMR) by the acquirer.

Part B. Proof of Transfer/Notice of Disposal must be completed in full and signed by both the acquirer and disposer, and kept by the disposer until the registration has been transferred.

The acquirer must submit Part A within 14 days of the vehicle's acquisition together with:

- Evidence of Identity (EOI) is required at the time of making this application. For example, original Queensland (Qld) Driver Licence or Business Company/Organisation identification. For more information, go to [www.qld.gov.au/EvidenceOfIdentity](http://www.qld.gov.au/EvidenceOfIdentity). **Note:** If the vehicle is to be registered in joint names both parties must provide suitable personal identification.
- Proof of Queensland garage address (to confirm that the address exists – Qld Driver Licence, property rates notice, gas, phone or electricity account). Non-permanent residents please enquire at TMR.
- Gas Certificate – if applicable. For more information about Gas Certificates, please refer to the Gas Certificate Requirements and Exemptions section of this form.
- A transfer fee will apply.
- Pro-rata registration fee may be payable if the Disposer claimed a concession on the vehicle's registration.
- Duty (if applicable) is payable. For more information about Conditional Vehicle Registration Duty Exemptions and the duty payable, please refer to the duty information section on this form.
- A person who uses a conditionally registered vehicle must comply with all applicable conditions established for the vehicle and detailed on the Vehicle Registration Notice. Information about the condition codes can be found in Form 17 - Guideline for conditionally registering a vehicle in Qld available online at [www.qld.gov.au/transport/](http://www.qld.gov.au/transport/).

**Note:** It is an offence if the acquirer does not lodge a completed Conditional Vehicle Registration Transfer Application within 14 days of acquiring the vehicle. Penalties may apply if you do not comply.

The disposer must:

- if the vehicle is fitted with gas fuel systems or other gas systems, provide the relevant certificate from an authorised gas installer. The issue date of the certificate must not be more than three months before the date of disposal of registration (exemptions refer to Gas Certificate Exemptions on this form).
- complete in full and keep Part B until the registration is transferred from their name.

## Part A. Transfer Application: acquirer to complete and submit to TMR

### 1. Registration details

Is the vehicle's registration current?

Yes ☐ No ☐ Any outstanding fees must be paid with this application.

### 2. Vehicle details

Registration/Plate number

Make, model and body shape (e.g. Case, Backhoe)

VIN/Chassis/Engine number

### 3. The vehicle is to be transferred from:

**Note:** If registered in joint names, all disposers details must be completed below.

First disposer's details

Disposer's CRN

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

Disposer's name

Second disposer's details (if applicable)

Disposer's CRN

Disposer's name

### 4. The vehicle is to be transferred to:

EOI is required for all acquirers.

First Registered operator's details

Full name and residential/business address

Postcode

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

Postcode

Email address

**Does the above individual or organisation have a CRN?**

No ☐ Complete a *New Customer Application* (Individual) (F3503) or (Organisation) (F5379).

Yes ☐ CRN

**The registered operator above is:** (tick one box)

private/ ☐ Go to 5 registered ☐ Go to 7  
individuals company

business/ ☐ Go to 6 other/legal ☐ Go to 7  
trust entities

### 5. Is the vehicle to be transferred into two names?

No ☐ Go to 7 Yes ☐ Go to 6

### 6. Second registered operator's details

**Note:** If the vehicle is being transferred to the name of a business/trust, you must nominate one proprietor/trustee of the business or trust as the second registered operator.

**Do you have a CRN?**

No ☐ Complete a *New Customer Application* (Individual) (F3503) or (Organisation) (F5379).

Yes ☐ CRN

Full name

Email address

**7. Where will the vehicle be garaged?** (must be in Qld)

Postcode

**8. Excess dimension/mass**  
**Is the vehicle excess dimension?**

No ☐ Yes ☐ Vehicle is required to operate under the relevant guideline or authority.

**Is the vehicle excess mass?**

No ☐ Yes ☐ Vehicle is required to operate under the relevant guideline or authority.

