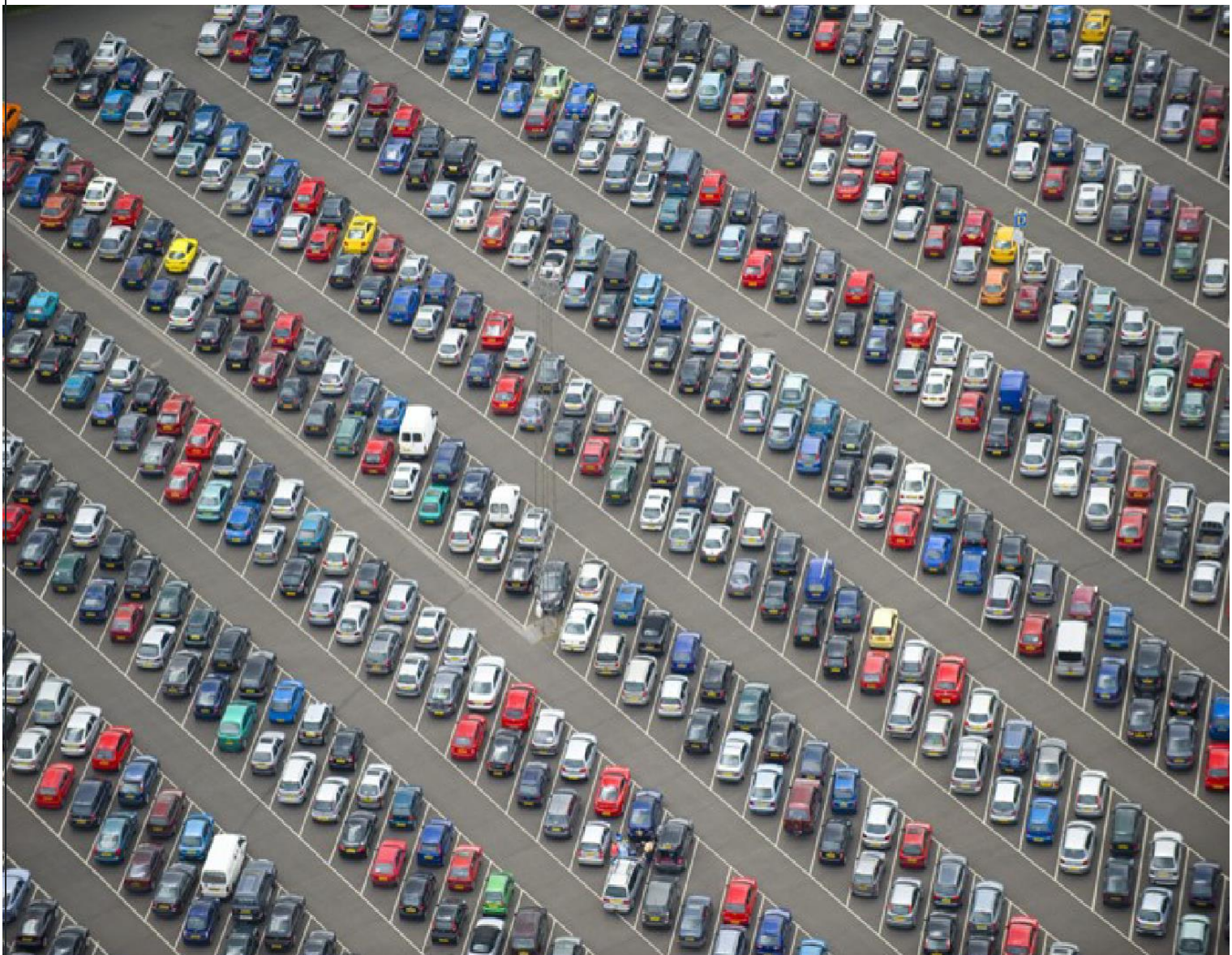


Transport
for NSW

Motor Dealers Guide to Vehicle Registration

June 2023



Motor Dealers Guide to Vehicle Registration



transport.nsw.gov.au

OFFICIAL

Acknowledgement of Country

Transport for NSW acknowledges the traditional custodians of the land on which we work and live.

We pay our respects to Elders past and present and celebrate the diversity of Aboriginal people and their ongoing cultures and connections to the lands and waters of NSW.

Many of the transport routes we use today – from rail lines, to roads, to water crossings – follow the traditional Songlines, trade routes and ceremonial paths in Country that our nation’s First Peoples followed for tens of thousands of years.

Transport for NSW is committed to honouring Aboriginal peoples’ cultural and spiritual connections to the lands, waters and seas and their rich contribution to society.

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About this guide

Who should read it?

This guide is for Participants who register vehicles for their customers. It provides information on how to prepare vehicles for registration and includes step-by-step instructions on how to conduct transactions.

What does it contain?

The guide consists of two chapters and four appendices:

Chapter 1 - How TfNSW works with Participants

This chapter explains:

- How a customer may authorise you to register a vehicle for them.
- The authorisation of Services Officers
- Dealer Vehicle Registration Scheme (DVRS) Agreement
- Proof of registration entitlement
- Requirements to protect personal information.

Chapter 2 - Procedures

This chapter contains step-by-step instructions on how to conduct transactions.

Appendix A - Vehicle shape and colour codes

This appendix contains lists of vehicle shape and colour codes.

Appendix B – Usage codes

This appendix contains lists of usage codes and registration concessions that apply to each code.

Appendix C - Forms

This appendix contains a list of TfNSW forms.

Appendix D - Glossary

This appendix contains a glossary of terms used within this guide.

Need more information?

Contact TfNSW on 13 22 13, SNSW on 13 77 88 or visit a SNSW service centre.

How TfNSW works with Participants

Acting as a representative of the customer

Participants **that have** an Agreement, act as TfNSW agents and do not require a Representative's Authority to be completed for all transactions.

Participants that **do not have** an Agreement, must have a Representative's Authority for transactions where the Participant acts as the representative for the customer.

In some instances, a leasing company or fleet manager will arrange for the purchase and registration of a vehicle on behalf of a customer. In these instances, a purchase order will be supplied by the leasing company or fleet manager to authorise you to register the vehicle in the name of the lessee or customer.

The purchase order must identify:

- the leasing or fleet management company
- the dealer's name
- the make and model of the vehicle (s) being supplied
- the number of vehicles to be supplied
- the name and address of the registered operator

The Authorisation of Services Officers

Each member of your staff who will be transacting business must be authorised by TfNSW.

To become an Authorised Services Officer each staff member must complete the User Authorisation form (form 1388) and provide proof of identity (POI) to the controlling service centre for approval to:

- Act as the representative in doing business with TfNSW (Applies to all Participants)
- Check POI (Applies only to participants with an Agreement)
- Certify the suitable for safe use of vehicles (Applies only to participants with an Agreement)

Authorised Services Officers are not required to produce POI when transacting business on behalf of the participant.

Staff who are not authorised by TfNSW must not check customer POI documents on behalf of TfNSW or certify vehicles and must produce POI each time they attend a service centre.

If Authorised Services Officers fail to meet their responsibilities under the scheme, their authorisation to perform these functions will be revoked.

You must notify your controlling service centre promptly of any changes to authorised services officers.

Authorised Services Officers must not perform any type of functions for themselves, relatives or friends.

POI for Individuals

Authorised Services Officers must sight original POI documents when transacting business for a person. Photocopies and faxed documents must not be accepted.

Only the POI documents listed on the TfNSW website can be accepted. See [Proving your identity | NSW Government](#).

Authorised Services Officers are not required to provide photocopies of the following POI documents when registering a vehicle for a person:

- NSW photo licence that is current or expired within the last two years,
- NSW Photo card that is current or expired within the last two years,
- any List 2 document see [List 2](#)

Authorised Services Officers must provide photocopies of all other POI documents.

Customers submitting multiple applications need only present one copy of a relevant proof (eg POI, representative's authority etc). Authorised Services Officers should submit a copy of POI with each application submitted.

If a vehicle is to be registered in the name of a person who has not previously done business with TfNSW, they must attend a service centre, present their POI documents and be issued with a TfNSW customer number. Once a TfNSW customer number is issued the individual must return to the participant with their POI documents and customer number to enable the transaction to proceed.

POI for Organisations

An organisation is a company established by law and registered by the Australian Securities & Investment Commission (ASIC), or a corporate body established by an Act of NSW or Federal Parliament, or an incorporated association registered with NSW Fair Trading.

Only POI documents listed on the TfNSW website can be accepted. [See Proving your identity | NSW Government](#)

If using the printed extract from the ASIC website, it must show:

- Time and date of extraction from ASIC's website
- Name of the company
- Australian Company Number (ACN) or, if an overseas incorporated company, the Australian Registered Business Number (ARBN – see below for more information)
- Type of company
- Jurisdiction -- Australian Securities & Investment Commission
- Status

Note: If the status shows '**Deregistered**' the vehicle must not be registered in the company name. This is because the company has been deregistered and is no longer a legal entity.

