



# Guidance Notes - Steps to complete form E84 (Form 4) - Application for Commercial Goods Vehicle Licence

## Context

The *Transport Co-ordination Act 1966* (the Act) sets out the requirement for vehicles to be licensed. However, the specific circumstances requiring commercial goods vehicles to be licensed have been amended through iterations of the *Transport (Commercial Goods Vehicles Exemption) Order 1992* (Exemption Order), permitted through the Act (section 19).

The form required to be completed is set out in the *Transport Coordination Regulations 1985*.

Copies of the legislation referred to in this document can be retrieved from the Department of Justice online at <https://www.legislation.wa.gov.au/>.

## Do I require a Commercial Goods Vehicle Licence?

According to the December 2005 amendment to the Exemption Order, you are required to hold a Commercial Goods Vehicle Licence only if both of the following conditions are true:

- the vehicle is used for the carriage of iron ore or any mining product from which iron is to be extracted, and
- the above is to be sourced from any mine or mine stockpile situated within a 100km radius of Wubin, Pindar, Geraldton, Marchagee and South Mine 94 or within an area 100km on either side of:
  - a) the Northern Railway Line between Wubin and Geraldton including the Pindar to Mullewa section;
  - b) the Midland Railway line between Marchagee and Geraldton; or
  - c) the Railway line between South Mine 94 and Dongara.

Please refer to the map at Attachment 2 demonstrating the affected areas.

## Commercial Goods Vehicle Licence Conditions

The Act gives the Minister authority to, at his or her discretion, attach to any Commercial Goods Vehicle Licence a condition that:

- restricts the routes or areas in which the vehicle may operate;
- prescribed records must be kept; and/or
- other such conditions as he or she thinks proper to impose in the public interest.

In addition to this, it is an implied condition of every licence for a commercial goods vehicle granted by the Minister that:

- the vehicle be maintained in a fit and serviceable condition;
- the provisions of any Act or regulation applicable to the vehicle and its operation be complied with;
- in relation to the vehicle, the provisions relating to the limitations of hours of driving and provisions and requirements of any relevant industrial award or agreement be observed and complied with; and,
- the vehicle carry no load exceeding that stipulated in the licence.

### Checklist for Application for Commercial Goods Vehicle Licence

- The listed vehicle(s) are required to hold a Commercial Goods Vehicle Licence and operate (in whole or part) within the area marked on the map in Attachment 2.
- I have completed the licence application form including the vehicle particulars, Sections 1-8 and the declaration (a step-by-step guide for completing **Form E84 (Form 4) - Application for Commercial Goods Vehicle Licence** is overleaf).
- I have attached a copy of the WA vehicle licence and current renewal receipt for each vehicle listed.
- I have attached any additional information to support my application (this may include overmass permit, existing Commercial Goods Vehicle Licence if amending a current licence, or any documentation referred to in Section 8).

### Submission of the Application

Please submit the completed form and attachments by:

**Email:** [CGVL@transport.wa.gov.au](mailto:CGVL@transport.wa.gov.au) or

**Post to:**

Freight

Department of Transport

GPO Box C102, Perth WA 6839

### Queries?

If in doubt, or for an electronic copy of form E84 (Form 4), please email [CGVL@transport.wa.gov.au](mailto:CGVL@transport.wa.gov.au).

## Steps to complete form E84 (Form 4) - Application for Commercial Goods Vehicle Licence

### 1. Type of application

According to the Act, Commercial Goods Vehicle Licences (CGVL) are granted for a period of one year and therefore must be applied for annually. “New application” covers both the first application and an annual application. “Replacement vehicle” or “Additional vehicle” can be checked if amending an existing CGVL to reflect changes to the applicant’s fleet.

### 2. IWE...

The application should be completed by the vehicle owner. According to the Act, vehicle “owner” includes the owner, co- owner, purchaser, hirer or lessor of the vehicle.

If the applicant is a:

- Sole proprietor, please insert your personal name.
- Partnership, please insert the registered business name of the partnership.
- Company (corporate body), please insert the full name of the company.

\* For the purposes of this application, “vehicle” refers only to the prime mover, truck or towing vehicle. Trailers (detachable from the vehicle) are only considered when referred to as the vehicle “in its maximum configuration”.

**For each vehicle, complete steps 3-9 below.**

### 3. Make

The name of the vehicle manufacturer (*e.g. Scania*).

### 4. Type

Insert the vehicle classification in its maximum configuration as shown in Attachment 1 (e.g. Class 9). Please ignore the list of vehicle types on the Form.

### 5. Reg No

Insert the licence plate number of your vehicle according to your vehicle licence under the *Road Traffic (Vehicles) Act 2012* (*e.g. 1AAA888*). You do not need to list the number plates of your trailers.

### 6. Weight – Unladen (tare)

Insert the weight in kilograms of the vehicle and its maximum configuration of trailers when empty (This should include fuel).

### 7. Weight – Maximum load

Insert the maximum load in kilograms permitted to be carried by the vehicle and its maximum configuration, determined in accordance with the *Road Traffic (Vehicles) Regulations 2014*, the *Road Traffic (Vehicles) Act 2012* and the *Road Traffic Code 2000*.

