



It is an offence to give false or misleading information under the *Transport Operations (Road Use Management) Act*. **Maximum penalty may exceed \$6000.**

Office Use Only	Registration effective from ___/___/___	Registration number
-----------------	--	---------------------

**Please note**

- For registration requirements go to the information section on this form or [www.qld.gov.au](http://www.qld.gov.au).
- You can lodge your completed application at a Department of Transport and Main Roads Customer Service Centre or, if you live in a rural area, a Queensland Government Agency Program office or your local police station that provides vehicle registration services. Please visit [www.qld.gov.au](http://www.qld.gov.au) for a full list of services and locations.
- A vehicle currently under a Number Plate Confiscation Notice issued by the Queensland Police Service, cannot be registered during the confiscation period.
- You will need to bring the vehicle with you as an inspection may be required.
- If your vehicle identification numbers cannot be located or are not legible your application may be delayed.

**1 First registered operator's details**  
Full name and residential/business 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 CRN is your Queensland Driver Licence number, Adult Proof of Age Card number or your reference number issued by the department.

No  Complete a New Customer Application - form F3503

Yes  CRN

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

private individual/s  **Go to 2**      other/legal entities  **Go to 4**

registered company  **Go to 4**      business/trust  **Go to 3**

**2 Is the vehicle to be registered in two names?**

No  **Go to 4**

Yes  **Go to 3**

**3 Second registered operator's details**  
**Note:** If the vehicle is being registered in the name of a business/trust, you must nominate one proprietor/trustee as the second registered operator.

Full name and residential/business address

.....  
.....  
Postcode

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

.....  
.....  
Postcode

**Does the second registered operator have a CRN?**

No  Complete a New Customer Application - form F3503

Yes  CRN

**4 Are you applying for concessional registration fees?**  
A list of the concession types available are shown under concession types on the information section of this form.

No  **Go to 5**

Yes  What type of concession will you be applying for?

.....

**5 Is someone lodging this application on your behalf?**  
Your representative will need to bring personal identification as well as proof of your identity.

No  **Go to 6**

Yes  Representative's details

Name (in full) \_\_\_\_\_

Representative's signature \_\_\_\_\_

**6 Where will the vehicle be garaged (must be in Queensland)?**

.....  
.....  
Postcode

**7 Is the vehicle to be managed by a leasing company?**  
(that is, the Leasing Company will pay the registration on behalf of the registered operator).

No  **Go to 8**

Yes  Leasing Company CRN

.....

Leasing Company Name

.....

**8 Will the vehicle be registered to an individual/s and used exclusively for personal and domestic activities?**

Yes  Private **Go to 9**      No  Please indicate purpose of use below (please tick one box only).

Commercial <input type="checkbox"/>	Emergency Vehicles <input type="checkbox"/>	Driver training or tuition <input type="checkbox"/>
Limousine <input type="checkbox"/>	Used for non profit <input type="checkbox"/>	Special purpose limousine <input type="checkbox"/>
Taxi <input type="checkbox"/>	Translink Urban Service <input type="checkbox"/>	School activities only (transporting children, teachers) <input type="checkbox"/>
Farming <input type="checkbox"/>	Rental (self driver rental) <input type="checkbox"/>	Public passenger service <input type="checkbox"/>
Licensed tow truck <input type="checkbox"/>	Dealer <input type="checkbox"/>	

**9 Compulsory Third Party (CTP) Insurer**  
If this vehicle is unregistered, CTP insurance must be pre-paid to the insurer before presenting the vehicle for registration. Insurance cover will only apply from receipt of premium payment. You are able to choose the CTP insurer for your vehicle. There are a number of licensed insurers and they may have different premium prices. For details visit [www.maic.qld.gov.au](http://www.maic.qld.gov.au)

The CTP insurance class is determined according to the type and use of the vehicle. For details visit [www.maic.qld.gov.au](http://www.maic.qld.gov.au).

I/We have independently chosen as the CTP 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 Vehicle Registration Duty**  
What is the dutiable value (including GST) for this vehicle at the date of this application?

\$ \_\_\_\_\_ 'Dutiable value' is defined on the Information section of this form.

**Are you exempt from paying duty?**

To access a complete list of vehicle registration duty exemptions go to the Office of State Revenue's website at [www.osr.qld.gov.au](http://www.osr.qld.gov.au).

No  **Go to 11**

Yes  **Is the application being made by the same registered operator/s and/or by a relative of the previous registered operator?**

Yes  **Please tick one box below:**

Same registered operator/s only  **Go to 11**

Same registered operator and a relative

Relative of previous registered operator

**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

**Go to 11**

No  Other exemption type (refer to duty section on the Information sheet of this form)

**Go to 11**

**11 Was the vehicle previously registered in any Australian state or territory?**

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 Proof of origin**

**Do you have proof or does the department have proof of previous registration?**

No  Registration may be delayed until the vehicle's origin can be established.