Organisation POI is **only** required if a vehicle is being registered in the name of a company that is not already established on TfNSW system.

If the vehicle is being registered in the name of a company which is not already established in the TfNSW system, an authorised company representative must attend a service centre in person and provide the company's POI documents. Copies of original POI documents may be accepted.

If the authorised representative is not the Director or an authorised delegate of the company they must provide:

- An Application for Registration form with the Representative's Authority section filled in and signed by a Director or an authorised delegate of the company, or
- A letter of authorisation on a company letterhead signed by the Director or an authorised delegate of the company.

Note: The Director or authorised delegate of a company or the public officer of an incorporated association must state their title after their signature.

Customers submitting multiple applications need only present one copy of a relevant proof (eg POI, representative's authority etc). Authorised Services Officers should submit a copy of POI with each application submitted.

In the case of an Association, the Public Officer must either attend a Service NSW service centre or authorise a representative to attend.

The following table outlines POI requirements for different corporations.

| Type of corporation | Evidence for establishing or transferring registration | Name of the Act | Issued by |
|--|--|---|---|
| <p>Companies: company limited by guarantee</p> <p>public company</p> <p>proprietary limited company</p> | <ul style="list-style-type: none"> • Certificate of Registration of a Company, with ACN, or • a current Extract of the Company, with ACN, or • Certificate of Registration on Change of Name with ACN, or • Certificate of Registration of a Foreign Company, with ARBN, or • a printed extract from the ASIC website | <p><i>Corporations Act 2001</i></p> | <p>Australian Securities Investment Commission (ASIC)</p> |
| <p>NSW Government:</p> <ul style="list-style-type: none"> • Department, agencies, authorities, services etc • Local governments • Cemeteries, parks, public hospitals, universities <p>Note: NSW Public Schools are not a legal entity. Vehicles must be registered in the name of the Department of Education or natural person</p> | <p>Letterhead authorising the registration of the vehicle and quoting the Act under which incorporated</p> | <p>Name of the Act under which incorporated except NSW Government Departments</p> | <p>To be supplied by Government authority</p> |
| <p>StateFleet</p> | <p>For vehicles ordered through or registered in State Fleet ONLY a State Fleet order form is required.</p> <p>No letterhead (as above) is required unless the organisation needs to be established on DRIVES.</p> | | <p>To be supplied by State Fleet</p> |

| | | | |
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| Church/Religious Organisations (May be incorporated as a company by ASIC, incorporated under legislation or under the <i>Associations Incorporation Act (NSW)</i> | Certificate of Incorporation | <i>Corporations Act 2001 (Commonwealth)</i> | ASIC |
| | Letterhead authorising registration of vehicle and quoting Act under which incorporated | Name of the Act under which incorporated | To be supplied by religious organisation |
| | Certificate of Incorporation of Association or an Association Extract which shows the status as registered or an Association Summary from NSW Fair Trading's online search facility which shows the status as registered or under administration. | <i>Associations Incorporation Act 2009 (NSW)</i> | NSW Fair Trading |
| Sporting clubs, non-profit organisations | Certificate of Incorporation of Association or an Association Extract which shows the status as registered or an Association Summary from NSW Fair Trading's online search facility which shows the status as registered or under administration. | <i>Associations Incorporation Act 2009 (NSW)</i> | NSW Fair Trading |
| Co-operative societies | Certificate of Incorporation | <i>Co-Operatives (Adoption of National Law) Act 2012 (NSW)</i> | NSW Fair Trading |

| | | | |
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| <p>Owners' Corporations</p> | <p>Letterhead from the strata managing agent, indicating the owners' corporation name authorising registration of the vehicle, AND a Land Titles search displaying the owners' corporation name, AND a copy of a resolution at a general meeting of the owner's corporation appointing the strata managing agent,</p> <p>OR</p> <p>Letterhead from the owners' corporation indicating the owners' corporation name and authorising registration of the vehicle, AND a Land Titles search displaying the owners' corporation name.</p> <p>Note: The name of the owners' corporation must be recorded in DRIVES as displayed on the Land Titles search, eg 'The Owners-Strata Plan No 12345'.</p> | <p><i>Strata Schemes Management Act 1996 (NSW)</i></p> <p><i>Strata Schemes Management Act 1996 (NSW)</i></p> | <p>To be supplied by the strata managing agent, and the Land and Property Management Authority.</p> <p>To be supplied by the owners' corporation and the Land and Property Management Authority</p> |
| <p>Solicitors</p> | <p>Certificate of Incorporation of Solicitor Corporation</p> | <p><i>Schedule 9, Cl 28 of the Legal Profession Act, 2004 (NSW)</i></p> | <p>NSW Fair Trading</p> |
| <p>Trusts</p> <p>Incorporated as a company</p> <ul style="list-style-type: none"> • company limited by guarantee • public company <p>proprietary limited company</p> | <ul style="list-style-type: none"> • Certificate of Registration, with ACN, or • A current Extract of the Company, with ACN, or • Certificate of Registration on Change of Name with ACN, or • Certificate of Registration of a Foreign Company, with ARBN, or <p>a printed extract from the ASIC website.</p> | <p>Corporations Act 2001 (Commonwealth)</p> | <p>ASIC</p> |

| | | | |
|--|---|---|---|
| <p>Trusts Incorporated by an Act of Parliament</p> | <p>Letterhead authorising registration of the vehicle and quoting the Act under which incorporated</p> | <p>Name of the Act under which incorporated</p> | <p>To be supplied by the Trust</p> |
| <p>Trusts Unincorporated</p> | <p>Not applicable, as it is not a legal entity for registration purposes. Must register in the name of an actual person or an organisation.</p> | | |
| <p>Organisations established by an Act of Parliament</p> <ul style="list-style-type: none"> • Australian Mutual Provident Society (AMP) • Australian Gas Light Company (AGL) <p>Organisations formed to provide recreation or amusement, or promoting commerce, industry, art, science, religion, charity or other subjects useful to community needs (eg Leagues, Golf or Bowling clubs. Police Youth, Scouts and other service groups)</p> | <p>Letterhead authorising registration of the vehicle and quoting the Act under which incorporated</p> | <p>Name of the Act under which incorporated</p> | <p>To be supplied by organisation</p> |
| <p>Commonwealth Government</p> <p>Departments, agencies, authorities, services, etc.</p> <p>Note: SG Fleet Australia Pty Limited is the authorised representative for the Commonwealth Government's Fleet Services Contract.</p> | <p>Official document from SG Fleet Australia Pty Limited naming the Commonwealth Government agency.</p> | <p>Name of the Act under which incorporated, except Commonwealth Government Departments.</p> | <p>To be supplied by SG Fleet Australia Pty Limited</p> |

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| <p>Commonwealth Government</p> <p>Departments, agencies, authorities, services, etc.</p> <p>Notes:</p> <ul style="list-style-type: none"> • LeasePlan Australia trading as DasFleet was the former Commonwealth Government's Fleet Services Contract holder • Only applies for existing LeasePlan Australia trading as DasFleet lease contracts that are yet to expire | <p>Official document from LeasePlan trading as DasFleet naming the Commonwealth Government agency.</p> | <p>Name of the Act under which incorporated, except Commonwealth Government Departments.</p> | <p>To be supplied by LeasePlan Australia trading as DasFleet</p> |
| <p>Aboriginal and Torres Strait Islander Corporations</p> | <p>Certificate of Incorporation</p> | <p><i>Corporations (Aboriginal and Torres Strait Islander) Act 2006 (commonwealth)</i></p> | <p>Registrar of Aboriginal and Torres Strait Islander Corporations</p> |

| | | | |
|---------------------------------------|--|--|--|
| Local Aboriginal Land Councils | Letterhead quoting the Act, AND a copy of the Ministerial order constituting a Local Aboriginal Land Council area, published in the NSW Government Gazette. Note: The name of the Local Aboriginal Land Council must be recorded in DRIVES as displayed in Ministerial order | <i>Aboriginal Land Rights Act 1983 (NSW)</i> | To be supplied by the Local Aboriginal Land Council. |
|---------------------------------------|--|--|--|

Dealer Agreement

The term Agreement refers to the Dealer Vehicle Registration Scheme (DVRS) which is a binding agreement between TfNSW and the approved Participant.

The Dealer Vehicle Registration Scheme (DVRS)

Dealer Vehicle Registration scheme (DVRS) is for Participants to perform registration related services referred to in Clause 3 and Schedule 6 of the Agreement.

Number Plates

If you have an Agreement with TfNSW, number plates are to be:

- ordered and collected from your controlling service centre nominated in your Agreement and/or
- if authorised ordered, delivered and received through the Dealer Number Plate System (DNPS)

Collecting Number Plates from your Controlling Service Centre

Number plates can be collected from your controlling service centre or any additional service centre nominated in your Agreement.

You will be given a certain number of general issue and/or standard content 'special number plates', depending on the volume of registrations you usually process and a Plate Schedule listing each plate.

