



# **Motor Dealer's Guide to Vehicle Registration**

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## About this guide

### Who should read it?

This guide is for NSW motor dealers who register vehicles for their customers. It is written for anyone who is involved in preparing a vehicle for registration, including sales staff, clerical staff and technical staff that inspect and certify vehicles.

### What does it contain?

The guide contains everything you need to know to register a vehicle. It consists of two chapters and three appendices:

#### Chapter 1 - How the RTA works with motor dealers

This chapter explains:

- How a customer may authorise you to register a vehicle for them.
- The authorisation of dealer staff to verify and photocopy customer Proof of Identity (POI) documents and to certify the roadworthiness of vehicles on behalf of the RTA.
- The Authorised New Vehicle Inspection Scheme (ANVIS) and Dealer Vehicle Registration Scheme (DVRS).
- Proof of registration entitlement
- Requirements to protect personal information.

#### Chapter 2 - Procedures

This chapter contains step-by-step instructions explaining how to establish, transfer and renew vehicle registrations. Each procedure consists of three sections:

- A checklist that shows all the documents that must be provided.
- The procedure itself.
- A checklist that shows the documents you must take to the registry.

#### Appendix A - Vehicle shape and colour codes

This appendix contains lists of vehicle shape and colour codes that you will need to use when filling out RTA forms.

#### 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 RTA forms.

### Need more information?

If you have a question about vehicle registration that this guide does not answer, contact your local registry manager.

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# I. How the RTA works with motor dealers

To register a new motor vehicle for a customer:

- You must be authorised to act as the customer's representative if you do not have an Authorised New Vehicle Inspection Scheme (ANVIS) Agreement or Dealer Vehicle Registration Scheme (DVRS) Agreement with the RTA, and
- Your staff must be authorised by the RTA to:
  - Check customer proof of identity (POI), and
  - Certify the roadworthiness of new vehicles, if you have an ANVIS or DVRS Agreement with the RTA.

## I.1 Acting as a representative of the customer

If a customer wants you to register a vehicle for them, they must authorise you to act as their representative by completing the representative's authority on the Application for Registration or providing a letter of authorisation. However, authorisation is not required if you have an ANVIS or DVRS Agreement with the RTA.

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 vehicle to be supplied, the number of vehicles to be supplied and the name and address of the registered operator. The purchase order must be dated.

## I.2 The authorisation of dealer staff

Each member of your staff who will be checking customer POI or certifying the roadworthiness of vehicles must be authorised by the RTA. To obtain authorisation you must complete a Dealer Services Officer Authorisation form for each staff member that will be performing these functions and submit it to the local Registry Services Manager for approval. The form requires the full name, address, driver licence number and signature of each staff member who will be checking POI or certifying vehicles. Your staff must attend the motor registry, with a completed Dealer Services Officer Authorisation form and their POI documents.

If you change staff you must notify the registry promptly. Authorised dealer staff are not required to prove their identity each time they attend a motor registry to conduct business on behalf of the dealer.

Staff who are not authorised by the RTA must not check customer POI documents on behalf of the RTA or certify vehicles and must prove their identity each time they attend a motor registry.

If authorised staff fail to meet their responsibilities under the scheme, their authorisation to check POI or certify vehicles will be revoked.

Dealer staff must not check POI or certify a vehicle to be registered in their name.

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### 1.2.1 POI for individuals

Authorised dealer staff must sight original POI documents when registering a vehicle for a person. Only the POI documents listed on the RTA website ([http://www.rta.nsw.gov.au/licensing/proofidentity/proof\\_list12.html](http://www.rta.nsw.gov.au/licensing/proofidentity/proof_list12.html)) can be accepted. Photocopies and faxed documents must not be accepted.

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

- a NSW photo licence that is current or expired within the last two years,
- a NSW Photo card that is current or expired within the last two years,
- any List 2 document  
([http://www.rta.nsw.gov.au/licensing/proofidentity/proof\\_list12.html](http://www.rta.nsw.gov.au/licensing/proofidentity/proof_list12.html))

Dealers must provide photocopies of all other POI documents.

If a vehicle is to be registered in the name of a person who has not previously done business with the RTA, they must attend a motor registry, present their POI documents and be issued with an RTA customer number.

### 1.2.2 POI for corporations

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

When registering a vehicle in the name of a corporation, copies of original POI documents may be accepted.

If a vehicle is being registered in the name of a company that is not already established on the RTA's computer system, a company representative must attend the registry in person and provide the company's POI documents. If the representative is not a Director or an authorised delegate of the company, a letter of authorisation must be provided on letterhead that is signed by a Director or an authorised delegate of the company.

In the case of an incorporated association, the Public Officer must either attend the registry or authorise a representative to attend.

The table below outlines POI requirements for different corporations.

Type of corporation	Evidence for establishing or transferring registration	Name of the Act	Issued by
<b>Companies:</b> company limited by guarantee  public company  proprietary limited company	<ul style="list-style-type: none"><li>■ Certificate of Registration of a Company, with ACN, or</li><li>■ a current Extract of the Company, with ACN, or</li><li>■ Certificate of Registration on Change of Name</li></ul>	<i>Corporations Law 1990</i>	Australian Securities Investment Commission (ASIC)

Type of corporation	Evidence for establishing or transferring registration	Name of the Act	Issued by
	with ACN, or <ul style="list-style-type: none"> <li>■ Certificate of Registration of a Foreign Company, with ARBN, or</li> <li>■ a printed extract from the ASIC website</li> </ul>		
<b>Government authorities:</b> agencies and departments  local governments  cemeteries, parks, public hospitals, universities	Letter on agency letterhead authorising the registration of the vehicle and quoting the Act under which the agency is established	Name of the Act, if incorporated under legislation	To be supplied by Government authority
	<b>Note:</b> Vehicles ordered through StateFleet only require a StateFleet order form.		To be supplied by StateFleet
<b>Church/Religious Organisations</b> (May be incorporated as a company by ASIC, incorporated under legislation or under the NSW Associations Incorporation Act)	Certificate of Incorporation	<i>Corporations Law 1990</i>	ASIC
	Letter on letterhead authorising registration of vehicle and quoting Act under which organisation is established	Name of the Act	To be supplied by religious organisation
	Certificate of Incorporation of Association	<i>NSW Associations Incorporation Act 1984</i>	Office of Fair Trading
<b>Sporting clubs, non-profit organisations</b>	Certificate of Incorporation of Association	<i>NSW Associations Incorporation Act 1984</i>	Office of Fair Trading

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Type of corporation	Evidence for establishing or transferring registration	Name of the Act	Issued by
Co-operative societies	Certificate of Incorporation	<i>Co-Operatives Act 1992</i>	Office of Fair Trading
Solicitors	Certificate of Incorporation of Solicitor Corporation	<i>Legal Profession Act, 2004</i>	Office of Fair Trading

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## **1.3 Registration schemes for motor dealers**

The RTA has two schemes that allow motor dealers to register vehicles, the Authorised New Vehicle Inspection Scheme (ANVIS) and the Dealer Vehicle Registration Scheme (DVRS).

