



Part A  
**Vehicle Transfer - Vehicle Dealers**  
Notification of Change of Ownership

This form must be completed and signed by both the dealer and the purchaser.

The dealer must mail the seller's copy to: **Driver and Vehicle Services, GPO Box R1290, Perth, WA 6844** within 7 days of the sale or a \$100 infringement may be issued.

**Vehicle Details (Details to be completed from vehicle licence papers)**

PLATE NUMBER				LICENCE EXPIRY DATE				YEAR OF MANUFACTURE							
<input type="text"/>				<input type="text"/>				<input type="text"/>							
MAKE			MODEL			BODY TYPE			BADGE		SERIES				
<input type="text"/>			<input type="text"/>			<input type="text"/>			<input type="text"/>		<input type="text"/>				
ENGINE NUMBER						CHASSIS/VIN NUMBER									
<input type="text"/>						<input type="text"/>									
ODOMETER READING				Transmission Type (please tick ✓)				Consignment Vehicle (please tick ✓)				Vehicle Condition (please tick ✓)			
<input type="text"/>				<input type="checkbox"/> Automatic <input type="checkbox"/> Manual				<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Good			

**Dealer Details**

DEALER'S TRADE NAME (OFFICIAL COMPANY STAMP)						ORGANISATION CODE/PREMISES NUMBER							
<input type="text"/>						<input type="text"/>							
ADDRESS						POSTCODE		STOCK REGISTER NUMBER					
<input type="text"/>						<input type="text"/>		<input type="text"/>					
SELLING PRICE				DUTIABLE VALUE				DEALER'S LICENCE NUMBER					
<input type="text"/>				<input type="text"/>				<input type="text"/>					
								DATE OF DISPOSAL					
								<input type="text"/>					

**Purchaser Details**

PURCHASER'S FULL NAME: FAMILY NAME				GIVEN NAME/S							
<input type="text"/>				<input type="text"/>							
DRIVER'S LICENCE NUMBER			CONTACT PHONE NUMBER			DATE OF BIRTH					
<input type="text"/>			<input type="text"/>			<input type="text"/>					
Is this vehicle to be licensed in the name of a corporate company? (Please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No						ORGANISATION CODE (IF APPLICABLE)					
<input type="text"/>						AUSTRALIAN COMPANY NUMBER (ACN)					
<input type="text"/>						<input type="text"/>					
RESIDENTIAL ADDRESS				SUBURB				POSTCODE			
<input type="text"/>				<input type="text"/>				<input type="text"/>			
GARAGING ADDRESS				SUBURB				POSTCODE			
<input type="text"/>				<input type="text"/>				<input type="text"/>			
Do you give consent to Driver and Vehicle Services (DVS) to use the address(es) above as your residential/postal address(es) for all DVS dealings? (Please tick)										<input type="checkbox"/> Yes <input type="checkbox"/> No	
POSTAL ADDRESS						SUBURB				POSTCODE	
<input type="text"/>						<input type="text"/>				<input type="text"/>	

**WARNING** A seller or purchaser who understates the purchase price or dutiable value of a vehicle or who provides information which is false in a material particular (important details) commits an offence under the *Duties Act 2008* and is liable to a penalty of \$20,000. The seller and the purchaser are liable for the payment of the amount of shortfall of vehicle licence duty to the extent of the amount understated, together with a penalty of 100% of that duty.

**Immobiliser and garaging details**

Is a factory fitted or Government approved immobiliser fitted to this vehicle and fully operational?     Yes     No  
 Will this vehicle be kept primarily in WA (see 'Garaging Address' on back of form for explanation)?     Yes     No

**Purchaser's Declaration**

I declare that all the above information I have provided is true and correct and hereby apply to transfer the vehicle licence into my name.

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>
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Purchaser's Signature

**Dealer's Declaration**

I declare that all the above information I have provided is true and correct.