Only Authorised Services Officers are permitted to collect number plates from their controlling service centre, or additional service centre nominated in your Agreement. They will be asked to sign confirming they have received the number plates.

Ordering and Receiving Number Plates through the DNPS

If you have an Agreement with TfNSW, Authorised Services Officers may use the DNPS to order standard content special number plates and have them delivered directly to your premises.

Storage of Number Plates

Number plates must be stored in an area that is locked and secure and is only accessed by Authorised Services Officers. You must notify your controlling service centre immediately if number plates are lost or stolen.

Issuing Number Plates

Number plates must be issued in numerical order and the details recorded on the Plate Schedule. The Plate Schedule must be returned to your controlling service centre when completed.

Authorised Services Officers approved to participate in an agreement are able to:

- New Vehicles:
 - issue number plates.

If the customer's number plates are stored at a Council Agency, you must provide the completed Application for Registration form and a copy of schedule 1 of the Agreement to the Council Agency for the number plates to be released.

- Second-hand Vehicles:
 - issue number plates provided the vehicle is registered via Dealer Online and is registered in the motor dealers name only.

Number plates for second-hand **vehicles** registered for a customer or not registered via Dealer Online **must be issued by a service centre only.**

You must advise customers if the number plate allocated to the vehicle incurs an annual fee.

Heavy vehicles (greater than 4.5 tonnes Gross Vehicle Mass) may only display National Heavy Vehicle Plates, personalised standard yellow or black plates or Personalised Plus custom yellow plates.

Return of Unallocated Number Plates

Any number plate not issued within six months of collection or date of delivery must be returned to your controlling service centre.

Return of Number Plates removed from Vehicles when Registration Cancelled, or Replaced with new Plates

All number plates that are removed during the process of cancelling registration or other scenarios must be returned to a service centre.

Certificates of Registration

Certificates of registration must be stored in an area that is locked and secured and is only accessed by Authorised Services Officers. You must notify your controlling service centre if any certificates of registration are lost or stolen.

Registration Start Dates

The start date of the registration is the date on which the number plates were attached to the vehicle.

Proof of Registration Entitlement

To register a second-hand vehicle in a customer's name or transfer registration to a customer, [proof of registration entitlement](#) is required.

Motor dealers must supply a copy of the Motor dealer's notice see [NSW Fair Trading](#) when registering a vehicle in the name of a customer.

Motor dealers are not required to provide proof of registration entitlement when registering a new vehicle, registering a second-hand vehicle in the dealer's name or transferring registration into the dealer's name.

Compulsory Third Party Insurance Policy (CTP)

Vehicle operators must buy CTP insurance from one of the CTP insurers. The CTP insurance identifies the vehicle and the period of cover and provides proof that the vehicle is covered when the vehicle is registered.

All motor vehicles except trailers must have valid CTP insurance to be registered. Trailers are covered by the towing vehicle's CTP insurance.

Participants need to provide the CTP as part of the registration process, CTP's can be purchased by the customer and provided to the dealer to present with the application paperwork

Registered Operators

A vehicle can only be registered in the name of a person or legal entity.

For registration purposes a legal entity is:

- A natural person or
- A company registered by the Australian Securities & Investment Commission (ASIC), or
- A corporate body established by an Act of NSW or Federal Parliament.

For a Person

A vehicle may only be registered in the name of a single person. A vehicle cannot be registered in joint names.

For a Company

A vehicle can only be registered in the name of an incorporated body (legal entity). A vehicle cannot be registered in a trading name or the name of an unincorporated body.

Courtesy Name

A courtesy name field of 40 characters is available if an operator elects to record additional information, such as the name of a business or an organisation, but not a person's name. It is in breach of privacy legislation to record the name of a person as a courtesy name. The courtesy name will be printed on the Certificate of Registration.

Protection of Personal Information

You must ensure that all personal information relating to the registration of motor vehicles is collected, accessed, used, disclosed and disposed of in accordance with the Privacy and Personal Information Protection Act 1998 (NSW) and the Privacy Act 1988 (Cth).

Certificates of Registration contain personal information and must be protected. They must be stored securely in an area that is locked and only accessed by Authorised Services Officers. They must not be copied or retained in any format. In all cases certificates of registration must be promptly delivered to the registered operator and not kept at the premises any longer than necessary.

Certificates of Registration that are not required such as duplicate certificates or those with printing errors must be disposed of appropriately and protected from unauthorised access, use or disclosure. Appropriate disposal methods include shredding the documents or returning them to TfNSW for disposal. The documents must not be disposed of as normal wastepaper.

Dealer Online or DNPS users must also ensure that copies of DOL or DNPS printouts that contain personal information are protected. They must be stored securely in an area that is locked and only accessed by Authorised Services Officers. These printouts must also be disposed of appropriately and protected from unauthorised access, use or disclosure as described above.

You must report any suspected or actual data breaches involving personal information to TfNSW or your controlling service centre within 24 hours of becoming aware of the suspected or actual breach.

Submitting Registration Applications and Payments

To make your job easier:

- Check that the forms are filled in correctly and that you have supplied all the required documents.

Note: Emailed or scanned application forms or representative authorities are acceptable.

- You may pay your registration transactions using a credit card. You must provide a completed and signed credit card authorisation slip. TfNSW accepts credit cards from American Express, Diners Club International, MasterCard and Visa.

Using Trader's Plates

Trader's plates are issued to people and incorporated bodies involved in the motor vehicle industry that frequently move unregistered vehicles.

Trader's plates enable unregistered vehicles to be used for a purpose connected with or incidental to a vehicle's manufacture or repair, or dealing in the vehicle, to travel to a service centre for registration, to deliver the vehicle to an acquirer, or for a test drive.

Traders must complete a Trader's Plate Application (form 1100) and pay a trader's plate application fee. Trader's plates have a common expiry date of 31 December each year.

Traders must log the details of each use in a Trader's Plate Record of Use (form 1323).

Procedures

This chapter contains step-by-step instructions on how to conduct transactions. The procedures are written in a style which features the roles of salesperson, vehicle inspector and registration clerk and may be done by different people.

Establishing a Registration

You will need to establish registration when you register a:

- New vehicle.
- Vehicle with cancelled registration.
- Vehicle currently or previously registered interstate.

Registering a Demonstrator New Vehicle

A demonstrator vehicle can only be registered in the name of a licensed motor dealer. The vehicle must be a new vehicle and can only be registered for annual (one year) term. Demonstrator vehicles cannot be renewed.

Dealers are exempt from stamp duty when they register a demonstrator vehicle, but they must provide an Exemption Authority issued by the Motor Traders' Association of NSW.

Registering Consuls' Vehicles

A vehicle may only be registered in the name of a person (consul) or organisation (consulate).

An original approval letter from Department of Foreign Affairs and Trade must accompany each application.

All consuls' vehicles must be registered at Botany Service Centre.

Registering Modified Vehicles

Modified vehicles must be assessed by a licensed certifier under the Vehicle Safety Compliance Certification Scheme. If the vehicle complies with the standards, the certifier will issue a Compliance Certificate. For further information contact Technical Enquiries on 1300 137 302.

New light vehicles (other than those fitted with aftermarket bodies) may only be modified prior to registration where a contract of sale has been entered into with a customer and can be provided to Service NSW.

Registering Cab Chassis Vehicles

Cab-chassis vehicles must be fitted with an after-market body and inspected before registration can be established.

A DVRS participant can certify light vehicles if the dealer has an agreement with the manufacturer, a weighbridge with tare and VIN & a body fitting declaration.

If the conditions above are not met an unregistered vehicle inspection report must be supplied for registration.

The declaration must:

- Be on the body fitter's letter head
- Show the VIN, make and model
- Declare the body has been fitted complies with VSB 6 Section J
- Be dated and have the name and signature of the person making the declaration

Vehicles with a GVM over 4.5 tonnes fitted with an after-market body

All aftermarket bodies that are not OEM equipment or covered by an SSM approval fitted to a vehicle with a GVM over 4.5 tonne must be approved and certified by an Approved Vehicle Examiner.

The examiner will indicate that the vehicle has been approved in the comments section by recording the certificate number.

In all cases an weighbridge ticket and an inspection report (pink and brown slip) issued by a HVAIS examiner is required to register a vehicle over 4.5 tonne.

Establishing New Vehicles

To have a new vehicle registered the following documents must be provided:

- A completed and signed Application for Registration form (form 1009) (if a purchase order is provided, the customer declaration on the Application for Registration is not required to be signed).

Note: The Director or authorised delegate of a company or the public officer of an incorporated association must state their title after their signature.

- Photocopies of POI documents, if required.
- Proof of entitlement to register the vehicle (not required if the vehicle is registered by a motor dealer).
- Purchase order, if supplied, or letter of authorisation, if required.