### **1.3.1 Authorised New Vehicle Inspection Scheme**

The Authorised New Vehicle Inspection Scheme (ANVIS) allows dealers of new motor vehicles licensed under the Motor Dealers Act 1974, and other approved organisations engaged in the sale, distribution or management of new vehicles, to inspect, certify and register new vehicles. Dealers must have a signed ANVIS Agreement with the RTA to provide ANVIS services. The dealer may then issue number-plates and a registration label so that the vehicle can be driven away on the day it is purchased.

### **1.3.2 Dealer Vehicle Registration Scheme**

The Dealer Vehicle Registration Scheme allows dealers of new vehicles licensed under the Motor Dealers Act 1974, and other approved organisations to inspect, certify and register new vehicles. It also allows dealers of new or second hand vehicles licensed under the Motor Dealers Act 1974, and other approved organisations, to register second hand vehicles (provided a current inspection from an Authorised Unregistered Vehicle Inspection Station has been obtained) transfer registration and record a notice of disposal using the Dealer Online system.

Dealers must have a signed DVRS Agreement with the RTA to provide registration services.

#### **1.3.1 Number plates**

If you have an ANVIS or DVRS Agreement with the RTA, number plates are to be collected from the registry nominated as the controlling registry in your Agreement.

You will be given one or more boxes of plates, depending on the volume of business conducted, and a Dealer Plate Schedule for each box.

Whenever you issue a set of number plates to a vehicle you must record all details on the Dealer Plate Schedule.

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

Number plates must be stored in an area that is locked and secure and is only accessed by Authorised Services Officers, that is staff who have completed a Dealer Services Officer Authorisation form and been authorised by the RTA.

#### **1.3.2 Certificates of registration and registration labels**

Certificates of registration and registration labels must be stored in an area that is locked and secure. You must notify the RTA if registration certificates or labels are lost or stolen.

## **1.4 Proof of registration entitlement**

To register a second-hand vehicle in a customer's name or transfer registration to a customer, documents must be provided to prove how that vehicle came into the customer's possession or control. These documents are called proof of registration entitlement.

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Motor dealers must supply a copy of the appropriate Motor Dealer's Notice<sup>1</sup> when registering a motor 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.

## **1.5 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 NSW Privacy and Personal Information Protection (Privacy) Act 1998 and the Privacy Act 1988.

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

Registration certificates 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 the RTA for disposal. The documents must not be disposed of as normal wastepaper.

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

## **1.6 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.
- Keep a credit in your account with the RTA so that if required registry staff can use these funds, with your approval, to cover unforeseen charges such as additional motor vehicle tax when transferring a registration from a pensioner.
- You may pay your registration transactions using a credit card. You must provide a completed and signed credit card authorisation slip. RTA accepts credit cards from American Express, Diners Club International, Mastercard and Visa.

### **1.76 Using trader's plates**

Trader's plates are issued to dealers for use on unregistered vehicles for demonstration purposes, or to move vehicles to another dealership or vehicle fitter without having to register them.

To apply for a set of trader's plates, contact your Registry Services Manager. Trader's plates are renewed on 31 December every year.

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<sup>1</sup> This may be Motor Dealers Notice Forms 3, 4, 5, 6 or 8.

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When you use your trader's plate you must record the details of the journey using a copy of the Trader's Plate Record of Use.

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## 2. Procedures

This chapter contains step-by-step instructions explaining how to establish, transfer and renew vehicle registrations. The procedures are written in a style which features the roles of salesperson, vehicle inspector and registration clerk. In your dealership, the roles may have different names or may be done by different people, but the procedure will be much the same. The checklists for these procedures list all the documents the RTA requires for each transaction.

### 2.1 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.

#### 2.1.1 Registering a new vehicle for a person

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

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.

##### ▪ **Before you start**

To have a new vehicle registered in a person's name, the following documents must be provided:

- A completed and signed Application for Registration form.
- Photocopies of the customer's proof of identity (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.
- A current inspection report from an Authorised Unregistered Vehicle Inspection Station (Note that this is not required for new vehicles registered by dealers with an ANVIS or DVRS Agreement unless there is no RTA issued Road Vehicle Descriptor for the vehicle in which case a blue slip and weighbridge ticket must be provided).
- A valid green slip that matches the proposed registration period.
- Evidence of eligibility for a concession, if required e.g. a Pensioner Concession Card.
- A Description of Heavy Vehicle form and weighbridge ticket if the vehicle is a heavy vehicle.
- Payment.

▪ **Process steps**

To register a vehicle in a person's name:

<b>This person</b>	<b>Must do this</b>
<p><b>Salesperson</b> <i>(authorised by the RTA to check POI)</i></p>	<ol style="list-style-type: none"> <li>1. Ask the customer to fill in and sign the Application for Registration form and Representative's Authority (if required).</li> <li>2. If you do not have an ANVIS or DVRS Agreement with the RTA and you will register the vehicle for the customer, the customer must sign the Representative's Authority, provide a letter authorising you to act as their representative or supply a purchase order.</li> <li>3. Check the customer's POI and evidence of eligibility for a concession (if required). Photocopy the documents.</li> </ol>
<p><b>Vehicle inspector</b> <i>(authorised by the RTA to inspect and certify vehicles)</i></p>	<ol style="list-style-type: none"> <li>1. Check the vehicle identifiers.</li> <li>2. Check that the vehicle is roadworthy and meets the requirements of the <i>Road Transport (Vehicle Registration) Act 1997 and Regulation 2007</i>.</li> <li>3. Certify the Application for Registration form.</li> <li>4. If you do not have an ANVIS or DVRS Agreement with the RTA you must provide an inspection report from an Authorised Unregistered Vehicle Inspection Station (blue slip).</li> </ol>
<p><b>Registration clerk</b></p>	<ol style="list-style-type: none"> <li>1. Complete the vehicle identification and specification details from the Road Vehicle Descriptor sheet for that vehicle. Ensure that the application form is completed.</li> <li>2. Calculate the registration charges for the vehicle.</li> <li>3. Check that the period of the green slip matches the period of the registration. If they don't match, the RTA can't accept the green slip.</li> <li>4. Attach the inspection report (if required), green slip, photocopies of POI (if required), evidence of eligibility for a concession (if required), purchase order or letter of authorisation (if supplied) and Description of Heavy Vehicle form and weighbridge ticket (if required) inside the Application for Registration form with a paper clip (not staples).</li> </ol>
<p><b>Vehicle inspector</b> <i>(authorised by the RTA to inspect and certify vehicles)</i></p>	<ol style="list-style-type: none"> <li>1. If you have an ANVIS or DVRS Agreement, put the plates and the registration label onto the vehicle and record the plate and registered operator details on the Dealer Plate Schedule.</li> </ol>
<p><b>Registration clerk</b></p>	<ol style="list-style-type: none"> <li>1. Take the application form to the registry as specified in the ANVIS or DVRS Agreement.</li> <li>2. If you do not have an ANVIS or DVRS Agreement with the RTA, you as the representative, or the customer, must take the documents to the registry to get a set of plates and a label.</li> </ol>

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▪ **Before you finish**

Check that you have these documents to take to the registry:

- A completed and signed Application for Registration form.
- 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.
- A valid green slip that matches the proposed registration period.
- Evidence of eligibility for a concession, if required.
- A Description of Heavy Vehicle form and weighbridge ticket, if required.
- Payment.