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>
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Dealer's Signature

## TRANSFERS MADE EASY FOR DEALERS

1. If you are transferring a vehicle licence to another owner you are required to complete this form and forward the Seller's Copy (the blue copy) to Driver and Vehicle Services (DVS), GPO Box R1290, Perth WA 6844 within 7 days of the sale or a \$100 infringement may be issued.
2. Make sure that all relevant details are completed on the form. Both you and the purchaser are required to complete and sign the form.
3. You are required to forward or hand the Purchaser's Copy (the red copy) together with the current licence papers to the purchaser.
4. Once lodged, DVS will invoice the purchaser for the vehicle licence duty and transfer fee.
5. The onus is on the purchaser to ensure that an approved immobiliser is installed. If an approved immobiliser is installed, please supply to the purchaser any information about the immobiliser as a courtesy.
6. If you are disposing of a vehicle that is licensed at concession rates, you should advise the new owner of the concession and possible charges.
7. Where details have not been completed you may be contacted by telephone to confirm vehicle details.

## DEFINITIONS - DUTIABLE VALUE

The term "dutable value" is defined by Division 5 of the *Duties Act 2008*. The following interpretation is provided **as a guide only**.

### **New Vehicle:**

For a new vehicle (which includes a demonstration model that has been used for that purpose for not more than 2 months) that is a motor car, motor wagon or motorcycle, the list price (see definition below), plus the price fixed by the manufacturer, importer or principle distributor as the additional retail selling price in Western Australia for a particular type of transmission fitted to the vehicle. (For example, the set fee to upgrade a manual transmission to automatic).

### **Used Vehicle:**

In relation to used vehicles - the amount for which the vehicle might reasonably be sold, free of encumbrance, in the open market. Where the dutiable value or purchase price of a vehicle has been incorrectly stated the matter will be referred to the Office of State Revenue for investigation and possible prosecution .

**List Price** means the price that has been fixed by the manufacturer, importer or principle distributor as the retail selling price of that vehicle in Western Australia.

**NOTE:** Vehicles which are transferred for no monetary gain need to have an amount provided for which the vehicle might reasonably be sold, free of encumbrances in the open market i.e. its dutiable value.

### **Garaging Address (base of operation):**

In accordance with section 5(3)(d) of the *Road Traffic Act 2012*, vehicles cannot be licensed in Western Australia if they are garaged in another state. You may be required to produce documentary proof of this.

### **POSTAL ADDRESS**

Driver and Vehicle Services  
GPO Box R1290  
Perth WA 6844

### **FOR ENQUIRIES**

Website: [www.transport.wa.gov.au/dvs](http://www.transport.wa.gov.au/dvs)  
Telephone: 13 11 56  
Facsimile: 1300 669 995

The information you supply on this form may be disclosed to other government agencies where provided for in legislation. The Chief Executive Officer of the Department of Transport also releases aggregated statistical information to third parties. However, your personal identifying information will not be released to these persons without your explicit consent.



# Vehicle Transfer - Vehicle Dealers

## Notification of Change of Ownership

This form must be completed and signed by both the seller and the purchaser. The purchaser must mail the purchaser's copy to:  
**Driver and Vehicle Services, GPO Box R1290, Perth, WA 6844 within 14 days of the sale or a \$100 infringement may be issued.**

### Vehicle Details (Details to be completed from vehicle licence papers)

PLATE NUMBER				LICENCE EXPIRY DATE				YEAR OF MANUFACTURE							
<input type="text"/>				<input type="text"/>				<input type="text"/>							
MAKE			MODEL			BODY TYPE			BADGE		SERIES				
<input type="text"/>			<input type="text"/>			<input type="text"/>			<input type="text"/>		<input type="text"/>				
ENGINE NUMBER						CHASSIS/VIN NUMBER									
<input type="text"/>						<input type="text"/>									
ODOMETER READING				Transmission Type (please tick ✓)				Consignment Vehicle (please tick ✓)				Vehicle Condition (please tick ✓)			
<input type="text"/>				<input type="checkbox"/> Automatic <input type="checkbox"/> Manual				<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Poor <input type="checkbox"/> Average <input type="checkbox"/> Good			

### Dealer Details

DEALER'S TRADE NAME (OFFICIAL COMPANY STAMP)				ORGANISATION CODE/PREMISES NUMBER			
<input type="text"/>				<input type="text"/>			
ADDRESS				POSTCODE			
<input type="text"/>				<input type="text"/>			
SELLING PRICE		DUTIABLE VALUE		DATE OF DISPOSAL			
<input type="text"/>		<input type="text"/>		<input type="text"/>			
				STOCK REGISTER NUMBER			
				<input type="text"/>			
				DEALER'S LICENCE NUMBER			
				<input type="text"/>			