- Inspection report, if required must be of the following types:
 - An Unregistered Vehicle Inspection Report (blue slip) or an eAUVIS inspection report if the vehicle is a light vehicle or trailer
 - A Heavy Vehicle Safety Check Report and Heavy Vehicle Unregistered Vehicle Inspection Report (pink and brown) or an eHVAIS inspection report if the vehicle is a new heavy vehicle or trailer
 - A New Heavy Vehicle Certification form (form 1703) completed by the vehicle manufacturer / dealer / distributor if the vehicle is a heavy trailer.

Note: An inspection report is not required for participants with an agreement when registering a light vehicle or trailer unless a Road Vehicle Descriptor (RVD) is not available on ROVER, Technical Enquiries cannot supply a Trailer Data Sheet.

All manually written inspection reports must be original.

- Check the RAV and supply a printed copy of the vehicles RAV entry with the Application for Registration documents.
- A valid Compulsory Third Party (CTP) insurance (green slip) that matches the proposed registration term.
- Evidence of eligibility for a concession, if required (e.g. a Pensioner Concession Card, Declaration of Eligibility for a Registration Concession (form 1193).
- A weighbridge ticket, if the vehicle has no specification sheet, or is fitted with an aftermarket body, unless a trailer is over 4.5 tonnes aggregate trailer mass (ATM) and a New Heavy Vehicle Certificate form (1703) is presented.
- Payment.

Process steps

To register a new vehicle:

| This Person | Must do this |
|---|--|
| <p>Salesperson <i>(authorised by TfNSW to check POI)</i></p> | <ol style="list-style-type: none"> 1. Ask the customer to fill and sign the Application for registration form (1009). If a purchase order is provided, the customer declaration on the application for registration form (1009) is not required to be completed. 2. If you do not have an Agreement with TfNSW and you register the vehicle for the customer, the customer must sign the Representative's Authority or provide a letter authorising you to act as their representative or supply a purchase order. 3. Check the customer's POI and evidence of eligibility for a concession (if required). Photocopy the documents. <p>Note: The director or authorised delegate of a company or the public officer of an incorporated association must state their title after their signature.</p> |

| | |
|---|--|
| <p>Vehicle inspector (authorised by TfNSW to inspect and certify vehicles)</p> | <ol style="list-style-type: none"> 1. Check the vehicle identifiers. 2. Check that the vehicle is suitable for safe use and meets the requirements of the Road Transport Act 2013 and the Road Transport ((Vehicle Registration) Regulation 2017 3. Complete and certify the Application for Registration form (form 1009). 4. If you do not have an Agreement with TfNSW you must provide an inspection report. |
| <p>Authorised Services Officers</p> | <ol style="list-style-type: none"> 1. Ensure that the application form is completed. 2. Check the RAV entry and attach a copy to the Application for Registration 3. Complete the vehicle identification and specification details from the Road Vehicle Descriptor/RAV sheet for that vehicle. Ensure that the application form is completed and certified. 4. Calculate the registration costs for the vehicle. 5. Attach the required documents inside the Application for Registration form (form 1009) with a paper clip or staples. |
| <p>Vehicle inspector (authorised by TfNSW to inspect and certify vehicles)</p> | <ol style="list-style-type: none"> 1. If you have an Agreement, put the number plates onto the vehicle and complete the Plate Schedule and application form. |
| <p>Authorised Services Officers</p> | <ol style="list-style-type: none"> 1. Ensure all the documents are completed, signed and attached. 2. If you do not have an Agreement you as the representative, or the customer, must take the required documents to the Service NSW service centre to register the vehicle. 3. If you have an Agreement take the required documents to the service centre as specified in the Agreement to register the vehicle, or alternatively you can process the transaction via Dealer Online. |

Before you finish

Check that you have these documents to take to the service centre:

- A completed and signed Application for Registration form (form 1009) (If a purchase order is provided, the customer declaration on the Application for Registration is not required to be signed).

Note: The Director or authorised delegate of a company or the public officer of an incorporated association must state their title after their signature.

- Photocopies of POI documents, if required.
- Proof of entitlement to register the vehicle, if required.

- Purchase order, if supplied, or letter of authorisation, if required.
- An inspection report, if required. **Note:** All manually written inspection reports must be original.
- A valid Compulsory Third Party (CTP) insurance (green slip) that matches the proposed registration term.
- A printed copy of the RAV entry check.
- Evidence of eligibility for a concession, if required.
- For demonstrator vehicle a current Stamp Duty Exemption Authority.
- For Consuls' vehicle an original approval letter from Department of Foreign Affairs and Trade.
- A compliance certificate, if required.
- A weighbridge ticket, if required.
- Payment.

Establishing a Second-hand Unregistered Vehicle

To have a second-hand unregistered vehicle registered, the following documents must be provided:

- A completed and signed Application for Registration form (form 1009) (if a purchase order is provided, the customer declaration on the Application for Registration is not required to be signed).

Note: The Director or authorised delegate of a company or the public officer of an incorporated association must state their title after their signature.

- Photocopies of the POI documents, if required.
- Motor dealer's notice, if required (not required if the vehicle is registered in the motor dealer's name).
- Purchase order, if supplied, or letter of authorisation, if required.
- Inspection report
 - An Unregistered Vehicle Inspection Report (blue slip) or an eAUVIS inspection report if the vehicle is a light vehicle or
 - A Heavy Vehicle Safety Check Report and Heavy Vehicle Unregistered Vehicle Inspection Report (pink and brown) or an eHVAIS inspection report.

Note: All manually written inspection reports must be original.

- For vehicles complied after 1st July 2021 and under the RVSA, check the RAV and supply a printed copy with the Application for Registration documents.
- A valid Compulsory Third Party (CTP) insurance (green slip) that matches the proposed registration term.
- Evidence of eligibility for a concession, if required (e.g. a Pensioner Concession Card, Declaration of Eligibility for a Registration Concession (form 1193).

- A weighbridge ticket, if the vehicle is a trailer that has no specification sheet or is a cab/chassis fitted with an aftermarket body.
- Payment.

Important: Under no circumstances must a vehicle be registered that has non-original identifiers or an identification irregularity. These vehicles must be inspected at a TfNSW Vehicle Identification Inspection Unit before being registered. Under no circumstance must a statutory written off vehicle be registered.

Process steps

To register a second-hand unregistered vehicle:

| This person | Must do this |
|--|--|
| <p>Salesperson (authorised by TfNSW to check POI)</p> | <ol style="list-style-type: none"> 1. Ask the customer to fill in and sign the Application for Registration form (1009). If a purchase order is provided, the customer declaration on the Application for Registration form (1009) is not required to be completed. <p>Note: The Director or authorised delegate of a company or the public officer of an incorporated association must state their title after their signature.</p> <ol style="list-style-type: none"> 2. If you do not have an Agreement with TfNSW and you register the vehicle for the customer, the customer must sign the Representative's Authority or provide a letter authorising you to act as their representative or supply a purchase order. 3. Check the customer's POI and evidence of eligibility for a concession (if required). Photocopy the documents. 4. Complete the Motor Dealer's Notice and provides a copy to the customer (if required). |
| <p>Authorised Services Officers</p> | <ol style="list-style-type: none"> 1. Ensure that the application form is completed. 2. Calculate the registration costs for the vehicle. 3. Attach the required documents inside the Application for Registration form (form 1009) with a paper clip or staples. |
| <p>Authorised Services Officers</p> | <ol style="list-style-type: none"> 1. Ensure all the documents are completed, signed and attached. 2. Take the required documents to the service centre to get the vehicle register. Alternatively, you can process the transaction via DOL if the second-hand vehicle is registered in the Motor Dealers name only. |

Before you finish

Check that you have these documents to take to the service centre:

- A completed and signed Application for Registration form (form 1009) (If a purchase order is provided, the customer declaration on the Application for Registration is not required to be signed).

Note: The Director or authorised delegate of a company or the public officer of an incorporated association must state their title after their signature.

- Photocopies of POI documents, if required.
- Motor Dealer Notice, if required.
- Purchase order, if supplied, or letter of authorisation, if required.
- An inspection report **Note:** All manually written inspection reports must be original.
- For vehicles complied after 1st July 2021 and under the RVSA, a printed copy of the RAV entry check.
- A valid Compulsory Third Party (CTP) insurance (green slip) that matches the proposed registration term.
- Evidence of eligibility for a concession, if required.
- A compliance certificate, if required.
- A weighbridge ticket, if required.
- Payment.

Transferring a Registration

You may need to transfer a vehicle registration in the following circumstances:

- When you sell a registered vehicle to a customer who wants you to act as their representative and arrange the transfer of the registration for them.
- When you buy a vehicle from another dealer, an auction house, or a customer.

Registered vehicles must be transferred within 14 days of the date of acquisition to avoid incurring a late transfer surcharge.

Note: Only vehicles displaying number plates can be transferred. If a vehicle has been purchased without number plates, the registration must be established.

Transferring Vehicles

To **transfer the registration** of a vehicle, the following documents must be provided:

- A completed Certificate of Registration OR Application for Transfer of Registration form (form 1010) OR NSW Fair Trading form (provided by the dealer) OR an Application for Transfer/Refund of NSW Registration for Motor Dealers form (form 1316) if transferring into a Dealers name.
- Motor Dealer's Notice, if required.
- Evidence of eligibility for a concession, if required.
- Payment.