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## 2.1.2 Registering a new vehicle for a company

A vehicle can only be registered in the name of a corporation. A vehicle cannot be registered in a trading name or the name of an unincorporated body.

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.

### ▪ Before you start

To register a vehicle in the name of a company, the following documents must be provided:

- A completed and signed Application for Registration form.
- Photocopies of the company's POI documents i.e. a copy of the Certificate of Registration of a Company issued by the Australian Securities and Investment Commission (ASIC) or a printed extract from the ASIC website. The extract from the ASIC website must show the:
  - Time and date of extraction from the ASIC website.
  - Name of the company.
  - Australian Company Number (ACN).
  - Type of company.
  - Jurisdiction – Australian Securities & Investments Commission.
  - Status.  
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.
- 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.
- A current inspection report from an Authorised Unregistered Vehicle Inspection Station (not required for vehicles registered by dealers with an ANVIS or DVRS Agreement unless there is no RTA issued Road Vehicle Descriptor for the vehicle in which case a blue slip and weighbridge ticket must be provided).
- A valid green slip that matches the proposed registration period.
- Evidence of eligibility for a concession, if required e.g. declaration of eligibility for a registration concession.
- A Description of Heavy Vehicle form and weighbridge ticket if the vehicle is a heavy vehicle.
- Payment.

## ▪ Process steps

To register a vehicle on behalf of a company:

This person	Must do this
<p><b>Salesperson</b> <i>(authorised by the RTA to check POI)</i></p>	<ol style="list-style-type: none"> <li>1. Ask the customer to fill in and sign the Application for Registration form and Representative's Authority (if required).</li> <li>2. If you do not have an ANVIS or DVRS Agreement with the RTA and you will register the vehicle for the customer, the customer must sign the Representative's Authority, provide a letter authorising you to act as their representative or supply a purchase order.</li> <li>3. Check the customer's POI and evidence of eligibility for a concession (if required). Photocopy the documents.</li> </ol>
<p><b>Vehicle inspector</b> <i>(authorised by the RTA to inspect and certify vehicles)</i></p>	<ol style="list-style-type: none"> <li>1. Check the vehicle identifiers.</li> <li>2. Check that the vehicle is roadworthy and meets the requirements of the <i>Road Transport (Vehicle Registration) Act 1997 and Regulation 2007</i>.</li> <li>3. Certify the Application for Registration form.</li> <li>4. If you do not have an ANVIS or DVRS Agreement with the RTA you must provide an inspection report from an Authorised Unregistered Vehicle Inspection Station (blue slip).</li> </ol>
<p><b>Registration clerk</b></p>	<ol style="list-style-type: none"> <li>1. Complete the vehicle identification and specification details from the Road Vehicle Descriptor sheet for that vehicle. Ensure that the application form is completed.</li> <li>2. Calculate the registration charges for the vehicle.</li> <li>3. Check that the period of the green slip matches the period of the registration. If they don't match, the RTA can't accept the green slip.</li> <li>4. Attach the inspection report (if required), green slip, photocopies of POI, evidence of eligibility for a concession (if required), purchase order or letter of authorisation (if supplied) and Description of Heavy Vehicle form and weighbridge ticket (if required) inside the Application for Registration form with a paper clip (not staples).</li> </ol>
<p><b>Vehicle inspector</b> <i>(authorised by the RTA to inspect and certify vehicles)</i></p>	<ol style="list-style-type: none"> <li>1. If you have an ANVIS or DVRS Agreement, put the plates and the registration label onto the vehicle and record the plate and registered operator details on the Dealer Plate Schedule.</li> </ol>
<p><b>Registration clerk</b></p>	<ol style="list-style-type: none"> <li>1. Take the application form to the registry as specified in the ANVIS or DVRS Agreement.</li> <li>2. If you do not have an ANVIS or DVRS Agreement with the RTA, you as the representative, or the customer, must take the documents to the registry to get a set of plates and a label.</li> </ol>

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### ▪ **Before you finish**

Check that you have these documents to take to the registry:

- A completed and signed Application for Registration form.
- Photocopies of POI documents.
- Proof of entitlement to register the vehicle, if required.
- Purchase order, if supplied, or letter of authorisation, if required.
- An inspection report, if required.
- A valid green slip that matches the proposed registration period.
- Evidence of eligibility for a concession, if required.
- A Description of Heavy Vehicle form and weighbridge ticket, if required.
- Payment.

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### 2.1.3 Registering a vehicle under the Long Term Registration Scheme

A vehicle can only be registered in the name of a corporation. A vehicle cannot be registered in a trading name or the name of an unincorporated body.

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.

Long Term Registration (LTR) is a pilot scheme that allows **selected fleet customers** to register new vehicles for two or three years. Only new vehicles that do not require an inspection for the first five years and are registered by a dealer with an ANVIS or DVRS Agreement are eligible for LTR. The vehicle will be issued with a registration label for the term of the registration. For example a vehicle registered in 2009 for a three year registration term will be issued with a 2012 registration label.

Registration charges are based on the fees that apply when registration is established. These charges are paid in instalments. Two instalments are paid for two year registration terms and three instalments are paid for three year registration terms. The initial instalment together with stamp duty is paid when registration is established. A green slip for 12 months must also be provided when registration is established. Second and third instalment payments together with CTP must be provided by the customer prior to the second and third year anniversary of the registration start date.

Fleet customers will indicate on their order forms if registration is for one, two or three years. If the vehicle is to be registered for two or three years this should also be recorded on the Application for Registration form on page 2 in the *Dealers, RTA and agencies* section.

- **Before you start**

For documents required see [2.1.2 Registering a new vehicle for a company](#).

- **Process steps**

For procedures for registering a vehicle with LTR see [2.1.2 Registering a new vehicle for a company](#).

- **Before you finish**

For the list of documents to be taken to the registry see [2.1.2 Registering a new vehicle for a company](#).

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## 2.1.4 Registering a demonstrator vehicle

A demonstrator vehicle can only be registered in the name of a person or a corporation. A vehicle cannot be registered in joint names, a trading name or the name of an unincorporated body.

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.

A demonstrator vehicle must be a new vehicle and may only be registered for 12 months, registration may not be renewed. It must be registered in the name of a licensed motor dealer. Demonstrator vehicles are exempt stamp duty. A Stamp Duty Exemption Authority must be provided with the Application for Registration form.

### ▪ Before you start

To register a demonstrator vehicle the following documents must be provided:

- A completed and signed Application for Registration form.
- Photocopies of POI documents (not required if you have an ANVIS or DVRS Agreement with the RTA).
- A current inspection report from an Authorised Unregistered Vehicle Inspection Station (not required for vehicles registered by dealers with an ANVIS or DVRS Agreement unless there is no RTA issued Road Vehicle Descriptor for the vehicle in which case a blue slip and weighbridge ticket must be provided).
- A valid green slip that matches the proposed registration period.
- A current Stamp Duty Exemption Authority.
- Payment.