Yes  The chassis number, engine number and so on must be consistent with this application.

**13 Queensland Safety or Queensland Inspection Certificate**

Exemptions from providing a Safety or Inspection Certificate are listed in the Safety/Inspection Certificate exemption and requirements section on this form.

**Are you exempt from providing a Queensland Safety or Queensland Inspection Certificate?**

No  The original of the Inspection Certificate must be attached to this application (see requirements section).

Certificate number  Issue date  /  /

Yes  Record exemption number (as listed in the exemption section on this form)

**14 Motorcycle Engine Capacity (if applicable)**

 mLs

**15 Has the vehicle been modified in any way from its original design? (for example, change of engine type, additional seats)**

No  **Go to 16**

Yes  Has a modification plate been fitted?

No  A modification plate may need to be fitted before this application can be processed

Yes  **Go to 16**

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

No  **Go to 17**

Yes  You must present the relevant Gas Certificate with the inspection unless exempt. For used vehicles the issue date of the Certificate must not be more than three months before the lodgement date of this registration.

Gas fuel systems Certificate/Compliance Plate no.  Issue date  /  /

(exemptions listed in the gas exemptions section on this form)

Other gas systems Certificate/Compliance Plate no.  Issue date  /  /

**17 Do you or your organisation have five or more registered vehicles with the same registration expiry date?**

No  **Go to 18**

Yes  Provide Common Due Date (if applicable) **Go to 19**

 /  / 

**18 Registration periods - Please indicate your preferred registration period.**

Light vehicles: 6 months  12 months

Heavy vehicles: 3 months  6 months  12 months

**19 Federal Interstate Registration**

Only heavy vehicles (vehicle with a 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*.

Is the vehicle eligible for federal interstate registration?

No

Yes

**20 Will the vehicle be used to tow a trailer over 4.5 tonnes ATM?**

No  **Go to 22**

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  What is the maximum number of trailers in the combination?

B-Triple  (excluding dolly trailers)

B-Double  Number of trailers

Prime Mover and one Trailer

**Note:** The department must be notified if the vehicle is used in a higher combination where registration fees are higher than previously paid.

**21 Is the trailer to be used as a lead trailer or a middle trailer?**

No  **Go to 22**

Yes  In what type of configuration will the vehicle operate?

Lead Trailer in a B-Double/B-Triple Combination (body shape: BDTT)

or

Middle Trailer in a B-Triple Combination (body shape: BDTT)

**22 Declaration**

I/We declare the information and statements provided in this application are true and correct, including the dutiable value of the vehicle. I/We consent to the department verifying my evidence of identity documents or information with the issuing authority or their agencies.

**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  /  /

## Vehicle Registration Requirements:

- Evidence of identity (EOI) must be provided at the time of making this application. For example, an original Queensland Driver Licence. For EOI requirements refer to the separate Evidence of Identity Information Sheet (F4362) or www.qld.gov.au.
- original Compulsory Third Party Insurance Certificate - if applicable
- original Queensland Safety Certificate or Queensland Inspection Certificate - if applicable
- HVRAS inspection - if applicable
- Gas Certificate - if applicable
- Modification Certificate - if applicable
- Weighbridge Certificate - if applicable
- a completed 'Self Assessment of Single Axle Trailers' form F3970 if registering a trailer of 750 kgs ATM or less. A Self Assessment form cannot be completed for imported trailers 750kgs or less and you will need to bring the trailer with you to be inspected.
- proof of Queensland garaging address (to confirm that the address exists - Queensland driver licence, property rates notice, bank statement, Australian Taxation Office Assessment, gas, phone or elect account). Non permanent residents enquire at the department.
- A fee is payable with this application.
- For information about registering vehicles go to www.qld.gov.au.

## Concession types and additional documentation required

**For:** Pensioner Concession      **and:** Ex-Service Person Concession  
 Seniors Card Concession      Special Interest Vehicle Concession } You must also complete form F3937.

**For:** Primary Producer Concession  
 Farm Plate Concession  
 Restricted Area Concession } You must also complete form F4517.

Charitable/Community Service Concession If you have been approved by the department to have this type of concession you must also complete the relevant section of form F4508. Please note only those vehicles used **solely** for the charitable or community purpose of the organisation are eligible for the concession.

Local Government Concession No additional documentation is required. **Only** vehicles used **solely** for the purpose of the local government are eligible for the concession.

Specific Purpose Concession You must complete form F3630.

