

Conditional Vehicle Registration Application

Transport Operations (Road Use Management) Act 1995



Queensland
Government
Queensland Transport

Office Use Only	Registration effective from ____/____/____	Registration number
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Please note

- A fee is payable with this application.
- It is in your interest to ensure vehicle identifiers are taken from the vehicle (*not paperwork or previous registration*).

You will also need ...

- Suitable Personal Identification, **or**
- Suitable Business/Company/Organisation identification.
- Proof of origin of the vehicle (*this may be a Bill of Sale; Certificate of Registration; receipt from an auction; beneficiary of estate; etc.*) if Queensland Transport has no record of previous registration.
- Original Compulsory Third Party Insurance Certificate - *if applicable*
- Gas Certificate - *if applicable*
- Proof of garaging address (to confirm that the address exists - Qld driver licence, property rates notice, gas, phone or electricity account). Non permanent residents please enquire at Queensland Transport.

Please PRINT clearly

1 Registered operator's details

Full name (*please PRINT*)

Address

Postcode

Postal address (*if same as above, write "as above"*)

Postcode

Does the above individual or organisation have a Customer Reference Number (CRN)?

The Customer Reference number is your Queensland Driver Licence number or Queensland 18+ Card number.

No ☐ Complete a New Customer Application - form F3503

Yes ☐ Customer Reference No.

The registered operator above is (tick one box)

Private Individual/s ☐ **Go to 2**

Registered Company ☐ **Go to 4**

Business/Trust ☐ **Go to 3**

Other/legal entities ☐ **Go to 4**

Identification sighted (Office Use Only) ☐

2 Joint registered operator's details (*if applicable*)

Full name (*please PRINT*)

Address

Postcode

Does the joint registered operator have a Customer Reference Number (CRN)?

No ☐ Complete a New Customer Application - form F3503

Yes ☐ Customer Reference No.

Go to 4

3 Registered operator's details

Details must be those of the individual or company that is the proprietor/trustee of the business/trust

Full name (*please PRINT*)

Address

Postcode

Postal address (*if same as above, write "as above"*)

Postcode

Does the proprietor/trustee have a Customer Reference Number (CRN)?

No ☐ Complete a New Customer Application - form F3503

Yes ☐ Customer Reference No.

4 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.

No ☐ **Go to 5**

Yes ☐ Representative's details

Name (*in full*)

Representative's signature

5 Where will the vehicle be garaged?

Postcode

6 Is the vehicle to be managed by a leasing company?

(ie. the Leasing Company will pay the registration on behalf of the registered operator)

No ☐ **Go to 7**

Yes ☐ Leasing Company Customer Reference No.

Leasing Company Name

7 Purpose of use (*tick one box*)

Private ☐ PRIV

Emergency ☐ EMER

Commercial ☐ COML

Driver Training or Tuition ☐ TRAI

Public Passenger Service ☐ PPSE

Used for Non Profit ☐ NONP

Dealer ☐ DEAL

Rental (*Self Driver Rental*) ☐ RENT

Farming ☐ FARM

Translink Urban Service ☐ TLKU

8 Registration category (*tick one box*)

Limited access ☐ CRLA

Zone access ☐ CRZA

Unrestricted access ☐ CRUA

Privacy disclaimer - Queensland Transport collects information on this form under the *Transport Operations (Road Use Management) Act 1995* to manage the Queensland vehicle register. This information may be released by the department or its agents to vehicle insurers, statutory entities, lawyers, insolvency entities, persons involved in vehicle accidents/incidents or vehicle manufacturers and to or through interstate registering authorities. This information is also accessible by authorised departmental officers. Queensland Transport will not disclose your personal details to any other third parties without your consent or unless required by law.

Continued overleaf...

9 Compulsory Third Party (CTP) Insurer

Insurance cover will only apply from receipt of premium payment.