### ▪ Process steps

The procedure for registering a demonstrator vehicle is the same as that for registering a new vehicle as explained in [2.1.2 Registering a new vehicle for a company](#).

### ▪ Before you finish

Check that you have these documents to take to the registry:

- A completed and signed Application for Registration form.
- Photocopies of POI documents, if required.
- An inspection report, if required.
- A valid green slip that matches the proposed registration period.
- A current Stamp Duty Exemption Authority.
- Payment.

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### 2.1.5 Registering consuls' vehicles

A vehicle may only be registered in the name of a single person (consul) or organisation (consulate). A vehicle cannot be registered in joint names.

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.

All consuls' vehicles must be registered at Botany motor registry.

#### ▪ **Before you start**

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

- A completed and signed Application for Registration form.
- Photocopies of the customer's proof of identity (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.
- A current inspection report from an Authorised Unregistered Vehicle Inspection Station (not required for vehicles registered by dealers with an ANVIS or DVRS Agreement unless there is no RTA issued Road Vehicle Descriptor for the vehicle in which case a blue slip and weighbridge ticket must be provided).
- A valid green slip that matches the proposed registration period.
- An original approval letter from the Department of Foreign Affairs and Trade (DFAT).
- Payment.

#### ▪ **Process steps**

The procedure for registering a consul's vehicle is the same as that for registering a new vehicle for a person as explained in [2.1.1](#). Only Botany Motor Registry can register these vehicles.

#### ▪ **Before you finish**

Check that you have these documents to take to the registry:

- A completed and signed Application for Registration form.
- 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.
- A valid green slip that matches the proposed registration period.
- Payment.
- An original approval letter from the Department of Foreign Affairs & Trade.

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## 2.1.6 Registering a second-hand unregistered vehicle for a customer

A vehicle can only be registered in the name of a person or a corporation. A vehicle cannot be registered in joint names, a trading name or the name of an unincorporated body.

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.

This procedure explains how to register an unregistered second-hand vehicle, such as a vehicle with cancelled registration or a vehicle previously or currently registered interstate. Second-hand vehicles cannot be registered under the ANVIS scheme. Number plates for second-hand vehicles must only be issued by a motor registry. Dealers must not allocate plates held under the ANVIS scheme, for second-hand vehicles. While the DVRS Agreement allows dealers to register second hand vehicles through the Dealer Online (DOL) system, at this stage DOL does not include the facility to register second hand vehicles. Dealers will be advised when the registration of second hand vehicles is added to the DOL system.

Under no circumstances must a vehicle be registered that has non-original identifiers, an identification irregularity, or is less than ten years old and has been written off. These vehicles must be inspected at an RTA Vehicle Identification Inspection Unit before being registered.

### ▪ Before you start

To register a second-hand unregistered vehicle for a customer the following documents must be provided:

- A completed and signed Application for Registration form.
- Photocopies of the customer's POI documents, if required.
- Proof of entitlement to register the vehicle (a copy of the appropriate Motor Dealer's Notice).
- A current inspection report from an Authorised Unregistered Vehicle Inspection Station.
- A valid green slip that matches the proposed registration period.
- A Description of Heavy Vehicle form and weighbridge ticket if the vehicle is a heavy vehicle.
- Payment.

**Note:** To register a modified vehicle a weighbridge ticket, and an engineering certificate from an RTA recognised signatory must also be provided. Any enquires about these vehicles can be directed to the RTA's Technical Enquires Unit on 1300 137 302.

## ▪ Process steps

To register a second-hand vehicle:

This person	Must do this
<p><b>Salesperson</b> (authorised by the RTA to check POI)</p>	<ol style="list-style-type: none"> <li>1. Ask the customer to fill in and sign the Application for Registration form and Representative's Authority in the required places.</li> <li>2. Check the customer's POI and evidence of eligibility for a concession (if required). Photocopy the POI documents, if required.</li> <li>3. Fill out the appropriate Motor Dealer's Notice and provide a copy to the customer.</li> </ol>
<p><b>Registration clerk</b></p>	<ol style="list-style-type: none"> <li>1. Ensure that the application form is completed.</li> <li>2. Calculate the registration charges for the vehicle.</li> <li>3. Check that the period of the green slip matches the period of the registration. If they don't match, the RTA can't accept the green slip.</li> <li>4. Attach the inspection report, green slip, photocopies of POI, Motor Dealer's Notice, weighbridge ticket and engineering certificate (if required) and Description of Heavy Vehicle form and weighbridge ticket (if required) inside the Application for Registration form with a paper clip (not staples).</li> </ol>
<p><b>Registration clerk</b></p>	<ol style="list-style-type: none"> <li>1. Take the documents to the registry to get a set of number plates and a registration label.</li> </ol>

## ▪ Before you finish

Check that you have these documents to take to the registry:

- A completed and signed Application for registration form.
- Photocopies of POI documents, if required.
- Proof of entitlement to register the vehicle, that is the appropriate Motor Dealer's Notice.
- An inspection report.
- A valid green slip that matches the proposed registration period.
- A weighbridge ticket and engineering certificate from an RTA recognised signatory, if required.
- A Description of Heavy Vehicle form and weighbridge ticket, if required.
- Payment.

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### 2.1.7 Registering a second-hand unregistered vehicle for a motor dealer

Dealers may register vehicles for two three-month periods or one six-month period for resale only. When that registration expires the vehicle must be registered for 12 months.

Second-hand vehicles cannot be registered under the ANVIS scheme. Number plates for second-hand vehicles must only be issued by a motor registry. Dealers must not allocate plates held under the ANVIS scheme to second-hand vehicles.

Under no circumstances must a vehicle be registered that has non-original identifiers, an identification irregularity, or is less than ten years old and has been written off. These vehicles must be inspected at an RTA Vehicle Identification Inspection Unit before being registered.

#### ▪ Before you start

To register a vehicle in the name of a motor dealer the following documents must be provided:

- A completed and signed Application for Registration form.
- A current inspection report from an Authorised Unregistered Vehicle Inspection Station.
- A valid green slip that matches the proposed registration period.
- A Description of Heavy Vehicle form and weighbridge ticket if the vehicle is a heavy vehicle.
- Payment.

#### ▪ Process steps

To register a second-hand vehicle for a motor dealer:

This person	Must do this
<i>Registration clerk</i>	<ol style="list-style-type: none"><li>1. Fill in and sign the Application for Registration form and Representative's Authority in the required places.</li><li>2. Calculate the registration charges for the vehicle.</li><li>3. Check that the period of the green slip matches the period of the registration. If they don't match, the RTA can't accept the green slip.</li><li>4. Attach the inspection report, green slip, Description of Heavy Vehicle form and weighbridge ticket (if required) inside the Application for Registration form with a paper clip (not staples).</li><li>5. Take the documents to the registry to get a set of number plates and a registration label.</li></ol>

#### ▪ Before you finish

Check that you have these documents to take to the registry:

- A completed and signed Application for registration form.
- An inspection report from an Authorised Unregistered Vehicle Inspection Station.