## Queensland Safety or Queensland Inspection Certificate/Gas Certificate exemptions and requirements

### Exemptions for both Queensland Safety Certificate and Certificate of Inspection

1. A new vehicle, **never** registered anywhere.
2. Tractor-based mobile cranes (any size).

### Other Queensland Safety Certificate exemptions

3. A dealer demonstration vehicle.
4. Light trailers and caravans .75t ATM and under.
5. Wheelchairs.
6. A Queensland island where there is no AIS for safety certificate inspection.
7. For a motorbike, caravan and trailer (.75t up to and including 3.5t ATM) with a garage address outside of 50km radius of an AIS station that can perform inspections for that type of vehicle.
8. Remote areas (contact the department).

### Other Queensland Certificate of Inspection exemptions

9. The vehicle is 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, Injino, Kowanyama, Lockhart River, Mapoon, Mornington, Napranum,

New Mapoon, Pormpuraaw, Quilpie, Torres, Umagico, Warroo and Wujal Wujal.

### Gas Certificate exemptions

10. A new vehicle, never registered anywhere and fitted with a Gas Compliance Plate.
11. Registering an unregistered vehicle in the same name that it was previously registered.
12. Remote areas (contact the department).
13. A dealer demonstration vehicle.

### Queensland Registration

A current Queensland Safety Certificate or Queensland Inspection Certificate is required. Only the original copy is accepted by this department.

### Federal Interstate Registration

A current Certificate of Inspection issued by the department is required and must not be dated more than 45 days prior to lodging this application.

- For vehicles under 16 t GVM, the Certificate of Inspection is issued by an Authorised Inspection Station.
- For vehicles over 16 t GVM, the Certificate of Inspection is issued by the department.

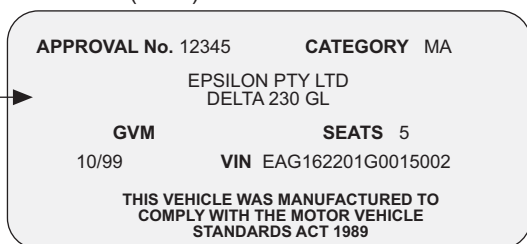
## Identification plate details

Gross Vehicle Mass (GVM) is determined by the manufacturer and specifies the maximum permissible mass (tare plus load) of a loaded vehicle. GVM is shown on the Identification plate (compliance plate).

**Note:** a standard passenger vehicle will not have a GVM over 4.5 tonne

The following is one **example of an Identification plate (compliance plate)** showing where you will find details on the GVM.

Gross Vehicle Mass (GVM)



**Privacy statement** - The department 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*. Where required, the department or its agents/contractors may give some or all of this 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 various legal proceedings, tolling entities, law enforcement agencies and to or through 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.

## Agency use only

Identification sighted? Yes

Authorising person's name

Authorising person's signature      Date  
     

Inspection Certificate

Departmental Officer

Departmental approved agent

I certify that I have inspected this vehicle and found the vehicle particulars recorded on the Inspection Certificate to be correct.

Signature \_\_\_\_\_

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

Full name \_\_\_\_\_

Position or Rank and number \_\_\_\_\_

## Vehicle registration duty

Vehicle registration duty is collected by the Department of Transport and Main Roads as per the *Duties Act 2001* which is administered by the Commissioner of State Revenue. Vehicle registration duty is payable upon application to register a vehicle unless an exemption applies.

### Dutiable value

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

For a vehicle **previously registered**, or a 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 GST).

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

**Vehicle registration duty rates** (calculated for each \$100 and each part of \$100, of the vehicle's dutiable value):

- all electric/hybrid vehicles – \$2.00 per \$100
- up to 4 cylinders/2 rotors (including steam) – \$3.00 per \$100
- 5 or 6 cylinders or 3 rotors – \$3.50 per \$100
- 7 or more cylinders – \$4.00 per \$100

### Example of variable duty rate:

A **4 cylinder** petrol car may have a market value of \$15,010

To calculate the dutiable value it would be rounded up to the nearest \$100 being \$15,100

Using the duty calculation rule of \$3.00 per \$100 on \$15,010

Duty payable would be \$453

**To calculate the duty payable on your vehicle, go to the duty calculator at [www.osr.qld.gov.au](http://www.osr.qld.gov.au).**

### Duty exemptions

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

1. 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 that person.
2. Vehicle is a trailer/caravan or motorised wheelchair.
3. Vehicle is being registered to a beneficiary of a deceased estate.
4. Vehicle is being registered to a prescribed service person (ex-service person) whose concession is applied to that vehicle.
5. 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 due to their disability.
6. The vehicle will be used by a vehicle dealer as trading stock.
7. 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.
8. 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.
9. 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.
10. 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.
11. The vehicle is being registered to a local government.
12. The vehicle is being registered to a government entity.
13. The vehicle is being registered to a consul or an officer of the consulate and is a national of the country represented.

### Duty recovery

The Commissioner of 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).**