**9. Date of disposal**

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**10. Purpose of use**

Private <input type="checkbox"/>	Commercial <input type="checkbox"/>	Used for non profit <input type="checkbox"/>
Rental (self driver rental) <input type="checkbox"/>	Farming <input type="checkbox"/>	Driver training or tuition <input type="checkbox"/>
Public passenger service <input type="checkbox"/>	Emergency vehicles <input type="checkbox"/>	

**11. Conditional vehicle registration duty**

Duty (if applicable) on conditional registration is charged at a flat rate of \$25.00.

**Are you exempt from paying duty?** For information about Conditional Vehicle Registration Duty exemptions, please refer to the Duty section on this form.

No ☐ Go to 12

Yes ☐ Is a whole or part interest in a vehicle being transferred by way of a gift to a relative of the registered operator/s?

Yes ☐ 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

No ☐ Enter other exemption type below (refer to duty information section on this form)

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**12. Registration periods**

Are you paying the renewal at the time of transfer?

No ☐ Yes ☐ 6 months ☐ 12 months ☐

**13. Compulsory Third Party (CTP) Insurance**

You may choose a new CTP insurer for the next registration period. For a list of licensed insurers visit [maic.qld.gov.au](http://maic.qld.gov.au).

Do you wish to nominate a new CTP insurer?

No ☐ Yes ☐ If yes, name of CTP insurer

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

No ☐ Yes ☐

GST registered businesses may be able to claim an ITCE. If unsure contact your tax adviser.

**14. Is the vehicle fitted with gas fuel systems or other gas systems?**

No ☐ Yes ☐ You must present the relevant Gas Certificate, Form PGR101/102 (fuel system) or Form PGA734 (cooking facilities), with this application unless exempt. The issue date of the certificate must not be more than three months before the vehicle transfer.

Gas Fuel Systems Certificate/

Compliance Plate number

Issue date

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/	/
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exemptions listed in Gas Certificate Exemptions

Other Gas Fuel Systems Certificate/

Compliance Plate number

Issue date

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/	/
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**15. Registration category**

Limited access ☐ Zone access ☐ Unrestricted access ☐

**16. Is someone lodging this application on your behalf?** (Your representative will need to bring proof of their identification as well as proof of your identity, for example, Queensland Driver Licence).

No ☐

Yes ☐ Representative's details - name (in full)

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Representative's signature

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**17. Declaration** (All acquirer/s must sign, however, future transactions will require only one signature).

I/We declare that the information provided is correct.

I We will not use or permit the use of this vehicle outside of the conditions for use applying to the vehicle stated in the *Safe Movement Guideline - Conditionally registering a vehicle in Queensland*.

I/We consent to TMR verifying my EOI documents or information with the issuing authority or their agencies.

Acquirer/s signature/s

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Date

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Disposer/s signature/s (if currently in joint names the signature of only one disposer is required)

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Date

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It is an offence to give false or misleading information under the TORUM. Maximum penalty may exceed \$8000.

Now complete Part B - Seller's Copy

**Privacy Statement:** TMR collects the information on this form for the purposes of maintaining the TMR vehicle/vessel registration register as required under the TORUM and TOMSA. TMR or its agents/contractors may use your information in its communications with you and 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 other third parties without your consent, unless authorised or required by law.



# Conditional Vehicle Registration Transfer Application

Transport Operations (Road Use Management) Act 1995

Warning: If you reasonably believe the acquirer has not applied for transfer of the vehicle's registration within 14 days, you may lodge the 'Sellers Copy' with the Department of Transport and Main Roads (TMR). You may be held responsible for offences committed by the acquirer/s until their details are recorded with TMR.

## Seller's Copy

### Part B. Proof of Transfer/Notice of Disposal: seller to keep

#### 1. Vehicle details

Registration/Plate number

Issue date

 

#### 2. The vehicle is to be transferred from:

**Note:** If registered in joint names, all disposers' details must be completed below.

##### First disposer's details

Disposer's Customer Reference Number (CRN)

The CRN is your Queensland Driver Licence number, Adult Proof of Age or Photo Identification Card number or your reference number issued by TMR.

Disposer's name

##### Second disposer's details (if applicable)

Disposer's CRN

Disposer's name

#### 3. Acquirer's identification details

As the disposer of this vehicle, you must positively identify the person who will now be responsible for the vehicle.