- 
- A valid green slip that matches the proposed registration period.
  - A Description of Heavy Vehicle form and weighbridge ticket, if required.
  - Payment.

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### 2.1.8 'In and out' registrations (ANVIS dealers only)

If you have an ANVIS or DVRS Agreement with the RTA you may exchange number-plates as part of an 'in and out' registration, i.e. when a customer buys a new vehicle, but wants to retain the set of number-plates currently on their old vehicle for the new vehicle. In this case, remove the plates from the old vehicle and, if they are in good condition, put them on the new vehicle. If the plates are not in a good condition advise the customer to have the number-plates remade. Fix a new set of plates to the old vehicle.

'In and Out' registrations may only be done between vehicles registered in exactly the same name.

#### ▪ **Before you start**

To do an 'in and out' registration the following documents must be provided:

- The current Certificate of Registration and number plates.
- A completed and signed Application for Registration form.
- Photocopies of the customer's POI documents, if required.
- Proof of entitlement to register the vehicle (not required if the vehicle is registered by a motor dealer).
- A purchase order, if supplied, or letter of authorisation, if required.
- A current inspection report from an Authorised Unregistered Vehicle Inspection Station (not required for vehicles by dealers with an ANVIS or DVRS Agreement unless there is no RTA-issued Road Vehicle Descriptor for the vehicle in which case a blue slip and weighbridge ticket must be provided).
- A valid green slip that matches the proposed registration period.
- Evidence of eligibility for a concession, if required.
- Payment.

▪ **Process steps**

To do an 'in and out' registration:

This person	Must do this
<p><b><i>Vehicle inspector</i></b>  <i>(authorised by the RTA to inspect and certify vehicles)</i></p> <p><b><i>or</i></b></p> <p><b><i>Registration clerk</i></b></p>	<ol style="list-style-type: none"> <li>1. Enter the number-plate of the old vehicle in the Plate Issue field of the Application for Registration (lower right hand corner of page 3 of the form).</li> <li>2. Issue a new set of number-plates, put them on the old vehicle, and put the original set and the new label on the new vehicle.</li> <li>3. Cross out the plate number in the Plate Number field of the Certificate of Registration for the old vehicle, and write the new number plate below the field.</li> <li>4. Follow the rest of the procedures for registering a vehicle for a person (2.1.1) or company (2.1.2).</li> </ol>

▪ **Before you finish**

Check that you have these documents to take to the registry:

- The Certificate of Registration for the old vehicle.
- A completed and signed Application for Registration form.
- Photocopies of POI documents, if required.
- Proof of entitlement to register the vehicle, if required.
- A purchase order, if supplied, or letter of authorisation if required.
- An inspection report, if required.
- A valid green slip that matches the proposed registration period.
- Evidence of eligibility for a concession, if required.
- Payment.

---

## 2.2 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.

### 2.2.1 Transferring a registered vehicle to the name of a customer

A vehicle can only be registered in the name of a person or a corporation. A vehicle cannot be registered in joint names, a trading name or the name of an unincorporated body.

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.

This procedure explains how to transfer the registration of a vehicle on behalf of a customer when you sell them a registered vehicle.

- **Before you start**

To transfer the registration of a vehicle into a customer's name, the following documents must be provided:

- A completed and signed Application for Transfer form with the Representative's Authority signed by the customer.
- Photocopies of the customer's proof of identity (POI) documents, if required.
- Proof of entitlement to register the vehicle the appropriate Motor Dealer's Notice.
- Evidence of eligibility for a concession, if required.
- Payment.

---

## ▪ Process steps

To transfer a vehicle registration for a customer:

This person	Must do this
<b><i>Salesperson</i></b> <i>(authorised by the RTA to check POI)</i>	<ol style="list-style-type: none"><li>1. Ask the customer to fill in and sign the Application for Transfer of Registration form in the required places.</li><li>2. Fill out the appropriate Motor Dealer's Notice and the back of the Certificate of Registration if you have it.</li><li>3. Check the customer's POI and evidence of eligibility for a concession (if required). Photocopy the documents if required.</li><li>4. Give the customer the pink copy of the appropriate completed Motor Dealer's Notice.</li></ol>
<b><i>Registration clerk</i></b>	<ol style="list-style-type: none"><li>1. Ensure that the Application for Transfer of Registration form is completed.</li><li>2. Take the completed Application for Transfer of Registration form and the green copy of the appropriate completed Motor Dealer's Notice and the Certificate of Registration (if available), to the motor registry within 14 days of the date of purchase.</li></ol>

If the customer decides to attend a registry to transfer the registration of a vehicle, tell them that they must transfer the vehicle into their name within fourteen days of the date of purchase to avoid incurring a late transfer surcharge.

## ▪ Before you finish

Check that you have these documents to take to the registry:

- A completed Application for Transfer of Registration form.
- Photocopies of POI documents, if required.
- Proof of entitlement to register the vehicle, the appropriate Motor Dealer's Notice.
- Evidence of eligibility for a concession, if required.
- Payment.

---

## 2.2.2 Transferring a registered vehicle to your name

This procedure explains how to transfer the registration of a vehicle that you acquire either when a customer trades in a vehicle, or you buy a registered second-hand vehicle. You are required to transfer the registration of all vehicles that you acquire into your name within 14 days of the date of acquisition.

### ▪ Before you start

To transfer the registration of a vehicle to your name the following documents must be provided:

- A completed and signed Application for Transfer of Registration form including the Representative's Authority.
- Payment.

### ▪ Process steps

To transfer the registration of a vehicle to your name:

This person	Must do this
<i>Registration clerk</i>	<ol style="list-style-type: none"><li>1. Ask the customer to fill in the back of the Certificate of Registration, and remind them to send a Notice of Disposal to the RTA for their own protection.</li><li>2. Complete an Application for Transfer of Registration form nominating the dealer as the new operator.</li><li>3. Ensure the application form is completed, including the Representative's Authority.</li><li>4. Take the application form to the motor registry for processing.</li></ol>

### ▪ Before you finish

Check that you have these documents to take to the registry:

- A completed Application for Transfer of Registration form.
- Payment.

---

### **2.2.3 Transferring a vehicle with Long Term Registration (LTR)**

Before you purchase a vehicle with LTR check the following details online at myRecords to determine whether additional instalment payments or green slip insurance is required prior to the expiry of the registration:

- The registration expiry date.
- The date to which instalments have been paid.
- The date to which the vehicle has a valid green slip.

Follow the procedures outlined in [2.2.1 Transferring a registered vehicle to the name of a customer](#) or [2.2.2 Transferring a registered vehicle to your name](#).

### **2.2.4 Disposing of a vehicle**

You can record a Notice of Disposal online at myRTA.com or through Dealer Online. Alternatively complete the back of the Certificate of Registration, a Notice of Disposal form or a Bulk Notice of Disposal (see Appendix C) and lodge it at a motor registry.

---

## 2.3 Renewing a registration

Vehicles held for resale may be registered for two periods of three months, one period of six months or twelve months. If you have recently acquired and transferred the registration of a vehicle that is due for renewal. Have the vehicle inspected at an e-Safety Check station, if required, purchase a green slip and have it forwarded to the RTA electronically. Take the current Certificate of Registration to a motor registry to renew the registration.

