



**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 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. 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 trailer being registered for the first time with an identifier issued by the department must be presented for a departmental identity check. Not all sites conduct these inspections please check the departmental website prior to attending.
- 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](http://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

\_\_\_\_\_

Would you like to receive emailed notification and reminders? Yes  No

### Addresses

Home/Business address

\_\_\_\_\_ Postcode \_\_\_\_\_

Postal address (complete only if different to residential address)

\_\_\_\_\_ 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')

\_\_\_\_\_

Would you like to receive emailed notification and reminders? 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

\_\_\_\_\_

**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   
 No

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

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).

**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](http://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 Guideline for Conditionally Registered Vehicles in Queensland.

Registered operator's signature/s <input type="text"/>	or	Inspector's name <input type="text"/>	Inspector's licence number <input type="text"/>
<input type="text"/>		Inspector's signature <input type="text"/>	Inspector's qualification <input type="text"/>
Date <input type="text"/>		Date <input type="text"/>	

**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 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 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/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	<input type="checkbox"/>
Same registered operator and a relative	<input type="checkbox"/>
Relative of previous registered operator/s	<input type="checkbox"/>

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

Partner by marriage	<input type="checkbox"/>
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).	<input type="checkbox"/>
Partner in a registered relationship prescribed under the Relationships Act 2011.	<input type="checkbox"/>
Parent, grandparent or their spouse	<input type="checkbox"/>
Spouse's parent, grandparent or their spouse	<input type="checkbox"/>
Child, stepchild, grandchild or their spouse	<input type="checkbox"/>
Spouse's child, stepchild, grandchild or their spouse	<input type="checkbox"/>

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 for hand-written certificates. Only the certificate number is required for certificates issued electronically. It is recommended that a copy of the electronic inspection certificate be made available when submitting this application.

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 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](http://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
- Adult Proof of Age 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 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 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 - compliance plate fitted to the vehicle or a receipt from the place of purchase which clearly states the vehicle's details
- Imported vehicles - 'Vehicle Import Approval' that allows registration and use on roads
- Second hand vehicles - previous Registration Certificate from any Australian jurisdiction or the department 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 must also provide evidence that a compliance plate is fitted to the vehicle (except for Conditional Registration).

### Imported vehicles

- For left-hand drive vehicles 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](http://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). **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 in Australia
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 ATM
5. Wheelchairs
6. Vehicles garaged on 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 garaged in Queensland remote locations, please contact the department on 13 23 80 for a list of remote locations.
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. For light vehicles garaged in Queensland remote locations, please contact the department 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.qld.gov.au](http://www.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 4.5 tonnes Gross Vehicle Mass (GVM) and trailers more than 750kg Aggregate Trailer Mass (ATM) for the purpose of registration. Contact the department on 13 23 80 for information.
- Weighbridge Certificate (if applicable). **Note:** not required for trailers (except non-load carrying trailers). Contact the department 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 the department for an identity check.

**Concession requirements (Section 7)**

Are you applying for concessional registration fees?

**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](http://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 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).

For more information about how to determine the dutiable value, go to [www.qld.gov.au](http://www.qld.gov.au).

**Vehicle registration duty rates** (calculated on the vehicle's dutiable value):

- 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 cylinders 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 is charged at a flat rate of \$25.

**Example:**

A 4 cylinder petrol car is purchased for a market value of \$15,010. To calculate the duty, the value has to be rounded up to the nearest \$100, being \$15,100. The rate of \$3.00 for each \$100 is then applied to find that duty of \$453 is payable. You can estimate the duty payable on your vehicle using the vehicle registration duty calculator at [www.qld.gov.au](http://www.qld.gov.au).

**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](http://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 prescribed service person (ex-service person) whose concession is applied to that vehicle.
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 6 tonne 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](http://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.

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

For more information about vehicle registration duty, go to [www.qld.gov.au](http://www.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](http://www.qld.gov.au) or call 13 23 80.