Process steps

To transfer a vehicle registration:

| This person | Must do this |
|---|---|
| <p>Salesperson <i>(authorised by TfNSW to check POI)</i></p> | <ol style="list-style-type: none"> 1. Complete either the Certificate of Registration OR Application for Transfer of Registration form (form 1010) OR NSW Fair Trading form (provided by the dealer) OR an Application for Transfer/Refund of NSW Registration for Motor Dealers form (form 1316) if transferring into a Dealers name If a purchase order is provided, the customer declaration on the Application for Transfer form is not required to be completed. 2. If you do not have an Agreement with TfNSW and you transfer the vehicle for the customer, the customer must sign the Representative Authority or provide a letter authorising you to act as their representative or supply a purchase order. 3. Check the customer's POI and evidence of eligibility for a concession (if required). Photocopy the documents if required. 4. Give the customer the completed Motor Dealer's Notice, if required. |
| This person | Must do this |
| <p>Authorised Services Officers</p> | <ol style="list-style-type: none"> 1. Ensure all the documents are completed, signed and attached. 2. Take the required documents to the service centre within 14 days of the date of purchase. Alternatively, you can process the transfer via Dealer Online. |

Before you finish

Check that you have these documents to take to the service centre:

- A completed Certificate of Registration OR Application for Transfer of Registration form (form 1010) OR NSW Fair Trading form (provided by the dealer) OR an Application for Transfer/Refund of NSW Registration for Motor Dealers form (form 1316) if transferring into a Dealers name.
- Photocopies of POI documents, if required.

- Motor Dealer’s Notice, if required.
- Evidence of eligibility for a concession, if required.
- Payment.

Renewing a Registration

To renew a vehicle’s registration you must provide:

- An inspection report, if required.
- A valid Compulsory Third Party (CTP) insurance (green slip) that matches the proposed registration term.
- Payment.

Process steps

To renew a vehicle’s registration:

| This person | Must do this |
|---------------------------|---|
| Registration clerk | <ol style="list-style-type: none"> 1. You must provide an inspection report, if required, and a current Compulsory Third Party (CTP) insurance (green slip). 2. Take the required documents to the service centre to renew the registration. Alternatively, you can renew a registration via Dealer Online. |

Before you finish

Check that you have these documents to take to the service centre:

- An inspection report (if required). **Note:** All manually written inspection reports must be original.
- A valid Compulsory Third Party (CTP) insurance (green slip) that matches the proposed registration term.
- Payment.

Note: Electronic inspection reports and Compulsory Third Party (CTP) insurance (green slip) are not required to be presented to TfNSW.

Transferring and Renewing a Registration at the same time

To transfer and renew a registration the following documents must be provided:

- A completed Certificate of Registration OR Application for Transfer of Registration form (form 1010) OR NSW Fair Trading form (provided by the dealer) OR an Application for Transfer/Refund of NSW Registration for Motor Dealers form (form 1316) if transferring into a Dealers name.

- An inspection report (if required). **Note:** All manually written inspection reports must be original.
- A valid Compulsory Third Party (CTP) insurance (green slip) that matches the proposed registration term.
- Payment.

Note: Only vehicles displaying number plates can be transferred. If a vehicle has been purchased without number plates, the registration must be established.

Process steps

To transfer and renew registration of a vehicle:

| This person | Must do this |
|--|--|
| <p>Salesperson (authorised by TfNSW to check POI)</p> | <ol style="list-style-type: none"> 1. Complete either the Certificate of Registration OR Application for Transfer of Registration form (form 1010) OR NSW Fair Trading form (provided by the dealer) OR an Application for Transfer/Refund of NSW Registration for Motor Dealers form (form 1316) if transferring into a Dealers name. If a purchase order is provided, the customer declaration on the Application for Transfer form is not required to be completed. <p>Note: The Director or authorised delegate of a company or the public officer of an incorporated association must state their title after their signature.</p> <ol style="list-style-type: none"> 2. Check the customer’s POI and evidence of eligibility for a concession (if required). Photocopy the documents if required. 3. Give the customer the completed Motor Dealer’s Notice, if required. 4. You must provide an inspection report, if required and a current Compulsory Third Party (CTP) insurance (green slip). |
| <p>Authorised Services Officers</p> | <ol style="list-style-type: none"> 1. Ensure all the documents are completed, signed and attached. 2. Take the required documents to the service centre within 14 days of the date of purchase. Alternatively, you can process the transfer via Dealer Online. |

Before you finish

Check that you have these documents to take to the service centre:

- A completed Certificate of Registration OR Application for Transfer of Registration form (form 1010) OR NSW Fair Trading form (provided by the dealer) OR an Application for

Transfer/Refund of NSW Registration for Motor Dealers form (form 1316) if transferring into a Dealers name.

- An inspection report (if required). **Note:** All manually written inspection reports must be original.
- A valid Compulsory Third Party (CTP) insurance (green slip) that matches the proposed registration term.
- Payment.

Note: Electronic inspection reports and Compulsory Third Party (CTP) insurance (green slip) are not required to be presented to TfNSW.

Disposing of a Vehicle

To lodge a notice of disposal the following document must be provided:

- Completed back of the Certificate of Registration or a Notice of Disposal form (form 1147), or a Bulk Notice of Disposal form (form 1392).

Process steps

To lodge a notice of disposal of a vehicle:

| This person | Must do this |
|-------------------------------------|--|
| Authorised Services Officers | <ol style="list-style-type: none"> 1. Fill in and sign the back of the Certificate of Registration, Notice of Disposal form (form 1147) or Bulk Notice of Disposal form (1392) 2. Take the required documents to the service centre. Alternatively, you can record the Notice of Disposal via Dealer Online. |

Before you finish

Check that you have this document to take to the service centre:

- A completed back of the Certificate of Registration, Notice of Disposal form (form 1147) or Bulk Notice of Disposal form (form 1392).

Exchange of Plates

Number plates may be exchanged between two currently registered vehicles.

- Standard content and personalised plates may be exchanged:
- Between vehicles registered in the same name.
- Between members of an immediate family (parents, children, siblings, grandparents, and grandchildren).
- Between company and employee.

- Between associated companies.

To apply for a plate exchange the following document must be provided:

- A completed and signed Number Plate and/or Cancellation of Registration form (form 1575).

Process steps

To apply for a plate exchange:

| This person | Must do this |
|-------------------------------------|--|
| Authorised Services Officers | <ol style="list-style-type: none"> 1. Complete the Number Plate and/or Cancellation of Registration form (form 1575). 2. Take the completed Number Plate and/or Cancellation of Registration form (form 1575) to the service centre. |

Before you finish

Check that you have this document to take to the service centre:

- A completed and signed Number Plate and/or Cancellation of Registration form (form 1575).
- The current Certificate of Registration for both vehicles, if available.
- Evidence of company relationship, if required.

Vehicle Returned to Dealer due to Finance Refused/Vehicle Faulty or Delivery not taken or Incorrect Vehicle Identifiers

A refund can be issued if a vehicle is:

- faulty or finance is refused, and the vehicle is returned to the dealer within three months of purchase, or:
- incorrect vehicle identifiers are registered by a dealer and the error is picked up within three months of the transaction date, or
- the sale of the vehicle does not proceed (vehicle has not left the yard) and the paperwork has been completed (including POI, vehicle specification sheet, CTP Compulsory Third Party (CTP) insurance (green slip) and the number plate has been allocated.

A cancellation fee applies, and TfNSW will issue a pro-rata of the motor vehicle tax and refund the stamp duty in full for an establish registration. For a transfer, the customer must apply to the OSR for a manual refund of stamp duty and the vehicle must be transfer back into the dealer's name. **Note:**

- No refund will be issued for incorrect vehicle identifiers as the correct vehicle will be registered and the credit applied to the registration.

- TfNSW will not refund any fees associated to number plates including special number plate fees and any annual fees (if applicable).
- Any vehicle that has been registered must not be reregistered as a new vehicle and requires an unregistered vehicle inspection report (blue slip) to be re-registered.

Tutorial - Establishing a Registration for a New Vehicle

This section is a step-by-step exercise that takes you through a sample vehicle registration.