### ▪ Before you start

To renew a vehicle's registration you must provide:

- The Renewal Notice or current Certificate of Registration, if available.
- An eSafety check inspection report, if required.
- A valid green slip that matches the proposed registration period.
- Payment.

### ▪ Process steps

To renew a vehicle's registration:

This person	Must do this
<i>Registration clerk</i>	<ol style="list-style-type: none"><li>1. Check that all the details on the new Certificate of Registration are correct.</li><li>2. You must provide an eSafety check inspection report, if required, and a current green slip.</li><li>3. Renew the registration at a motor registry.</li></ol>

### ▪ Before you finish

Check that you have these documents to take to the registry:

- The Renewal Notice or current Certificate of Registration, if available.
- An eSafety check inspection report (if required).
- A valid green slip that matches the proposed registration period.
- Payment.

---

### 2.3.1 Transferring and renewing a registration at the same time

This procedure explains how to transfer and renew the registration of a vehicle you have just bought.

#### ▪ **Before you start**

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

- A completed and signed Application for Transfer of Registration form.
- 
- An eSafety check inspection report (if required).
- A valid green slip that matches the proposed registration period.
- Payment.

#### ▪ **Process steps**

To transfer and renew registration of a vehicle:

This person	Must do this
<i>Registration clerk</i>	<ol style="list-style-type: none"><li>1. Fill in and sign the Application for Transfer of Registration form.</li><li>2. Have the vehicle inspected at an e-Safety Check station, if required, and arrange to have a green slip forwarded to the RTA electronically.</li><li>3. Take the completed Application for Transfer of Registration form, to the motor registry within 14 days of the date of purchase.</li></ol>

#### ▪ **Before you finish**

Check that you have these documents to take to the registry:

- A completed Application for Transfer of Registration form.
- An eSafety check inspection report (if required).
- A valid green slip that matches the proposed registration period.
- Payment.

---

## 2.4 Exchanging number 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.
- Between company and employee.
- Between associated companies.

Numeral only and personalised plus plates may only be exchanged between vehicles registered in the same name.

To exchange number plates you must provide:

- A completed Number Plate form including the Representative's Authority.
- The current Certificate of Registration for both vehicles, if available.
- Both sets of number plates.
- Evidence of family relationship, if required.

---

## 2.5 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 RTA information brochure 'How to prove who you are to the RTA' can be accepted.
2. Check that Stephanie has completed the Application for Registration form correctly and that she has signed the declaration and representative's authority.
3. Photocopy Stephanie's POI documents, if required. On page 2 of the Application for Registration form in the Section for Dealers, RTA 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 ANVIS or DVRS Agreement with the RTA check that the vehicle is roadworthy and meets the requirements of the Road Transport (Vehicle Registration) Act 1997 and Regulations 2007, fill in the vehicle identification and specification details and certify that the vehicle details have been inspected and are correct and certify that the vehicle is roadworthy.
5. If you do not have an ANVIS or DVRS Agreement with the RTA, an inspection report 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.
6. Complete the Representatives Details on the form, if required.
7. Calculate the registration charge for the vehicle and record the charges on the back page of the Application for Registration form. 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.
8. Attach a valid green slip, inspection report if required, photocopies of POI and evidence of eligibility for a concession, if applicable, inside the Application for Registration form.
9. If you have an ANVIS or DVRS Agreement with the RTA, put plates and a registration label onto the vehicle and record the number plate and label number on the application form. Give Stephanie the keys to the car. She can now drive the car.
10. Take the Application form to the motor registry specified in the ANVIS Agreement within the time frame specified in the Agreement.
11. If you do not have an ANVIS or DVRS Agreement with the RTA, you as the customer's representative must take the documents to get a set of number plates and a registration label. Once these are fitted to the vehicle Stephanie may drive away.

**Note:** If the sale of a vehicle does not proceed and the vehicle has been registered, that is the number plate and label have been fitted, the registration must be cancelled or transferred to another operator. Any vehicle that has been registered must not be reregistered as a new vehicle.

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## Appendix A – vehicle colour and shape codes

### Vehicle colour codes

Colour Codes	
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	
Bus	BUS
Convertible	CON
Coupe	COU
Forward Control Passenger Vehicle	FCV
Motor Cycle	CYC
Motor Cycle With Side Car	CYS
Sedan	SED
Small Bus	SBS
Station Wagon	WAG
Three Wheel Car	TWC

Tractors & Self Propelled Plant	
Agricultural Plant	AGP
Bulldozer	DZP
Concrete 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

<b>Trucks</b>	
Animal Carrier	AC
Articulated Animal Carrier	AAC
Articulated Bulk Carrier / Hopper	ABC
Articulated Caravan	ACV
Articulated Concrete Carrier	ACC
Animal Carrier	AC
Articulated Dump Truck	ADM
Articulated Jinker	AJ
Articulated Low Loader	ALL
Articulated Motor Vehicle Carrier	AVC
Articulated Pantehnicon	AP
Articulated Table Top	ATA
Articulated Tanker	ATK
Articulated Tipper	AT
Articulated with Frame	AV
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
Panel Van with Windows & Seats 4WD	PVF
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

<b>Trailers</b>	
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
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

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

## Registration concessions and exemptions (by usage code)

### Legend

- 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 *Declaration of eligibility for a registration concession* form.

**Note:** Trailers do not need third party compulsory (CTP) personal injury insurance - they are covered by CTP insurance on the hauling unit.

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	Ministry of Transport Accreditation
CEMP	Y	Exempt	Y	Current DFAT ID Card
CHAR	Y	100% Private	Y	Authority to Fundraise
CIVL	Y	Exempt or 100% Business	Y	Declaration
DEMNI	Y	100% Business	Y	Exemption Authority
FIBS		100% Business	Y	Declaration
FIPP	Y	100% Business	Y	Primary Producer Declaration
FIRE - company	Y	12% Business	Y	Nil
FIRE - council	Y	Exempt	Y	Declaration
FIRS	Y	100% Business	Y	Declaration
HAND	Y	Exempt	Y	Declaration
HICR	Y	100% Business	Y	Ministry of Transport Accreditation
LIBY	Y	100% Private	Y	Nil
MCRA	Y	55% Business if for hire, 12% if not	Y	Declaration
MINE	Y	Exempt or 100% Business	Y	Declaration
MRCH	Y	100% Business	Y	Nil
NSFB	Y	100% 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	Exempt	Exempt	Y	Centrelink validation
PNSR	Exempt	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	Ministry of Transport Accreditation
RDWK	Y	Exempt	Y	Declaration
RDWN	Y	National charges apply	Y	Nil
RENV	Y	100% Business	Y	Nil
SALE	Y	100% Private or 100% Business	Y	Dealer Licence

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<b>Usage Code</b>	<b>Rego Fee</b>	<b>Road (Weight) Tax</b>	<b>CTP</b>	<b>Evidence Required</b>
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	Ministry of Transport Accreditation
TOW	Y	30% Business or 55% Business	Y	Declaration
TOWT	Y	100% Business	Y	Nil

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## Usage descriptions (by usage code)

### AIRP – Airport Vehicle

<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	Restricted to roads within the confines of an airport
<b>Similar use codes</b>	Nil.