### Purchaser Details

PURCHASER'S FULL NAME: FAMILY NAME				GIVEN NAME/S				
<input type="text"/>				<input type="text"/>				
DRIVER'S LICENCE NUMBER			CONTACT PHONE NUMBER			DATE OF BIRTH		
<input type="text"/>			<input type="text"/>			<input type="text"/>		
Is this vehicle to be licensed in the name of a corporate company? (Please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No						ORGANISATION CODE (IF APPLICABLE)		
<input type="text"/>						<input type="text"/>		
IF YES, COMPANY NAME						AUSTRALIAN COMPANY NUMBER (ACN)		
<input type="text"/>						<input type="text"/>		
RESIDENTIAL ADDRESS				SUBURB		POSTCODE		
<input type="text"/>				<input type="text"/>		<input type="text"/>		
GARAGING ADDRESS				SUBURB		POSTCODE		
<input type="text"/>				<input type="text"/>		<input type="text"/>		
Do you give consent to Driver and Vehicle Services (DVS) to use the address(es) above as your residential/postal address(es) for all DVS dealings? (Please tick) <input type="checkbox"/> Yes <input type="checkbox"/> No								
POSTAL ADDRESS				SUBURB		POSTCODE		
<input type="text"/>				<input type="text"/>		<input type="text"/>		

**WARNING** A seller or purchaser who understates the purchase price or dutiable value of a vehicle or who provides information which is false in a material particular (important details) commits an offence under the *Duties Act 2008* and is liable to a penalty of \$20,000. The seller and the purchaser are liable for the payment of shortfall of vehicle licence duty to the extent of the amount understated, together with a penalty of 100% of that duty.

### Immobiliser and garaging details

Is a factory fitted or Government approved immobiliser fitted to this vehicle and fully operational?     Yes     No

Will this vehicle be kept primarily in WA (See 'Garaging Address' on back of form for explanation)?     Yes     No

### Purchaser's Declaration

I declare that all the above information I have provided is true and correct and hereby apply to transfer the vehicle licence into my name.

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Purchaser's Signature

### Dealer's Declaration

I declare that all the above information I have provided is true and correct.

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Dealer's Signature

## WHAT THE PURCHASER HAS TO DO

1. When purchasing a licensed vehicle you must complete this form together with the seller of the vehicle. The seller is required to forward the Seller's Copy (the blue copy) to Driver and Vehicle Services (DVS), and give you (as the purchaser) the Purchaser's Copy (the red copy) and the current licence papers. The purchaser must submit this copy either in person at a DVS Centre or agent, or by mail to the address at the foot of this page, within 14 days of purchasing the vehicle. Failing to do so may result in a penalty. Failure to pay the vehicle licence duty and transfer fee within 28 days of the invoice being issued may result in an infringement of \$100.
2. The invoice may be paid by BPAY® (contact your bank or financial institution for further information), credit card using DVS's Phonepay 1300655322, by mail (GPO Box R1290, PERTH, WA 6844), in person at any metropolitan Post Office, participating country Post Office, regional DVS agent or a DVS centre (cash, cheque or EFTPOS).

**A vehicle can only be licensed in the name of an individual (natural person), corporate company, incorporated body or any other body that is recognised as a legal entity. If the vehicle is jointly owned, a Proof of Identity form must be completed and signed nominating an owner/licence holder. Proof of Identity forms may be obtained online at [www.transport.wa.gov.au/dvs](http://www.transport.wa.gov.au/dvs).**

## IMMOBILISER REQUIREMENTS

The purchaser of the vehicle is responsible to ensure that an approved immobiliser is installed. Any application to transfer the vehicle licence will not be accepted if the purchaser has not declared (by signing the declaration on the front of the Notification of Change of Ownership form) that an approved immobiliser is fitted to the vehicle and is operational. A false or misleading declaration will result in a fine. Vehicles that are 25 years or older, vehicles that have a tare weight over 3000 kg or a GVM or aggregate weight over 4500 kg, motorcycles and some farm vehicles are exempt from the fitment of an immobiliser.