Let's imagine that Ms Stephanie Buyer has decided to buy a new small sedan from your dealership. This is what you should do:

1. Ask Stephanie to give you her POI documents. Only documents that are listed in the TfNSW information brochure 'How to prove who you are to the TfNSW can be accepted.
2. Check that Stephanie has completed the Application for Registration form (form 1009) correctly and that she has signed the declaration and representative's authority (if required).
3. Photocopy Stephanie's POI documents, if required. On page 2 of the Application for Registration form (form 1009) in the Section for Dealers, TfNSW and agencies enter Stephanie's POI details and enter your own details verifying that you have sighted Stephanie's original POI documents.
4. If you have an Agreement with TfNSW check the vehicle identifiers on the vehicle and fill in the vehicle identification details. Use the vehicle's VIN to search for the vehicle on the RAV, and print a copy of the vehicle's RAV entry. Check that the vehicle is suitable for safe use and meets the requirements of the Road Transport Act 2013 and the Road Transport (Vehicle Registration) Regulation 2007 and fill in the specification details. Certify that the vehicle details have been inspected and are correct and certify that the vehicle is suitable for safe use.
5. If you do not have an Agreement with TfNSW, an unregistered vehicle inspection report (blue slip) from an Authorised Unregistered Vehicle Inspection Station must be provided. The authorised examiner must complete the vehicle identification and specification details and record the inspection report details (not required to be presented if forwarded to TfNSW electronically).
6. Calculate the registration costs for the vehicle and record the costs on the back page of the Application for Registration form (form 1009). You can include the registration costs in the price of the vehicle, but do not include them when calculating stamp duty. Ask Stephanie for payment.
7. Attach a valid Compulsory Third Party (CTP) insurance (green slip), inspection report if required, photocopies of POI and evidence of eligibility for a concession, if applicable, inside the Application for Registration form.
8. If you have an Agreement with TfNSW, put plates onto the vehicle and record the number plate on the Application for Registration form. Register the vehicle before giving Stephanie the keys to the car. She can now drive the car.
9. Record the plate and registered operator details on the Plate Schedule.
10. Take the Application form and all additional documents to the service centre specified in the Agreement within the time frame specified in the Agreement.
11. **If you do not have an Agreement with TfNSW**, you as the customer's representative must take the documents to a service centre to get a set of number plates and certificate of

registration. The vehicle must not leave the premises unless the certificate of registration and number plates have been issued.

Appendix A – Vehicle colour and shape codes

Vehicle colour codes

| Colour | Code |
|--------------|------|
| Beige | 390 |
| Black | 20 |
| Blue | 40 |
| Bronze | 60 |
| Brown | 80 |
| Chrome | 90 |
| Cream | 100 |
| Fawn | 120 |
| Gold | 140 |
| Green | 160 |
| Grey | 180 |
| Khaki | 200 |
| Maroon | 220 |
| Orange | 240 |
| Pink | 260 |
| Purple | 280 |
| Red | 300 |
| Sign writing | 410 |
| Silver | 320 |
| Tan | 400 |
| Turquoise | 340 |
| White | 360 |
| Yellow | 380 |

Vehicle shape codes

Passenger Vehicles

| Type | Code |
|---------------------------------------|------|
| Bus | BUS |
| Convertible | CON |
| Coupe | COU |
| Forward Control Passenger Vehicle | FCV |
| Motor Cycle | CYC |
| Motor Cycle With Side Car | CYS |
| Panel Van with Windows & Seats 4WD | PVF |
| Sedan | SED |
| Small Bus | SBS |
| Station Wagon | WAG |
| Three Wheel Car | TWC |

Tractors & Self Propelled Plant

| Type | Code |
|-------------------------|------|
| Agricultural Plant | AGP |
| Bulldozer | DZP |
| Mixer | CMP |
| Dump Truck / Rock Buggy | DTP |
| Earthwork Plant | EWP |
| Fire Fighting Plant | FFP |
| Fork-Lift | FLP |
| Honey Extracting Plant | HEP |
| Industrial Plant | INP |
| Lawn mower | LWN |
| Mobile Barrier Stall | BSP |
| Mobile Crane | MCP |
| Mobile Workshop | MWP |
| Recreational Plant | REP |
| Rescue Vehicle | RVP |

| | |
|----------------------|-----|
| Road Work Plant | RWP |
| Three Wheel Truck | TWP |
| Tractor | TRP |
| Tractor pre 21/10/94 | TRT |

Commercial Vehicles

| Type | Code |
|---------------------------------|------|
| Animal Carrier | AC |
| Bolster | BOL |
| Bulk Carrier/Hopper | BC |
| Compactor | CPA |
| Concrete Carrier | CC |
| Mobile Home | MH |
| Motor Vehicle Carrier | VC |
| Panel Van | PVN |
| Panel Van With Side Windows | PVW |
| Panel Van with Windows & Seat/S | PVS |
| Pantehnicon | PAN |
| Prime Mover | PMV |
| Refrigerated Van | RV |
| Table Top With Fittings | TTF |
| Table Top Without Fittings | TT |
| Tanker | TNK |
| Tipper | TPR |
| Tow Truck | TOW |
| Utility | UTE |
| Van | VAN |

Trailers

| Type | Code |
|----------------------------|------|
| Agricultural Plant Trailer | APT |
| Air Compressor Trailer | AIT |

| | |
|-------------------------------------|-----|
| Animal Carrier Trailer | ACT |
| Barrier Stall / Totalisator Trailer | BST |
| Boat Trailer | BTT |
| Bolster Trailer | BLT |
| Box Trailer | BXT |
| Bulk Carrier Trailer | BCT |
| Caravan Trailer | CVT |
| Concrete Carrier Trailer | CCT |
| Concrete Mixer Trailer | CMT |
| Dolly Trailer | DLT |
| Dump Truck Trailer | DTT |
| Earthwork Plant Trailer | EPT |
| Electrical Plant Trailer | ELT |
| Fire Fighting Plant Trailer | FFT |
| Honey Extracting Plant Trailer | HPT |
| Industrial Plant Trailer | IPT |
| Jinker Trailer | JKT |
| Low Loader Trailer | LOT |
| Motor Vehicle Carrier Trailer | VCT |
| Pantehnicon Trailer | PAT |
| Plant Trailer | OPT |
| Recreational Plant Trailer | RPT |
| Refrigerated Van Trailer | RVT |
| Roadwork Plant Carrier Trailer | RCT |
| Roadwork Plant Trailer | RWT |
| Semi Trailer | SMT |
| Table Top With Fittings Trailer | TFT |
| Table Top Without Fittings Trailer | TTT |
| Tanker Trailer | TKT |
| Tipper Trailer | TPT |
| Vehicle Carrying Trailer | VCT |
| Van Trailer | VNT |

Appendix B – Usage categories and codes

Usage codes are codes the system uses to fit a vehicle into a pre-defined category. Each category has its own set of rates and exemptions.

Outline of usage categories and codes

| Category | Code | Category | Code |
|-------------------------------------|------|--|------|
| Airport Vehicle | AIRP | Pensioner Incapacitated Ex-serviceperson | PNIC |
| Ambulance (Government owned) | AMBG | Plant | PLNT |
| Ambulance (Non Government) | AMBU | Police Youth Club | POLC |
| Bus for hire | RBUS | Primary Producer | PPG |
| Business General | BUSG | Primary Producer –national charges | PPGN |
| Charity Groups | CHAR | Private use | PRIV |
| Charter Bus | CBUS | Public Vehicle, not for hire | PBUS |
| Civil Defence | CIVL | Rental Vehicle | RENV |
| Consular Employees / Trade Missions | CEMP | Re-sale by Dealer | SALE |
| Demonstration Vehicles | DEMN | Road Works | RDWK |
| Fire and Rescue, NSW Fire Brigade | NSFB | Road Works –national charges | RDWN |
| Fire Fighting Vehicle (not NSWFB) | FIRE | Rural Lands Protection Board | PAST |
| Hire Car | HICR | School Student Driver Education | SCHL |
| Mine Rescue | MINE | Stand-by Taxi | SBTX |
| Mobile Crane | MCRA | State Emergency Service | SES |
| Mobile Library | LIBY | State Transit Authority Bus | OMNI |
| Mourning Coach | MRCH | Surf Lifesaving Club | SURF |
| Pensioner | PNSR | Taxi | TAXI |
| Mobile Library | LIBY | Tow Truck With Crane & Hook | TOW |
| Mourning Coach | MRCH | Tow Truck Without Crane & Hook | TOWT |
| Pensioner | PNSR | Trader Plates | TRAD |

| | | | |
|--|--|--|------|
| | | Transport for People with a Disability | HAND |
|--|--|--|------|

Registration concessions and exemptions (by usage code)

| Term | Meaning |
|-------------|---|
| Y | Fee payable |
| Exempt | No fee payable |
| Declaration | If the customer wants a tax concession they must complete and sign the relevant sections of the <i>Declaration of eligibility for a registration concession</i> form. |