The vehicle is to be transferred to:

First registered operator's details

Full name and residential/business address

  
  

Postcode

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

  

Postcode

#### Does the above individual or organisation have a CRN?

No ☐ Complete a *New Customer Application (Individual)* (F3503) or *(Organisation)* (F5379)

Yes ☐ CRN

#### The registered operator above is: (tick one box)

private/ ☐ Go to 4 registered ☐ Go to 6  
individuals company

business/ ☐ Go to 5 other/legal ☐ Go to 6  
trust entities

#### 4. Is the vehicle to be transferred into two names?

No ☐ Go to 6 Yes ☐ Go to 5

#### 5. Second registered operator's details

**Note:** If the vehicle is being transferred to the name of a business/trust, you must nominate one proprietor/trustee of the business or trust as the second registered operator.

##### Do you have a CRN?

No ☐ Complete a *New Customer Application (Individual)* (F3503) or *(Organisation)* (F5379)

Yes ☐ CRN

Full name

#### 6. Date of disposal

 

#### 7. Declaration (All acquirer/s must sign, however, future transactions will require only one signature).

I/We declare that the information provided is correct.

I/We consent to TMR verifying my EOI documents or information with the issuing authority or their agencies.

Acquirer/s signature/s

  

Date

Disposer/s signature/s (if currently in joint names the signature of only one disposer is required)

  

Date

It is an offence to give false or misleading information under the TORUM. Maximum penalty may exceed \$8000.

**Privacy Statement:** TMR collects the information on this form for the purposes of maintaining the TMR vehicle/vessel registration register as required under the TORUM and TOMSA. TMR or its agents/contractors may use your information in its communications with you and 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 other third parties without your consent, unless authorised or required by law.

## Gas Certificate Requirements and Exemptions - Gas Fuel Systems only

You must present the relevant Gas Certificate, Form PGR101/102 (fuel system) or Form PGA734 (cooking facilities), unless exempt. The issue date of the certificate must not be more than three months before the date of transfer.

### Exemptions for Gas Fuel Systems only

1. Sale or disposal to a licensed motor dealer.
2. The vehicle is garaged prior to and at the time of sale in one of the local government areas of Aurukun, Barcoo, Boulia, Bulloo, Burke, Carpentaria, Cook, Croydon, Diamantina, Doomadgee, Etheridge, Hope Vale, Kowanyama, Lockhart River, Mapoon, Mornington, Napranum, Northern Peninsula Area, Pormpuraaw, Quilpie, Torres, Torres Strait Island or Wujal Wujal or the vehicle is garaged prior to, and at the time of sale in a remote area (contact TMR for localities).
3. The vehicle is garaged on a Queensland island where there is no authorised gas examiner or installer.

## Conditional Vehicle Registration Duty

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 upon application to transfer a vehicle unless an exemption applies.

### Dutiable value

Conditional vehicle registration duty is \$25.00 per application.

### Duty exemptions

The below examples are just some of the vehicle registration duty exemption available. For other duty exemptions and eligibility requirements, go to [www.osr.qld.gov.au](http://www.osr.qld.gov.au).

1. Transfer of a whole or part interest in a vehicle by way of a gift to a relative of the registered operator.
2. Vehicle is being transferred to beneficiary of a deceased estate.
3. The vehicle will be used by a vehicle dealer as trading stock.
4. 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.
5. The vehicle is being transferred to an owner who has repossessed the vehicle under a hire purchase agreement or on termination of a hiring agreement.
6. 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.
7. The vehicle is being transferred to a local government.
8. The vehicle is being transferred to a government entity.

### Duty Recovery

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

### Duty Enquiries

For more information about vehicle registration duty, go to [www.osr.qld.gov.au](http://www.osr.qld.gov.au).

## Registration Category

### Limited Access

Restricted to operating in a defined worksite or designated area (for example, resort or car park). All conditionally registered vehicles can have this option.

### Zone Access

Various levels of access to the road network, depending on area of operation. Distance restrictions of 20, 40 and 80kms apply on zone of operation.

### Unrestricted Access

Unlimited use of the road network. Restrictions concerning hours of operations, mass or dimensions apply.