Nominated Compulsory Third Party insurer Insurance Class

Insurance Certificate No. Issue date / / **Input Tax Credit Entitlement (ITCE)**Is anyone **entitled** to claim the GST component of the CTP Insurance premium for this vehicle as an Input Tax Credit (ITC)?
 No ☐ Yes ☐ Note: Only GST registered businesses may be able to claim an ITC - if unsure please consult your tax advisor.
10 Conditional vehicle registration duty

Are you exempt from paying duty?

Exemptions from paying duty are listed on the next page of this form

No ☐ **Go to 11**Yes ☐ Exemption number (as listed on page 3)
11 Was the vehicle previously registered?No ☐ **Go to 12**Yes ☐ Previous plate number State or Territory

You are required to surrender number plates (excluding Personalised Plates), if they are still in your possession.

12 Vehicle details

VIN/Chassis number

Make (eg. Case, International etc.) Year of manufacture

Body shape (eg grader, harvester grain, golf buggy etc.)

No. of cylinders/rotors Fuel type (eg. petrol, diesel etc)

Engine number

Vehicle colour Gold ☐ Gol Purple ☐ PurBeige ☐ Bei Green ☐ Gre Red ☐ RedBlack ☐ Bla Grey ☐ Gry Silver ☐ SilBlue ☐ Blu Khaki ☐ Kha Tan ☐ TanBrown ☐ Bro Maroon ☐ Mar Turquoise ☐ TurBronze ☐ Brz Mauve ☐ Mau White ☐ WhiCream ☐ Cre Orange ☐ Ora Yellow ☐ YelFawn ☐ Faw Pink ☐ Pin

Seating capacity

Steering position?

Left ☐ Central ☐Right ☐ Dual control ☐

Tare

GVM (if applicable)

Is your vehicle excess dimension?

No ☐ Yes ☐

Is your vehicle excess mass?

No ☐ Yes ☐**13 Proof of origin**

You must present proof of origin of the vehicle to register this vehicle (e.g. Bill of Sale, Registration Certificate, auction receipt, beneficiary of estate).

Do you have this proof?No ☐ Registration may be delayed until the vehicle's origin has been verifiedYes ☐ The chassis number, engine number, etc. **must** be consistent with this application.**14 Do you or your organisation have 5 or more registered vehicles with the same registration expiry date?**No ☐ **Go to 15**Yes ☐ Provide Common Due Date (if applicable)
 / /
15 Is the vehicle fitted with gas fuel systems or other gas systems?No ☐ **Go to 16**Yes ☐ You must present the relevant Gas Certificate with this application unless exempt. For used vehicles the issue date of the Certificate must not be more than 30 days before the lodgement date of this application.

Gas fuel systems Certificate no.

Gas fuel systems Certificate issue date

 / /

Other gas systems Certificate no.

Other gas systems Certificate issue date

 / /
16 Registration periods

Please indicate your preferred registration period.

Light vehicles

6 months ☐ 12 months ☐

Heavy vehicles

3 months ☐ 6 months ☐ 12 months ☐**17 Inspection**

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

Operator/s signature/s

Date

 / /
OR

Inspector's name

I, as a qualified

Inspector's qualification

Licence number

have inspected the vehicle and confirmed that it complies with the vehicle standards contained in the Guideline for Conditionally Registered Vehicles.

Signature

Date

 / /
18 Certification

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

Note: Both signatures are needed if the vehicle is to be registered in two names, however future transactions will require only one signature.

Registered operator/s signature/s

Date

 / /
Please return the completed application to:

• Your nearest Queensland Transport Customer Service Centre (refer to your local Telephone Directory)

OR

• Clerk of the Court, Queensland Government Agency or Police Station authorised to transact vehicle registration business.

Conditional vehicle registration duty exemptions

1. Registered operator is a Licensed Motor Dealer

Where the motor vehicle has been acquired by a licenced motor dealer for sale in the course of and for the purpose of carrying on the business of such licensee. The Dealer must maintain records as prescribed by the *Duties Act 2001* Chapter 9.