Note: Trailers do not need Compulsory Third Party (CTP) insurance

| Usage Code | Rego Fee | Road (Weight) Tax | CTP | Evidence Required |
|----------------|----------|---|-----|---|
| AIRP | Y | Exempt | Y | Nil |
| AMBG | Y | 100% Business | Y | Nil |
| AMBU | Y | Exempt | Y | Declaration |
| BUSG | Y | 100% Business | Y | Nil |
| CBUS | Y | 100% Business | Y | Nil |
| CEMP | Y | Exempt | Y | Current DFAT ID Card |
| CHAR | Y | 100% Private | Y | Income Tax Exempt |
| CIVL | Y | Exempt | Y | Declaration |
| DEMNI | Y | 100% Business | Y | Exemption Authority |
| FIRE - company | Y | 12% Business | Y | Nil |
| FIRE - council | Y | Exempt | Y | Declaration |
| HAND | Y | Exempt | Y | Declaration |
| HICR | Y | 100% Business | Y | Public Passenger Vehicles approval letter |
| LIBY | Y | 100% Private | Y | Nil |
| MCRA | Y | 55% Business if for hire, 12% if not | Y | Declaration |
| MINE | Y | Exempt | Y | Declaration |
| MRCH | Y | 100% Business | Y | Nil |

| | | | | |
|------|------------|---------------------------------|---|--|
| NSFB | Y | 12% Business | Y | Nil |
| OMNI | Y | 100% Business | Y | Nil |
| PAST | Y | 55% Business | Y | Declaration |
| PBUS | Y | 100% Business | Y | Nil |
| PLNT | Y | 12% Business | Y | Nil |
| PNIC | Exe mpt | Exempt | Y | Centrelink validation |
| PNSR | Exe mpt | Exempt | Y | Centrelink validation |
| POLC | Y | 55% Private | Y | Declaration |
| PPG | Y | 55% Business or 100% Private | Y | Declaration |
| PPGN | Y | National Charges apply | Y | Primary Producer Declaration |
| PRIV | Y | 100% Private | Y | Nil |
| RBUS | Y | 100% Business | Y | Nil |
| RDWK | Y | Exempt | Y | Declaration |
| RDWN | Y | National charges apply | Y | Nil |
| RENV | Y | 100% Business | Y | Nil |
| SALE | Y | 100% Private | Y | Dealer Licence |
| SBTX | Y | 100% Business | Y | Nil |
| SCHL | Y | 55% Private | Y | Declaration |
| SES | Y | Exempt | Y | Declaration |
| SURF | Y | Exempt | Y | Declaration |
| TAXI | Y | 100% Business | Y | Public Passenger Vehicles approval letter |
| TOW | Y | 30% Business or 55% Business | Y | Declaration |
| TOWT | Y | 100% Business | Y | Letter of Authorisation |

Usage descriptions (by usage code)

AIRP – Airport Vehicle

Evidence required: Nil

Vehicle Use: Vehicles restricted to roads within an airport

Similar use codes: Nil

AMBG – Ambulance (Government-owned)

Evidence required: Registered operator is Ambulance Service of NSW.

Vehicle Use: Vehicles used by the Ambulance Services of NSW to carry sick or injured people and for connected work.

If used by the Ambulance Service of NSW for other work, use code BUSG.

Similar use codes: Nil.

AMBU – Ambulance (non-Government)

Evidence required: Declaration of Eligibility for a Registration Concession (Form 1193).

Vehicle Use: Vehicle (other than a government owned) specially constructed and solely used for carrying sick or injured persons.

Only the following vehicle shape codes apply: PVN, SBS, BUS, PVS, PVW, RVP, SED, SNO, VAN, WAG, UTE, PVF.

This registration usage does not entitle the operator to fit flashing lights and sirens.

If used by the Ambulance Service of NSW see code AMBG.

If used by the Health Administration Corporation, use code BUSG

Similar use codes: MINE, CIVL,HAND

BUSG – Business General

Evidence required: Shown on application form.

Vehicle Use: All organisations, including Government departments, unless specifically covered by another registration usage.

Individuals must use this code if the vehicle is used for any purpose other than those described in code PRIV, PNIC, or PNSR.

Similar use codes: Nil.

CBUS – Charter bus

Evidence required: Nil.

Vehicle Use: Vehicles used for long distance, tourist or charter service accreditation.

Similar use codes: RBUS

CEMP – Consular employees/trade missions

Evidence required: Consular Employees current Department of Foreign Affairs and Trade (DFAT), ID card stating that they are a Consular Employee.

Trade Missions current DFAT ID Card.

Note: Not entitled to CC Consular Corps number plates.

Vehicle Use: Vehicle used by consular employees or Trade Missions.

Similar use codes: Nil.

CHAR – Charity groups

Evidence required: Registered Operator must be name of an organisation.

Extract from the ABN website at www.abn.business.gov.au that identifies the organisation as income tax exempt Organisations not listed on the ABN website as income tax exempt must provide one of the following to be eligible for private rates of motor vehicle tax.

Authority to fundraise under the Charitable Fundraising Act, 1991 issued by the NSW Office of Liquor, Gaming and Racing or

A stamp duty exemption letter issued by the Office of State Revenue, or

An endorsement from the Australian Taxation Office (ATO) as an 'income tax exempt charity' or a 'deductible gift recipient charity'.

Vehicle Use: Vehicles used by religious, charitable or benevolent organisation for any purpose.

Similar use codes: PRIV to be used for charities that are income tax exempt only

CIVL – Civil defence

Evidence required: Registered Operator must be name of the body controlling that work.

Declaration of Eligibility for a Registration Concession (Form 1193)

Vehicle Use: Vehicles used by a civil defence group, an industrial mutual aid group or a rescue organisation solely in connection with civil defence work or rescue work arising from some general emergency or catastrophe such as drought, flood, fire or similar emergency.

Vehicles registered to government agencies, other than councils are not eligible.

Similar use codes: MINE, AMBU, SES

DEMN – Demonstration vehicles

Evidence required: Stamp Duty Exemption Authority issued by the Motor Traders' Association on behalf of the Office of State Revenue.

Vehicle Use: Demonstration vehicles used by a licensed motor dealers solely or primarily for the sale of another new vehicle of the same class.

Similar use codes: Sale.

FIRE – Fire fighting vehicle (not NSW Fire Brigade)

Evidence required: Declaration of Eligibility for a Registration Concession (Form 1193).

Vehicle Use: Fire fighting (other than NSW Fire Brigade vehicles) Company-operated vehicle - used solely for and in connection with the control of bush fires.

Council-operated vehicle - used for bush fire control and may also be used for road maintenance, repair and construction, but not for any other purpose.

Similar use codes: NSFB

HAND – Transport for people with a disability

Evidence required: Declaration of Eligibility for a Registration Concession (Form 1193).

Vehicle Use: Passenger vehicles used solely for the work of conveying sick or injured (including intellectually or mobility impaired) people. Vehicles registered to Government agencies are not eligible

Similar use codes: AMBU

HICR – Hire car

Evidence required: An original or copy of a Public Passenger Vehicles Section approval letter

Vehicle Use: Passenger vehicles used as hire cars operating under a licence under the Passenger Transport Act 1990.

Similar use codes: Nil.

LIBY – Mobile library

Evidence required: Nil.

Vehicle Use: Vehicles used as a Mobile Library.

Similar use codes: Nil.

MCRA – Mobile crane

Evidence required: Declaration of Eligibility for a Registration Concession (Form 1193).

Vehicle Use: Mobile crane not let for hire.

If let for hire use code BUSG.

Similar use codes: Nil

MINE – Mine rescue

Evidence required: Declaration of Eligibility for a Registration Concession (Form 1193)

Vehicle Use: Vehicles used solely for mine rescue work in accordance with the Coal Industry Act, 2001.

Similar use codes: AMBU, CIVL

MRCH – Mourning coach

Evidence required: Nil.

Vehicle Use: Vehicles used solely for the carriage of passengers in connection with their attendance at a funeral.

Similar use codes: Nil.

NSFB – Fire and rescue, NSW Fire Brigade

Evidence required: Registered Operator is Fire and Rescue NSW

Vehicle Use: Specially constructed Fire and Rescue NSW Fire Engines other Fire and Rescue NSW vehicles, use code BUSG

Similar use codes: FIRE

OMNI – State Transit Authority bus

Evidence required: Registered operator is the State Transit Authority

Vehicle Use: Vehicles operated by the State Transit Authority under a regular passenger service accreditation.

Similar use codes: Nil

PAST – Rural Lands Protection Board

Evidence required: Declaration of Eligibility for a Registration Concession (Form 1193).

Vehicle Use: Trucks and trailers used solely for the functions of a Livestock Health and Pest Authority.

Similar use codes: Nil.

PBUS – Public vehicle, not for hire

Evidence required: Nil.

Vehicle Use: Buses used to carry passengers but not for fare or consideration (eg patrons of clubs or hotels, residents of a nursing home, parishioners of a church etc).

Similar use codes: Nil

PLNT – Plant

Evidence required: Nil.

Vehicle Use: Plant vehicles that cannot carry any load other than tools and accessories necessary for the operation of the vehicle

Similar use codes: Nil.

PNIC – Pensioner, incapacitated ex-serviceperson

Evidence required: Sight any of the following documents:

- 'GOLD' health card endorsed 'TPI' or 'EDA' issued by the Department of Veterans' Affairs.

- A document from the Department of Veterans' Affairs stating that the applicant is in receipt of a disability pension of 70% or higher of the general rate, or an Intermediate pension. Electronically verified with Centrelink.