1. If an immobiliser is not fitted to the vehicle, you must have one fitted before you can transfer or licence the vehicle. If you are unsure, contact your local authorised immobiliser installer, visit [www.transport.wa.gov.au/dvs](http://www.transport.wa.gov.au/dvs) or call DVS on 13 11 56.
2. If the vehicle you are purchasing is already fitted with an immobiliser, you must confirm that it is an approved device. An approved immobiliser is:
  - 'Factory fitted' (i.e. fitted at the time of manufacture). The vehicle owner's handbook should confirm this.
  - Self arming (i.e. devices which automatically arm themselves without any assistance from the driver) and prevents the vehicle from being started.

If you are unsure about whether the vehicle immobiliser installed is approved, check with your nearest authorised installer, visit [www.transport.wa.gov.au/dvs](http://www.transport.wa.gov.au/dvs) or call DVS on 13 11 56.

## DEFINITIONS - DUTIABLE VALUE

The term "dutable value" is defined by Division 5 of the *Duties Act 2008*. The following interpretation is provided as a guide only.

### New Vehicle:

For a new vehicle (which includes a demonstration model that has been used for that purpose for not more than 2 months) that is a motor car, motor wagon or motorcycle, the list price (see definition below), plus the price fixed by the manufacturer, importer or principle distributor as the additional retail selling price in Western Australia for a particular type of transmission fitted to the vehicle. (For example, the set fee to upgrade a manual transmission to automatic).

### Used Vehicle:

In relation to used vehicles - the amount for which the vehicle might reasonably be sold, free of encumbrance, in the open market. Where the dutiable value or purchase price of a vehicle has been incorrectly stated the matter will be referred to the Office of State Revenue for investigation and possible prosecution.

**List Price** means the price that has been fixed by the manufacturer, importer or principle distributor as the retail selling price of that vehicle in Western Australia.

**NOTE:** Vehicles which are transferred for no monetary gain need to have an amount provided for which the vehicle might reasonably be sold, free of encumbrances in the open market i.e. its dutiable value.

## PENSIONER CONCESSION CARD ENQUIRIES

If you are the holder of a Pension Concession card issued by Centrelink or Department of Veterans' Affairs or a WA Senior's Card and a Commonwealth Senior's Health Card holder, you may be eligible for a concession on your vehicle or driver's licence. For further information please call DVS on 13 11 56.

## GARAGING ADDRESS (BASE OF OPERATION)

In accordance with section 5(3)(d) of the *Road Traffic Act 2012*, vehicles cannot be licenced in Western Australia if they are garaged in another state. You may be required to provide documentary proof of this.

## DOES THE VEHICLE HAVE MONEY OWING ON IT?

The Personal Property Securities Register (the PPSR) is the register where details of security interests in personal property can be registered and searched. The Insolvency and Trustee Service Australia (ITSA) is the Australian Government agency responsible for administering the PPSR.

The PPSR can advise you if money is owed on a licensed second-hand car, motorcycle or self-propelled farm vehicle. Research has shown that one in five PPSR checks reveals the vehicle to be financially encumbered. In nearly half the cases, the purchaser wasn't aware of it.

By doing a PPSR check, you can avoid the risk of your vehicle being repossessed. The PPSR can also improve your chances of knowing if a car on offer is stolen. Buyers purchasing vehicles from licensed motor vehicle dealers do not need to use the PPSR.

To do a PPSR check, write down the vehicles plate number, engine number and chassis/VIN number and visit [www.ppsr.gov.au](http://www.ppsr.gov.au) for an online search or call 1300 007 777. Please phone between 6:00 am to 6:00 pm AEST Monday to Friday and 7:00 am to 1:00 pm Saturday and Sunday (including public holidays).

### POSTAL ADDRESS

Driver and Vehicle Services  
GPO Box R1290  
Perth WA 6844

### FOR TRANSFER AND IMMOBILISER ENQUIRIES

Website: [www.transport.wa.gov.au/dvs](http://www.transport.wa.gov.au/dvs)  
Telephone: 13 11 56  
Facsimile: 1300 669 995