



# Transferring a vehicle licence



## Selling or purchasing a vehicle?

You will need to let Driver and Vehicle Services (DVS) know if you have sold or purchased a licensed vehicle. If you are purchasing a new or used vehicle from a licensed car dealer, they will let you know what paperwork to complete. If it is a private sale, both the seller and purchaser must notify DVS by completing a *Notification of Change of Ownership (MR9)* form. Contact DVS for the form or download one from the Department of Transport (DoT) website.

## What the seller has to do

The seller (i.e. the owner of the vehicle) must:

- complete and sign the seller's copy (the green copy) of the *Notification of Change of Ownership (MR9)* form with the purchaser and forward it to DVS within 7 days of the sale. If you don't, you may incur a penalty and be liable for any fines lodged against the vehicle;
- give the purchaser the purchaser's copy (the red copy) of the *Notification of Change of Ownership (MR9)* form; and the current vehicle licence papers; and
- provide the purchaser with any information regarding
  - immobilisers fitted to the vehicle; and
  - any concessions that currently apply to the vehicle licence.

If your vehicle has optional plates fitted and you wish to keep those plates, remove them from the vehicle and exchange them for other plates at a DVS centre or regional DVS agent before the vehicle is sold. The *change of plate* receipt should be given to the purchaser.

If you wish to sell your optional plates together with the vehicle, both seller and purchaser must complete the *Transfer of Right to Display Optional Plates (VL176)* form and submit together with the *Notification of Change of Ownership (MR9)* form. Contact DVS for the form or download one from the DoT website.

The vehicle must be licensed before it can be transferred. If the licence has expired, it must be renewed before the transfer can be completed.

## What the purchaser has to do

The purchaser must:

- complete and sign the seller's copy (the green copy) of the *Transfer of Right to Display Special Plates (MR176)* form with the seller and then forward the purchaser's carbon copy (the red copy) to DVS within 14 days of the sale or a penalty may apply.

- the licence duty and transfer fee must be paid within 28 days of an invoice being issued or a penalty may apply. See 'Payment of vehicle licence duty'.
- get the current vehicle licence papers from the seller.
- check with the seller if there is an immobiliser fitted to the vehicle. An approved immobiliser must be fitted before the licence can be transferred. See 'Immobilisers are Compulsory'.
- check with the seller if the vehicle is currently licensed with a concession. If it is and you are not eligible for a concession, the licence will need to be restored to full rates prior to using the vehicle. Failure to restore the licence to full rates will result in the vehicle licence being invalid. If you are eligible for a concession, application can be made at a DVS centre or regional DVS agent;
- If the vehicle has optional plates fitted and you wish to keep those plates, both seller and purchaser must complete the *Transfer of Right to Display Special Plates (MR176)* form and submit together with the *Notification of Change of Ownership (MR9)* form. Contact DVS for the form or download one from the DoT website. You will have to pay the applicable plate transfer fee.

If you do not wish to keep the plates, return them and exchange for other plates at a DVS centre or regional DVS agent. Fees may apply.

## Restrictions on Transfers

Unpaid infringement notices or court fines may prevent the grant, renewal or transfer of a vehicle licence. Until such time the sanction has been removed, the vehicle is considered unlicensed and continued use of the vehicle will be in contravention of the *Road Traffic Act 1974*.

**Before considering the sale or purchase of a vehicle, the vehicle licence status may be checked online at [www.transport.wa.gov.au/dvs](http://www.transport.wa.gov.au/dvs).**

For enquires regarding outstanding fines affecting the vehicle licence, contact the Fines Enforcement Registry on 1300 650 235.

## Payment of vehicle licence duty

Once DVS receives either the purchaser's or seller's copy of the *Notification of Change of Ownership (MR9)* form, the purchaser will be sent an "Application to transfer vehicle licence" which includes an invoice for the payment of the vehicle licence duty

and transfer fee (providing all transfer requirements have been met). The invoice must be paid within 28 days of its issue or the purchaser may be liable for a penalty.

The invoice can be paid:

- by **BPAY®** - Contact your bank or financial institution for further information,
- online on the DoT website (Visa or MasterCard),
- by phone on 1300 655 322 (Visa or MasterCard),
- by mail (GPO Box R1290, Perth, 6844); or
- in person at any metropolitan Post Office, participating country Post Office, regional DVS agents or a DVS centre (cash, cheque, EFTPOS\*, VISA\* or MasterCard\*).

\*Not available at some DVS agents.

Purchasers can also attend a DVS centre or regional DVS agent to lodge their copy of the *Notification of Change of Ownership (MR9)* form and pay the vehicle licence duty and transfer fee at that time before an invoice is issued.

