



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

Owners of vehicles that are licensed under the fleet licensing scheme will receive a 'fleet schedule' prior to the nominated expiry date, which lists all of the owners' vehicles and the total renewal payment due. Individual renewal notices are not sent to these vehicle owners.

Owners of 3-9 vehicles can also apply for a common expiry date but these vehicles are not provided a fleet schedule or a bulk billing code. Contact the Fleet Licensing team on 1300 765 106 for further information.

## Creating an account

To set up a fleet licensing account you can contact us on 1300 765 106 or email [fleetlicensing@transport.wa.gov.au](mailto:fleetlicensing@transport.wa.gov.au)

You will be required to complete the Application for Vehicle Licence Common Expiry Date (Fleet Licensing) (E72) form providing:

- Company/Personal details;
- A list of vehicles that will be licensed with a common expiry date; and
- The nominated common expiry date. *\*This is subject to approval*

Once your application has been processed you will be sent a letter advising you of your fleet licensing code and individual tax invoices\*, where applicable, for those vehicles that need to be aligned to the nominated common expiry date.

*\*A tax invoice will be generated where there is a gap in the licence fees previously paid when aligning the current vehicle licence expiry date to the common expiry date. Upon payment of any tax invoice issued the vehicle(s) are then added to the bulk billing account.*

## Vehicle renewal notices

You will be sent an account (fleet schedule) approximately 4-6 weeks before the nominated common expiry date.

During the year, acquired vehicles can be added to a fleet licensing account by email to [fleetlicensing@transport.wa.gov.au](mailto:fleetlicensing@transport.wa.gov.au) or phone 1300 765 106.

## Amending vehicle licence expiry dates to reflect a nominated common expiry date

- All vehicles on the application will be added to a fleet schedule using a unique fleet licensing code;
- Where a vehicle(s) expiry date is within the three (3) month renewal period, the expiry date(s) is amended to align with the nominated expiry date and an invoice is issued;
- Where a vehicle(s) expiry date is outside of the three (3) month renewal period the expiry date will not be amended until the renewal period. Individual renewal notices will be generated for these vehicle(s). Upon receiving a renewal notice you must contact Fleet Licensing who will amend the expiry date(s) and an invoice is issued.

*\* A tax invoice will be generated for those vehicles that have a gap in licence fees previously paid when aligning the current vehicle licence expiry date with the nominated expiry date. Once this invoice is paid the vehicle will then be added to your fleet schedule.*

## Change a fleet licensing account

You may request amendments to your Fleet Licensing account to add additional vehicles, or remove any vehicles on your account, by contacting the Fleet Licensing team via email at [fleetlicensing@transport.wa.gov.au](mailto:fleetlicensing@transport.wa.gov.au) or phone 1300 765 106.

Once your account has been updated with the requested changes you will be mailed or emailed an amended copy of the account (fleet schedule) 4-6 weeks prior to the fleet expiry date for payment.

## Payments

There are various methods by which you can pay your account being;

- By mailing with your account a cheque\* or money order payable to the Department of Transport, GPO Box R1290 Perth WA 6844. *\*Cheques must be met on first presentation.*
- In person at a Driver and Vehicle Services (DVS) centre or regional Department of Transport office or agent
- *\*\*\$20,000 limit applies to credit card payments*

Once payment has been received and processed, individual receipts will be posted for all vehicles renewed as part of the account (fleet schedule).

## Making application

To apply for a common expiry date for all the vehicles you own, complete and submit an Application for Vehicle Licence Common Expiry Date (E72) form available online at [www.transport.wa.gov.au/dvs](http://www.transport.wa.gov.au/dvs) or by calling 1300 765 106.

Submit this form to Fleet Licensing by:

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

Fax: 1300 880 865

Mail: Fleet Licensing (Bulk Billing)  
Department of Transport  
GPO Box R1290  
PERTH WA 6844

If you have any queries, contact the Fleet Licensing team on 1300 765 106.