### AMBG – Ambulance (Government-owned)

<b>Evidence required</b>	In the name of NSW Ambulance Service.
<b>Vehicle Use</b>	Used to carry sick or injured people and other work connected with the NSW Ambulance Service.  Vehicles owned by the NSW Ambulance Service that are not used to carry sick or injured people must be given usage code BUSG Business, but can have appropriate body shape code (eg PVN, SBS, BUS, PVS, PVW, RVP, SED, SNO, VAN, WAG, UTE, PVF).
<b>Similar use codes</b>	Nil.

### AMBU – Ambulance (non-Government)

<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form 1193).
<b>Vehicle Use</b>	Used to carry sick or injured people. Not used for pleasure or for any purpose that is not connected with the operation of an Ambulance service (eg PVN, SBS, BUS, PVS, PVW, RVP, SED, SNO, VAN, WAG, UTE, PVF).  Concession does not entitle operator to fit flashing lights and sirens. Only vehicles used solely by the Ambulance Service of NSW as defined under the <i>Ambulance Service Act 1990</i> or a vehicle delegated by the Ambulance Service of NSW, under their delegated authority, may be fitted with flashing lights and sirens.  Not applicable to the NSW Ambulance Service. (See usage code AMBG).
<b>Similar use codes</b>	MINE, CIVL

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## BUSG – Business General

<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	All organisations, including Government departments, must use this code unless specifically covered by another usage code. Individuals must use this code if the vehicle is used for any purpose other than those described in use code PRIV - private use, (except pensioners).
<b>Similar use codes</b>	Nil.

## CBUS – Charter bus

<b>Evidence required</b>	Ministry of Transport accreditation.
<b>Vehicle Use</b>	Vehicle used for long distance, tourist and charter services to take passengers for an agreed fee.
<b>Similar use codes</b>	RBUS

## CEMP – Consular employees/trade missions

<b>Evidence required</b>	<b>Consular Employees</b> must present a current ID card issued by the Department of Foreign Affairs and Trade (DFAT), stating that they are a Consular Employee. <b>Trade Missions</b> must present a current DFAT ID Card. <b>Note:</b> Standard plates to be used.
<b>Vehicle Use</b>	N/A
<b>Similar use codes</b>	Nil.

## CHAR – Charity groups

<b>Evidence required</b>	Authority to fundraise under the Charitable Fundraising Act, 1991 issued by the Department of Gaming and Racing.
<b>Vehicle Use</b>	Used by a religious, charitable or benevolent organisation for any purpose. Vehicle must be registered in the name of an organisation.
<b>Similar use codes</b>	PRIV

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## CIVL – Civil defence

<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form 1193) if not a NSW Government owned vehicle.
<b>Vehicle Use</b>	<p>Any motor vehicle used by a civil defence group, an industrial mutual aid group or a rescue organisation solely in connection with civil defence work or the work of rescue or aid of persons arising from some general emergency or catastrophe or from drought, flood, fire or similar emergency. The vehicle must be registered in the name of the body controlling that work.</p> <p>Industrial mutual aid groups are supplementary to the State Emergency Services and Civil Defence organisations. They consist of a number of industrial and commercial organisations located in a particular area which join forces to assist one another in the event of a disaster, emergency or attack on their property or personnel.</p> <p>These private organisations require vehicles such as fire-fighting equipment which would be used on the streets only in emergencies. Rescue organisations are clubs formed by volunteers who train for and participate in rescue work in connection with floods, land and water accidents and the like.</p>
<b>Similar use codes</b>	MINE, AMBU, SES

## DEMN – Demonstration vehicles

<b>Evidence required</b>	An Exemption Authority issued by the Motor Traders' Association on behalf of the Office of State Revenue. This exemption relates to stamp duty. If an exemption is not obtained, the vehicle must use codes BUSG or SALE.
<b>Vehicle Use</b>	Demonstration vehicle used by a licensed motor dealer solely or primarily for the sale of another new vehicle of the same class.
<b>Similar use codes</b>	Nil.

## FIBS – Federal interstate bus

<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form 1193).
<b>Vehicle Use</b>	To carry people to or from any other State or Territory for hire or reward in accordance with the Interstate Road Transport Act 1985.
<b>Similar use codes</b>	FIRS, FIPP

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### **FIPP – Federal interstate primary producer**

<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form 1193).
<b>Vehicle Use</b>	Solely used by an eligible primary producer (see code PPG for definition) to carry primary produce interstate in accordance with the Interstate Road Transport Act 1985.
<b>Similar use codes</b>	FIBS, FIRS

### **FIRE – Fire fighting vehicle (not NSW Fire Brigade)**

<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form 1193).
<b>Vehicle Use</b>	<b>Fire fighting - other than NSW Fire Brigade vehicles.</b> <b>Company-operated vehicle</b> - used on road and road related areas solely for and in connection with the control of bush fires. <b>Council-operated vehicle</b> - used for bush fire control. May also be used for road maintenance, repair and construction, but not for any other purpose.
<b>Similar use codes</b>	NSFB

### **FIRS – Federal interstate trade, other**

<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form 1193).
<b>Vehicle Use</b>	Used solely to carry goods to or from another State or Territory for trade in accordance with the Interstate Road Transport Act 1985.
<b>Similar use codes</b>	FIBS, FIPP

### **HAND – Transport for people with a disability**

<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form 1193).
<b>Vehicle Use</b>	Applies to all passenger vehicles owned by Welfare and Community Transport Organisations used solely or principally for the transport of intellectually and mobility impaired persons and, to a limited extent, for the delivery of work from sheltered workshops.  This concession is not available to private operators or government agencies.
<b>Similar use codes</b>	AMBU

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## HICR – Hire car

<b>Evidence required</b>	Letter of accreditation from NSW Ministry of Transport.
<b>Vehicle Use</b>	Private hire vehicle. For the carriage of passengers for payment, but does not stand for hire on a road or road related area.
<b>Similar use codes</b>	Nil.

## LIBY – Mobile library

<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	Mobile Library.
<b>Similar use codes</b>	Nil.

## MCRA – Mobile crane

<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form 1193).
<b>Vehicle Use</b>	Applies to a vehicle which is, or has permanently affixed to it, a crane. The vehicle is not suitable for carrying any load other than accessories, is not used or let for hire and will not be used to perform work on behalf of any person other than the owner.
<b>Similar use codes</b>	If crane is let for hire use BUSG.

## MINE – Mine rescue

<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form 1193).
<b>Vehicle Use</b>	Used solely for mine rescue work in accordance with the Mines Rescue Act 1994.
<b>Similar use codes</b>	AMBU, CIVL

<b>MRCH – Mourning coach</b>	
<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	Used solely for the carriage of passengers in connection with their attendance at a funeral.
<b>Similar use codes</b>	Nil.