Vehicle licence duty is calculated on the vehicle's dutiable value at the time of sale. Contact DVS or use the vehicle licence duty calculator on the DoT website to help you work out how much vehicle licence duty you will have to pay.

### What is dutiable value?

The dutiable value of a used vehicle is the amount for which the vehicle might reasonably be sold, free of encumbrances, in the open market. As a general rule, the dutiable value of a vehicle will be the same as the purchase price. This definition of dutiable value also applies to vehicles that are gifted (i.e. transferred for no monetary gain) so that the correct amount of vehicle licence duty can be paid.

The dutiable value of a used vehicle purchased from a licensed car dealer would normally be the purchase price plus:

- an amount allowed by the seller of a vehicle on a trade-in including a trading consideration or an exchange of any article,
- dealer delivery charges or accessories affixed to the vehicle prior to delivery and licensing or included as a part of a sale agreement and affixed at any time; and
- any special discount that is not available to the public generally (e.g. finance discount, sales tax exemption).

More information on dutiable value can be found online on the DoT website.

### Immobilisers are compulsory

Vehicles must be fitted with a vehicle fitted or Government approved immobiliser before the licence can be transferred. This applies to all vehicles unless they:

- are 25 years or older,
- have a tare weight over 3000 kg or a GVM or an aggregate weight over 4500 kg,
- are a motorcycle; or
- are used only on a farm.

If an approved immobiliser is already fitted, this must be indicated on the *Notification of Change of Ownership (MR9)* form. If the vehicle doesn't have an approved immobiliser, the purchaser must arrange to have one fitted before the licence can be transferred.

Vehicle licence duty and transfer fees can be only paid once the purchaser makes declaration that an approved immobiliser is fitted to the vehicle. A false or misleading declaration may result in a penalty and the vehicle licence being cancelled.

More information about immobilisers can be obtained from DVS, authorised installers, RAC offices or on the DoT website.

### Proof of ownership

A completed *Notification of Change of Ownership (MR9)* form signed by the purchaser and seller provides DVS with sufficient proof that the purchaser is the new owner. If a form hasn't been completed, the purchaser should make every effort possible to contact the seller to arrange for one to be completed.

Other acceptable forms of proof of vehicle ownership include a receipt or a contract of sale/purchase. These documents must show purchase price, date of sale, vehicle details, seller's name and signature and information regarding the fitment of an immobiliser.

If none of the above documents are available, the purchaser must complete a *Statutory Declaration of Vehicle Ownership (MR 50)* form and questionnaire. Contact DVS for these forms or download them from the DoT website. A vehicle licence can only be transferred with sufficient proof of purchase.

### Proof of identity (POI) and age

Purchasers must provide POI before a vehicle licence can be transferred into their name. A vehicle can only be licensed to:

- an individual;
- a corporate company or other incorporated body;
- any other body that is recognised as being a legal entity.

For an individual, this is easily done by supplying a WA driver's licence number on the *Notification of Change of Ownership*

(*MR9*) form. If the purchaser doesn't hold a WA driver's licence, they will need to produce evidence of their date of birth (e.g. a Birth Certificate, Passport or a driver's licence issued in another Australian jurisdiction).

If the purchaser is a corporate company, POI would normally be their Australian Company Number. For an incorporated body, it would normally be a Certificate of Incorporation. **An Australian Business Number is not acceptable POI.**

If any POI documents are forwarded by mail, certified copies should be sent rather than originals.

Individuals must be of a minimum age before a vehicle licence can be transferred into their name. Those ages are 16 years or older for a 'light' vehicle (aggregate weight 4500kg or less) and 18 years or older for a 'heavy' vehicle (aggregate weight over 4500kg).

If you have not previously licensed a vehicle in your name in WA, it may be necessary to provide proof that the vehicle is to be primarily kept in WA.

### Personal Property Securities Register

The Personal Property Securities Register (PPSR) replaced the Registry of Encumbered Vehicles (REVS) on 30 March 2012. The PPSR is a register where details of security interests in personal property can be registered and searched.

The PPSR can advise you if money is owed on a licensed second-hand vehicle. Research has shown that one in five PPSR checks reveals the vehicle to be financially encumbered. By doing a PPSR check, you can avoid the risk of your vehicle being repossessed. PPSR can also improve your chances of identifying if a car on offer is stolen.

If you are purchasing a second hand vehicle from a licensed motor vehicle dealer you do not need to do a PPSR check.

To do a PPSR check write down the vehicles plate number, engine number and VIN/chassis number and visit [www.ppsr.gov.au](http://www.ppsr.gov.au) or call 1300 007 777.

### For more information please contact:

Department of Transport  
Driver and Vehicle Services  
GPO Box R1290  
Perth WA 6844

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