



Fact sheet

Fleet Licensing

The Department of Transport (DoT) offers a fleet licensing payment option for individuals and organisations that have ten or more vehicles licensed in their name. This facility allows owners to choose a common expiry date to align all their vehicle licences to expire on the nominated date.

Fleet Management Online

Fleet Management Online, accessible on DoTDirect, provides a convenient way for fleet customers to manage their accounts.

Fleet Management Online requires customers to have an active DoTDirect individual or organisation account.

Find out how to register for a DoTDirect account at www.transport.wa.gov.au/dotdirect

Fleet schedules

Fleet schedules are available to Fleet customers approximately six weeks before the renewal date by mail, email or Fleet Management Online on DoTDirect.

The schedules display individual vehicle licence fees including GST, as well as listing the GST component separately.

Entire schedules can be renewed for periods of three, six or 12 months. Fleet customers must notify DoT of any necessary alterations required to a schedule.

DoT can provide a schedule of vehicles in excel format, the report provides vehicle details, however, this does not include licensing fees.

Adding vehicles to fleet schedules

Submit an electronic request to add eligible vehicles to a fleet and align the common expiry date through Fleet Management Online on DoTDirect, or email Fleet Licensing to add a vehicle to a schedule or align the common expiry date.

If a vehicle licence expiry is after the fleet expiry date, the vehicle can be added to the fleet and a credit adjustment will be applied, the credit will be automatically added to the next schedule.

If a vehicle licence expiry is before the fleet expiry date, the vehicle can only be added to a fleet within three months before the vehicle licence expiry. An invoice will be issued to align the expiry and fleet expiry dates. Once paid, the vehicle can be added to the schedule.

Removing vehicles from fleet schedules

Remove vehicles from a fleet through Fleet Management Online on DoTDirect, or email your request to remove a vehicle from a fleet schedule to Fleet Licensing.

Annual inspections

Vehicles requiring an annual inspection have condition code 002 and are identified with an 'X' on the fleet schedule.

Vehicles can be inspected up to 90 days before the renewal date. The certificate of inspection must be presented to a DVS centre, regional DoT office or agent prior to renewal. Vehicles that have not passed an inspection are automatically removed from the fleet schedule. The vehicles can be renewed once they have passed inspection.

Payment options

Once a schedule has been paid, the vehicle licences and payment receipts will be sent by mail or email. Fleet schedule payments cannot be made by Electronic Funds Transfer (EFT), direct debit or BPay.

A limit of \$20,000 per transaction applies to all EFTPOS and credit card transactions.

DoTDirect: Fleet schedules can be paid online through Fleet Management Online on DoTDirect.

Post: Payments must be received by DoT a minimum of seven working days prior to the expiry date to allow for processing. Cheques must be made payable to the 'Department of Transport' and attached to a copy of the fleet schedule.

In person: Payments can be made at a DVS centre, regional DoT office or agent by cash, cheque or EFTPOS with an up-to-date schedule.

Credit card: Credit card payments can be accepted over the phone to 1300 765 106, or in person at a DVS centre, regional DoT office or agent.

Contact details

Telephone: 1300 765 106 (option 1)
Monday to Friday, 8am to 5pm

Email: fleetlicensing@transport.wa.gov.au

Post: Fleet Licensing
Department of Transport
GPO Box R1290
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