



Country Taxi Plate Transfer Application Checklist

Please ensure the following items have been completed or attached before submitting your application

APPLICATION TO BUY

- Application has been fully completed including signatures from all applicants
- Stamp Duty has been paid on the transfer
- Stamp Duty receipt is attached, or application has been stamped by State Revenue, Dept. of Finance
- All applicants hold a T extension or have attached a National Police Clearance (no more than 3 months old)

If the applicant is a Company

- Company Memorandum and Articles of Association *aka Company Constitution* (original or certified copy)
- Recent Company Extract (*available from the Australian Securities Commission*) no more than 3 months old

If the applicant is a Trust

- Trust Deed supplied (original or certified copy)

APPLICATION TO SELL

- Application has been fully completed including sale amount and signatures from all applicants
- Application has been witnessed by a third party

If the applicant is a COMPANY

- Recent Company Extract (*available from the Australian Securities Commission*) no more than 3 months old

Applications are to be submitted to the Passenger Services Business Unit (PSBU) of the Department of Transport

Postal Address
GPO Box C102
PERTH WA 6839

Office Address
20 Brown Street
East Perth WA 6004
8:30 to 4:30 weekdays

Applications will not be assessed until both applications and all supporting documents listed above have been received

Upon approval, the PSBU will write to both transfer parties advising the application has been approved and requesting the post-approval documents to be submitted.

ORIGINAL DOCUMENTS ONLY – Faxed and emailed copies will not be accepted

POST APPROVAL DOCUMENTS Do not submit with the initial application.
The Department will request these documents once the application has been approved

A transfer fee payment of \$184.00 from the buyer
A short letter from the seller confirming they have received payment for the plates from the buyer

Step by Step Transfer Guide

Application & Approval

1. Buyer & Seller complete applications to buy & sell metropolitan taxi plates
2. Buyer attends their local Court House or contacts the State Revenue Office to pay stamp duty on the transfer¹
3. Applicants consult application checklist to ensure all required documents have been supplied
4. Application package is posted or delivered to the Passenger Services Business Unit (PSBU)
5. Applications are assessed by the PSBU
6. If any documents have not been supplied, the PSBU contacts the relevant party to request the document/s
7. Application is submitted for approval to the Client Services Coordinator of the PSBU
8. Application is approved (or refused if the applicant to buy is not assessed to be a 'fit and proper person')
9. All parties are advised of the application's approval and post-approval documents are requested
10. Post-Approval documents are submitted to the PSBU
11. The transfer is effected by the PSBU
12. All parties are informed the transfer has been processed

Upon the transfer being processed there is a transfer fee generated of \$184.00. The transfer fee is payable by the Buyer and must be paid before the transfer is complete.

Once the transfer has been completed, both parties are informed in writing, and a transfer certificate is issued to the buyer.

Deceased Estates

In the case of a deceased estate, the following documents are required;

Application to Buy and all supporting documents as per the checklist
Application to Sell completed by the Executor of the Estate
Original Probate Document or a certified copy

A set transfer fee of \$184.00 applies to all Deceased Estate Transfers where the taxi plate ownership is left to a spouse, son, daughter, parent or sibling who is also the beneficiary of the Will. (in accordance with Section 19 of the Taxi Act 1995)

Financial Encumbrances

It is possible for the PSBU to record a financial encumbrance against a taxi plate upon written request from a financial institution. This encumbrance is recorded in the PSBU computer system. If an encumbrance is recorded on a plate, a written letter of release from the same financial institution is required to cancel the notation. A transfer will not be approved while an encumbrance is noted.

Outstanding Fees

The PSBU charge fees to plate owners throughout the year. An annual administration fee is due in July of each year, and plate fees are charged when an owner or driver requests a plate remake. A transfer will not be approved while there are outstanding fees recorded.

Processing Time

Please allow 7 days for your application to be assessed

T Extension or National Police Certificate

All Taxi Drivers must hold a T extension on their Drivers' Licence. If an applicant does not plan to drive the taxi, they must submit a National Police Certificate, application can be made at any Australia Post Outlet

1. Some local Court Houses are able to process stamp duty applications. If your Court House does not offer this service please contact the State Revenue Office on 1300 368 364 for submission details.