

arrange to have one fitted before the licence can be transferred.

More information about immobilisers can be obtained from Licensing, authorised installers, RAC offices or visit [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing).

#### PROOF OF OWNERSHIP

A completed Transfer Form signed by the purchaser and seller provides Licensing with sufficient proof that the purchaser is the new owner. If a form hasn't been completed, the purchaser should make every effort possible to contact the seller to arrange for one to be completed.

Other acceptable forms of proof of vehicle ownership include a receipt or a contract of sale/purchase. These documents must show purchase price, date of sale, vehicle details, seller's name and signature and information regarding the fitment of an immobiliser.

If none of the above documents are available, the purchaser must complete a Statutory Declaration of Vehicle Ownership and questionnaire. Contact Licensing for these forms or download them from [www.dpi.wa.gov.au/licensing](http://www.dpi.wa.gov.au/licensing). Licensing can't transfer a vehicle licence without sufficient proof of purchase.

#### PROOF OF IDENTITY AND AGE (POI)

Purchasers must provide POI before a vehicle licence can be transferred into their name. A vehicle can only be licensed to:

- an individual;
- a corporate company; or
- an incorporated body.

For an individual, this is easily done by supplying a WA driver's licence number on the Transfer Form. If the purchaser doesn't hold a WA driver's licence, they will need to produce evidence of their date of birth (e.g. a Birth Certificate or extract, Passport or a driver's licence issued in another Australian jurisdiction etc).

If the purchaser is a corporate company, POI would normally be their Australian Company Number (ACN). For an incorporated body, it would normally be a Certificate of Incorporation. **An Australian Business Number (ABN) is not acceptable POI.** If any POI documents are forwarded by mail, certified copies should be sent rather than originals.

Individuals must be of a minimum age before a vehicle licence can be transferred into their name. Those ages are 16 years or older for a 'light' vehicle (aggregate weight 4500kg or less) and 18 years or older for a 'heavy' vehicle (aggregate weight over 4500kg).

#### REGISTRY OF ENCUMBERED VEHICLES (REVS)

REVS is operated by the Department of Consumer and Employment Protection and can tell you if money is owed on a licensed second-hand vehicle. Research has shown that one in five REVS checks reveals the vehicle to be financially encumbered. By doing a free REVS check, you can avoid the risk of your vehicle being repossessed. REVS can also improve your chances of knowing if a car on offer is stolen. Purchasers of vehicles from licensed dealers don't need to use REVS. To do a REVS check, write down the vehicles registration number, engine number and VIN/chassis number and ring 1300 304 024 between 8.30 am to 5 pm Monday to Friday and Saturday 9 am to 12 pm.

#### FOR FURTHER INFORMATION

For more information please contact us.

Department of Transport

Licensing

GPO Box R1290

Perth WA 6844

Tel 13 11 56

Fax 08 9427 8191

Email [callcentre@transport.wa.gov.au](mailto:callcentre@transport.wa.gov.au)

Web [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing)

TTY 08 9216 8484



Government of **Western Australia**  
Department of Transport

## Transferring a vehicle licence



## SELLING OR PURCHASING A VEHICLE?

You will need to let Licensing know if you have sold or purchased a licensed vehicle. If you are purchasing a new or used vehicle from a licensed car dealer, they will let you know what paperwork to complete. If it is a private sale, both the seller and purchaser must notify Licensing by completing a Vehicle Licence Transfer Form. Contact Licensing for a form or go to [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing) to download one.

## WHAT THE SELLER HAS TO DO.

The seller (i.e. the owner of the vehicle) must:

- complete and sign the seller's copy (the green copy) of the Transfer Form with the purchaser and forward it to Licensing within 7 days of the sale. If you don't, you may incur a penalty and be liable for any fines lodged against the vehicle;
- give the purchaser
  - the purchaser's copy (the pink copy) of the Transfer Form; and
  - the current licence papers;
- provide the purchaser with any information regarding
  - immobilisers fitted to the vehicle; and
  - any concessions that currently apply to the vehicle licence.

If your vehicle has customised or personalised plates fitted and you wish to keep those plates, remove them from the vehicle and exchange them for other plates at a Licensing Centre or agency before the vehicle is sold. The 'change of plate' receipt should be given to the purchaser. If you wish to sell your customised or personalised plates together with the vehicle, this is a separate transaction that requires the completion of further paperwork.

The vehicle must be licensed before it can be transferred. If the licence has expired, it must be renewed before the transfer can be completed.

## WHAT THE PURCHASER HAS TO DO.

The purchaser must:

- complete and sign the seller's copy (the green copy) of the Transfer Form with the seller and then forward the purchaser's carbon copy (the pink copy) to Licensing within 14 days of the sale or a penalty may apply;
- pay the stamp duty and transfer fee within 28 days of an invoice being issued. See 'Payment of stamp duty' below;
- get the current licence papers from the seller;
- check with the seller if there is an immobiliser fitted to the vehicle; and
- check with the seller if the vehicle is currently licensed with a concession. If it is and you are not eligible for a concession, the licence will need to be restored to full rates prior to using the vehicle. Failure to restore the licence to full rates will result in the vehicle licence being invalid.

## PAYMENT OF STAMP DUTY

Once Licensing receives either the purchaser's or seller's copy of the Transfer Form, the purchaser will be sent an invoice for the payment of the stamp duty and transfer fee (providing all transfer requirements have been met). This invoice must be paid within 28 days of its issue or the purchaser may be liable for a penalty.

The invoice can be paid:

- by mail (GPO Box R1290, Perth, 6844);
- by phone on 1300 655 322 (Visa, MasterCard or Bankcard only);
- internet at [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing) (Visa, MasterCard or Bankcard only); and
- in person at any metropolitan Post Office, participating country Post Office, Licensing agents in regional WA or a Licensing Centre (cash, cheque or EFTPOS).

Purchasers can also attend personally at a Licensing Centre or agency to lodge their copy of the Transfer Form and pay the stamp duty and transfer fee at that time. Stamp duty is calculated on the vehicle's market value

at the time of sale. Licensing's website has a stamp duty calculator at [www.transport.wa.gov.au/licensing](http://www.transport.wa.gov.au/licensing) to help you work out how much stamp duty you will have to pay.

## WHAT IS MARKET VALUE?

The market value of a used vehicle is the amount for which the vehicle might reasonably be sold, free of encumbrances, in the open market. As a general rule, the market value of a vehicle will be the same as the purchase price. This definition of market value also applies to vehicles that are gifted (i.e. transferred for no monetary gain) so that the correct amount of stamp duty can be paid.

The market value of a used vehicle purchased from a dealership would normally be the purchase price plus:

- an amount allowed by the seller of a vehicle on a trade-in including a trading consideration or an exchange of any article; and
- dealer delivery charges or accessories affixed to the vehicle prior to delivery and licensing or included as a part of a sale agreement and affixed at any time; and
- any special discount that is not available to the public generally (eg finance discount, sales tax exemption).

Further information on market value can be found on Licensing's website.

## IMMOBILISERS ARE COMPULSORY

Vehicles must be fitted with a factory fitted or Government approved immobiliser before the licence can be transferred. This applies to all vehicles unless they:

- are 25 years or older; or
- have a tare weight over 3000 kg or an aggregate weight over 4500 kg; or
- are a motorcycle; or
- are used only on a farm.

If an approved immobiliser is already fitted, this must be indicated on the Transfer Form. If the vehicle doesn't have an approved immobiliser, the purchaser must