Vehicle Use: Vehicles used substantially for social, pleasure or domestic purposes

Similar use codes: PNSR

PNSR - Pensioner

Evidence required: Sight any of the following documents:

- A Pensioner Concession Card (PCC) or
- A Centrelink (DSS) Confirmation of Concession Card Entitlement (CCCE) form, providing the PCC which is indicated on the form is stamped by Centrelink. Ensure the customer has indicated private use on the application form or
- For war widows under 60 years of age, a DVA Gold Card endorsed 'War Widow or
- For war widows 60 years of age or older, a current NSW PCC.

Electronically verified with Centrelink.

Vehicle Use: Vehicles used substantially for social, pleasure or domestic purposes.

Similar use codes: PNIC

POLC – Police Youth Club

Evidence required: Declaration of Eligibility for a Registration Concession (Form 1193).

Vehicle Use: Vehicles owned by, Police Youth Club and used solely for Police Youth purposes.

Similar use codes: Nil.

PPG – Primary producer

Evidence required: Declaration of Eligibility for a Registration Concession (Form 1193)

and **one of the following documents**

- A declaration signed by a registered tax agent or accountant, stating the applicant is a primary producer as defined under the Road Transport (Vehicle Registration) Regulation 2017 (not more than 12 months old). The declaration must include:
- The full name and address of the Registered Operator claiming the concession, and
- The full name, business name or company name, the address and Tax Practitioners Board registration number of the tax agent or accountant making the declaration, OR
- A Tax Averaging Certificate from the Australian Taxation Office (not more than two years old), OR

- A Tax Assessment Notice from the Australian Taxation Office (not more than two years old).

Vehicle Use: Vehicles used by a primary producer, or rural co-operative but not used or let for hire, and solely or principally for:

- Carting primary products.
- Carting leaves which another primary producer has gathered and from which eucalyptus or other oil is to be distilled.
- Carting goods of any kind for use in a primary producers business or household.
- Purposes connected with the clearing of land to be used for primary production.

Similar use codes: FIPP, PAST

PPGN – Primary producer seasonal, national charges

Evidence required: Nil.

Vehicle Use: Primary producer vehicles over 4.5 tonnes Gross Vehicle Mass and not let for hire.

Similar use codes: Nil.

PRIV – Private use

Evidence required: Private use indicated on application form.

Vehicle Use: Vehicle used substantially for social, pleasure or domestic purposes.

Includes vehicles owned by ministers of religion, public servants, employees of statutory authorities and local Government bodies that are also used at work.

Similar use codes: CHAR

RBUS – Bus for hire

Evidence required: Nil

Vehicle Use: Vehicles used under a regular passenger services accreditation.

Similar use codes: CBUS

RDWK – Road works

Evidence required: Declaration of Eligibility for a Registration Concession (Form 1193).

Vehicle Use: Vehicles owned by a Council, Park or Cemetery Trust and used solely for or in accordance with the:

- construction, maintenance or repair of roads, bridges or cemeteries including supervising such work; or
- removal of garbage or night soil; or
- rolling or maintenance of tennis courts, cricket pitches, lawns or pathways; or
- improving the surface of the ground or similar work and is not let for hire.

Vehicles used solely for:

- the construction, maintenance or repair of roads or bridges; or
- removal of garbage or night soil; and is
- a self-propelled plant;
- a roadwork plant trailer; or
- a trailer used to carry roadwork plant

Similar use codes: FIRE

RDWN – Road works, national charges

Evidence required: Nil.

Vehicle Use: Heavy vehicles (over 4.5 tonnes Gross Vehicle Mass) used solely or principally for road maintenance and construction:

Excludes passenger or load carrying vehicles

Similar use codes: Nil.

RENV – Rental vehicle

Evidence required: Nil.

Vehicle Use: Vehicles let for hire without a driver

Excludes plant vehicles

Similar use codes: BUSG

SALE – Re-sale by dealer

Evidence required: The customer must provide the dealer's licence number and indicate resale on the application form. The dealer status must be recognised by DRIVES.

Vehicle Use: Second hand vehicles held for resale by a licensed motor dealer.

Includes the following vehicle shapes SED, FCV, CON, BUS, HRS, COU, SBS, INV, TWC, SNO, CYC, CYS, WAG, PVF, PVW, and PVS regardless of tare weight.

Includes the following trailer shapes BXT, CVT, BTT, ACT and VCT up to 3050 kg tare weight.

Includes all other vehicle shapes under 2500 kg tare weight.

Similar use codes: DEMN

SBTX – Stand-by taxi

Evidence required: Nil.

Vehicle Use: Passenger vehicles used in place of taxis operating under a licence under the Passenger Transport Act 1990.

Stand-by taxi may only be used in place of taxis which are temporarily out of use because repairs or servicing.

Similar use codes: TAXI

SCHL – School student driver education

Evidence required: Declaration of Eligibility for a Registration Concession (Form 1193).

Vehicle Use: Vehicles used solely or principally by a Government school or a registered non-Government school for the purpose of driver education of students.

Similar use codes: Nil.

SES – State Emergency Services

Evidence required: Declaration of Eligibility for a Registration Concession (Form 1193)

Vehicle Use: Vehicles used by a civil defence group, an industrial mutual aid group or a rescue organisation solely in connection with civil defence or rescue work arising from some general emergency or catastrophe such as drought, flood, fire or similar emergency.

- The vehicle must be registered in the name of an incorporated body controlling that work.
- Vehicles registered to government agencies, other than councils are not eligible.

Similar use codes: AMBU, MINE, CIVL,

SURF – Surf Lifesaving Club

Evidence required: Declaration of Eligibility for a Registration Concession (Form 1193).

Vehicle Use: Vehicles used on road or road related areas solely to transport surf rescue boats.

Similar use codes: Nil.

TAXI - Taxi

Evidence required: An original or copy of a Public Passenger Vehicles Section approval letter

Vehicle Use: Passenger vehicles used as a taxis operating under a licence under the Passenger Transport Act 1990

Similar use codes: Nil

TOW – Tow truck with crane and hook

Evidence required: Licensed operators: letter of authorisation from Tow Truck Licensing and Compliance (TTLC), Declaration of Eligibility for a Registration Concession (Form 1193).

Vehicle Use: Vehicles constructed to partially lift and tow other vehicles, but not carry other vehicles.

Similar use codes: TOWT

TOWT – Tow truck without a crane and hook

Evidence required: Licensed operators: letter of authorisation from Tow Truck Licensing and Compliance (TTLC).

Vehicle Use: Tow trucks that carry (not partially lift and tow) other vehicles, eg tilt tray trucks.

Includes tow truck trailers.

Similar use codes: TOW

Appendix C – Forms

The following forms are used by participants and can be obtained from the TfNSW website or at any service centre:

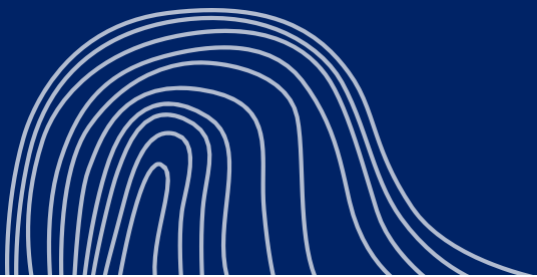
- Application for Registration [form1009]
- Application for Transfer of Registration [form1010]
- Application for Transfer/Refund of NSW Registration for Motor Dealers [form 1316]
- Plate Schedule [form 1092]
- User Authorisation [form 1388]
- Declaration of Eligibility for a Registration Concession [form 1193]
- Number Plates [form1038]
- Notice of Disposal [form1147]
- Dealer Online - Dealer Authorisation Form [form 1330]
- Dealer Online - Dealer User system authorisation [form 1332]
- Dealer Online - Dealer Security Administrator authorisation [form 1386]
- Dealer Number Plate System - Dealer Authorisation Form [form 1596]
- Dealer Number Plate System - User system authorisation [form 1597]

Appendix D - Glossary

Agreement Details Schedule 1 of the DVRS Dealer Agreement

| | |
|--------------|---|
| ACN | Australian Company Number |
| ADRs | Australian Design Rules |
| ARBN | Australian Registered Business Number |
| ATM | Aggregate Trailer Mass |
| AUVIS | Authorised Unregistered Vehicle Inspection Scheme |
| DOL | Dealer Online |
| DVRS | Dealer Vehicle Registration Scheme |

| | |
|----------------------|--|
| GVM | Gross Vehicle Mass |
| Heavy Vehicle | A Vehicle over 4.5 tonnes GVM or a trailer over 4.5 tonnes ATM |
| HVAIS | Heavy Vehicle Authorised Inspection Scheme |
| Light Vehicle | A Vehicle up to 4.5 tonnes GVM or a trailer up to 4.5 tonnes ATM |
| POI | Proof of Identity |
| TfNSW | Transport for NSW |
| RAV | Register of Approved Vehicles |
| RVD | Road Vehicle Descriptor |
| VIN | Vehicle Identification Number |
| VSCCS | Vehicle Safety Compliance Certification Scheme |



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