2. Licensed Motor Dealer - Demonstration vehicle

Applicant is a Motor Dealer and the application is for the registration of a "demonstration" model not previously registered.

3. Previous interstate registration

Where the vehicle was registered and duty paid in another State, and the application is made by the same registered operator/s or a relative of the registered operator/s. "Relative" is spouse, parent, child, grandparent, grandchild or one of their spouses.

4. Previous Queensland registration

Where the applicant is the same person in whose name the vehicle was registered previously in Queensland.

5. Repossession

An owner who has repossessed the motor vehicle pursuant to a hire purchase agreement or by an owner to whom the motor vehicle has been returned by the hirer voluntarily under a hire purchase agreement or on the termination of a hiring agreement.

6. Redemption

A hirer who has redeemed the motor vehicle that was previously repossessed. This applies only when the registration of the vehicle is to be recorded in the same name as before repossession. This category also applies to a private repossession.

7. Same Business name/owner

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.

8. New registered operator is Local Government operated

A local government, a regional health authority established under the *Health Services Act 1991*, the Queensland Ambulance Service or the Queensland Fire and Rescue Authority.

9. New registered operator is Government operated

The Crown or any Corporation representing the Crown or any Department, Sub-Department, Board or Commission under the State Government.

Duty Recovery - The Commissioner of State Revenue may take action against the registered operator/s when recovering outstanding duty on a Conditional Vehicle Registration Application.

10. Foreign Consul

New registered operator is a member of a Foreign Consulate Staff **and** is a national of the Country represented.

11. New registered operator is an Ex-Servicperson

An Ex-Servicperson who acquires the vehicle, not used for commercial purposes and receives a concession on registration fees due to an injury resulting from War Service. Registration must be recorded in the sole name of the ex-service person. The Acquirer must provide a letter from the Department of Veteran's Affairs stating their disability.

12. New registered operator is a person who has lost the use of one or both legs

A person who has lost the use of one or both legs and who uses the vehicle for transport to and from his/her place of employment because he/she is unable to use Public Transport due to the disability. In the case of a **second-hand vehicle** a certificate from a Medical Practitioner to that effect is required. In the case of a **new vehicle**, a statutory declaration by the person to that effect is required together with a copy of the Sales Tax Motor Vehicle Exemption form Item 97(1) from the Australian Taxation Office.

13. Transfer Duty (ie. Contract/Sale Duty) paid on another document

An applicant who is required to pay conveyance duty to the Commissioner of Stamp Revenue on any other instrument (eg. *Contract for Sale of a business or a farm*) relating to the transaction by which the vehicle was acquired, including duty on the value of the vehicle. However, unless the applicant has previously obtained from the Office of State Revenue an endorsement on this form that such conveyance duty has been paid, they must pay the Duty on their Transfer of Vehicle Registration Application and later claim a refund from the Office of State Revenue.

14. Interstate Road Transport Act

The vehicle is a heavy motor vehicle being registered or was registered under the *Interstate Road Transport Act 1985* (Commonwealth) immediately before 1 July 1995 and the current application for registration will result in the first registration of the vehicle in Queensland, in the same name as it was registered under the Commonwealth Act.

15. Other reason for exemption

Please provide evidence from the Office of State Revenue.

Conditional vehicle registration duty

Conditional vehicle registration duty is \$25.00 per application.

Gas Certificate Exemptions

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 (contact Queensland Transport Customer Service Centre).
4. A dealer demonstration vehicle.

Office Use Only

Fee Calculation

Admin	
Surcharge	
CTP premium	
Plate	
Duty	
Total	\$

Official Stamp

Interim Label No. _____	Registration effective from ____/____/____
Issued at _____	
Signature _____	
Concession code _____ Concession no. _____	
Pay mode _____	Pay term _____ Plate type _____
Receipt No. _____	