### 8. Weight – Extra load authorised by overload/overmass permit

If applicable, otherwise leave blank. Should your vehicle have a permit issued by Main Roads Western Australia to carry an overmass load, please state the additional load permitted (in kilograms). Please also attach a copy of the authorisation from Main Roads.

### 9. Gross Weight

Gross weight is the total laden weight of the vehicle in its maximum configuration – the sum of the unladen (tare) weight and the maximum load in kilograms.

### 10. Rec. No, Amount, Licence No, Date Paid

The current fee for CGVLs is \$0. Please leave these fields blank.

### 11. Proposed route or area of operations

The area of operation should fall in whole or part within the area shown on the map in Attachment 2. Please record the complete route of your proposed operation from pick up point to put down point including all roads taken.

### 12. Nature of goods to be carried

This should be iron ore or a mining product from which iron is to be extracted. Only transport of these products requires vehicles to hold CGVLs.

### 13. Type of transport to be conducted

Check the type of transport to be conducted:

- a) A regular public transport service is scheduled and accessible to members of the public.
- b) A specific haulage contract is where the applicant is engaged to carry freight for a person or organisation under specific conditions (such as a contract arrangement).
- c) General hire or reward is for arrangements to carry freight which may be casual or ad-hoc; it includes those engagements that do not fall into specific haulage contracts.
- d) Carriage of own goods.

### 14. Purpose for which goods carried are to be used

This information may be provided by your contractor, and could include export, refining or local sale.

### 15. Frequency of operation

This is the number of intended completed trips per week or month (please specify) to transport the goods. If you operate on a casual basis and cannot determine the number of trips, please state "casual".

### 16. Proposed date of commencement

This is the date of commencement of operations, or one day after the day of expiry of a current CGVL. CGVLs are only issued for a period of up to one year.

### 17. Reasons why existing transport facilities cannot cater adequately for the transport proposed

The intention of licensing commercial goods vehicles is to regulate the number of road vehicles operating where rail services can be utilised. As such, this should justify why rail transport cannot be used. If you are contracted to transport these goods, you may need your contractor to supply this information.

### 18. Any further information in support of this application



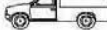






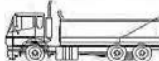



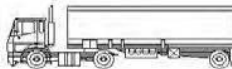

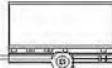

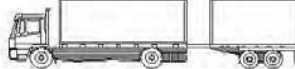




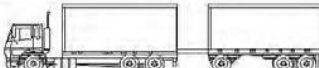


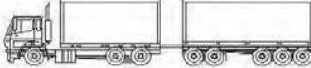
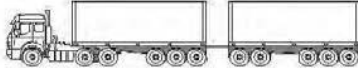

This may include maps, contracts, letters, or other material or information which support the application.

### 19. Declaration

Please complete the fields required in this section, noting that the vehicle owner can also be the co-owner, purchaser, hirer or lessor. Private address is optional.

The signature should belong to the person who wrote their name on the front of the application (step 2). If representing a partnership or company, please include the name of the signatory.

Attachment 1

<b>VEHICLE CLASSIFICATION SYSTEM</b>	
<b>AUSTROADS</b>	
CLASS	LIGHT VEHICLES
<b>1</b>	SHORT Car, Van, Wagon, 4WD, Utility, Bicycle, Motorcycle <div style="display: flex; justify-content: space-around; margin-top: 10px;">     </div>
<b>2</b>	SHORT - TOWING Trailer, Caravan, Boat <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>
HEAVY VEHICLES	
<b>3</b>	TWO AXLE TRUCK OR BUS *2 axles <div style="display: flex; justify-content: space-around; margin-top: 10px;">    </div>
<b>4</b>	THREE AXLE TRUCK OR BUS *3 axles, 2 axle groups <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>
<b>5</b>	FOUR (or FIVE) AXLE TRUCK *4 (5) axles, 2 axle groups <div style="display: flex; justify-content: space-around; margin-top: 10px;">  </div>
<b>6</b>	THREE AXLE ARTICULATED *3 axles, 3 axle groups <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>
<b>7</b>	FOUR AXLE ARTICULATED *4 axles, 3 or 4 axle groups <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">  </div>
<b>8</b>	FIVE AXLE ARTICULATED *5 axles, 3+ axle groups <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>
<b>9</b>	SIX AXLE ARTICULATED *6 axles, 3+ axle groups or 7+ axles, 3 axle groups <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;">  </div>
LONG VEHICLES AND ROAD TRAINS	
<b>10</b>	8 DOUBLE or HEAVY TRUCK and TRAILER *7+ axles, 4 axle groups <div style="display: flex; justify-content: space-around; margin-top: 10px;">   </div>
<b>11</b>	DOUBLE ROAD TRAIN *7+ axles, 5 or 6 axle groups <div style="display: flex; justify-content: space-around; margin-top: 10px;">  </div>
<b>12</b>	TRIPLE ROAD TRAIN *7+ axles, 7+ axle groups <div style="display: flex; justify-content: space-around; margin-top: 10px;">  </div>



Attachment 2