<b>NSFB – Fire and rescue, NSW Fire Brigade</b>	
<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	Applies to specially constructed fire fighting vehicles for the Board of Fire Commissioners of NSW.
<b>Similar use codes</b>	FIRE

<b>OMNI – State Transit Authority bus</b>	
<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	A bus operated by the State Transit Authority to carry passengers at separate fares.
<b>Similar use codes</b>	PBUS, RBUS

<b>PAST – Rural Lands Protection Board</b>	
<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form 1193).
<b>Vehicle Use</b>	<p>Solely used in carrying out functions of a Rural Lands Protection Board to maintain and improve stock routes and public watering places and to control and eradicate noxious animals, weeds and insects.</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Motor car usage code = BUSG</li> <li>2. Motorcycle usage code = PRIV</li> <li>3. Self-propelled plant, trailers used solely to carry plant, tractors used to supply motive power for plant, for hauling trailers carrying plant, usage code = PLNT</li> <li>4. Caravans used as sleeping quarters or store, usage code = PLNT.</li> </ol>
<b>Similar use codes</b>	Nil.

### **PBUS – Public vehicle, not for hire**

<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	Vehicle 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).
<b>Similar use codes</b>	RBUS, OMNI

### **PLNT – Plant**

<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	A machine or implement that can't carry any load other than tools and accessories necessary for the operation of the vehicle.
<b>Similar use codes</b>	Nil.

### **PNIC – Pensioner, incapacitated ex-servicperson**

<b>Evidence required</b>	Sight any of the following documents: <ol style="list-style-type: none"><li>1. 'GOLD' health card endorsed 'TPI' or 'EDA' issued by the Department of Veterans' Affairs.</li><li>2. 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.</li><li>3. Pensioner eligibility must be verified electronically with Centrelink.</li></ol>
<b>Vehicle Use</b>	The exemption also applies to pensioners who own vehicles that are subject to National charges.
<b>Similar use codes</b>	PNSR

### **PNSR - Pensioner**

<b>Evidence required</b>	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.  Pensioner eligibility must be verified electronically with Centrelink.
<b>Vehicle Use</b>	The exemption also applies to pensioners who own vehicles that are subject to National charges.

<b>Similar use codes</b>	PNIC
<b>POLC – Police Youth Club</b>	
<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form I193).
<b>Vehicle Use</b>	The vehicle must be owned by, and registered in the name of, a Police-citizen's youth club and used solely for purposes associated with the work of the club.
<b>Similar use codes</b>	Nil.

<b>PPG – Primary producer</b>	
<b>Evidence required</b>	Primary Producer Declaration.
<b>Vehicle Use</b>	A primary producer or rural co-operative society is entitled to the private tax rate for a car or station wagon and a concession for a truck, tractor or trailer that is mainly used in connection with primary production. Vehicles must not be hired out.  Primary producers who want to register caravans for sleeping quarters or storage of stores must use usage code PLNT.
<b>Similar use codes</b>	FIPP, RURL, PAST

<b>PPGN – Primary producer seasonal, national charges</b>	
<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	Primary producer vehicles over 4.5 tonnes GVM.
<b>Similar use codes</b>	Nil.

<b>PRIV – Private use</b>	
<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	Used substantially for social, pleasure or domestic purposes. This code also applies to vehicles owned by ministers of religion.
<b>Similar use codes</b>	Nil.

<b>RBUS – Bus for hire</b>	
<b>Evidence required</b>	Ministry of Transport accreditation.
<b>Vehicle Use</b>	A public passenger vehicle used to carry passengers on regular passenger services for fare or consideration.
<b>Similar use codes</b>	CBUS

<b>RDWK – Road works</b>	
<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form I193).
<b>Vehicle Use</b>	<p>If owned by a Council, Park or Cemetery Trust, the vehicle will be used solely for or in connection with the:</p> <ol style="list-style-type: none"> <li>1. construction, maintenance or repair of roads, bridges or cemeteries including supervising such work; or</li> <li>2. removal of garbage or night soil; or</li> <li>3. rolling or maintenance of tennis courts, cricket pitches, lawns or pathways; or</li> <li>4. improving the surface of the ground or similar work</li> </ol> <p>and is not let for hire.</p> <p>A General Roadwork vehicle will be used solely for:</p> <ol style="list-style-type: none"> <li>1. the construction, maintenance or repair of roads or bridges; or</li> <li>2. the removal of garbage or night soil;</li> </ol> <p>and is</p> <ol style="list-style-type: none"> <li>1. self-propelled plant;</li> <li>2. a roadwork plant trailer; or</li> <li>3. a trailer used to carry roadwork plant.</li> </ol>
<b>Similar use codes</b>	FIRE

<b>RDWN – Road works, national charges</b>	
<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	<p>National road usage charges apply.</p> <p>All vehicles used for roadworks over 4.5 tonnes GVM, used solely or principally for road maintenance and construction. This does not include a vehicle designed to carry passengers or a load.</p>
<b>Similar use codes</b>	Nil.

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### **RENV – Rental vehicle**

<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	A motor vehicle which is let for hire without a driver (not plant).
<b>Similar use codes</b>	BUSG

### **SALE – Re-sale by dealer**

<b>Evidence required</b>	The customer must provide the dealer's licence number and indicate resale on the application form. The dealer status must be recognised by DRIVES.
<b>Vehicle Use</b>	Second hand vehicles held for resale by a licensed motor dealer.
<b>Similar use codes</b>	DEM N

### **SBTX – Stand-by taxi**

<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	A stand-by taxi may operate only in place of a licensed taxi which is temporarily out of use because of the need for it to be repaired or serviced.
<b>Similar use codes</b>	TAXI

### **SCHL – School student driver education**

<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form I193).
<b>Vehicle Use</b>	For vehicles used solely or principally by a Government school or a registered non-Government school for the purpose of driver education of students.
<b>Similar use codes</b>	Nil.

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## SES – State Emergency Services

<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form I193).
<b>Vehicle Use</b>	The vehicle is used in connection with civil defence work or the work of rescue or aid of persons arising from some general emergency or catastrophe or from drought, flood, fire or similar emergency. The vehicle must be registered in the name of the body controlling that work.
<b>Similar use codes</b>	CIVL, FIRE, NSFB

## SURF – Surf Lifesaving Club

<b>Evidence required</b>	Declaration of Eligibility for a Registration Concession (RTA Form I193).
<b>Vehicle Use</b>	Applies to vehicles (including trailers) owned by surf life saving clubs which are used solely to transport or haul surf rescue boats.
<b>Similar use codes</b>	Nil.

## TAXI - Taxi

<b>Evidence required</b>	Letter of approval from NSW Ministry of Transport.
<b>Vehicle Use</b>	For the carriage of passengers for payment and which stands for hire on a road or road related area.
<b>Similar use codes</b>	HICR

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## **TOW – Tow truck with crane and hook**

<b>Evidence required</b>	Licensed operators must provide a letter of authorisation from the Tow Truck Licensing and Compliance Branch of the RTA to register, renew or transfer a tow truck registration.  Declaration of Eligibility for a Registration Concession (RTA Form I193).
<b>Vehicle Use</b>	Includes vehicles that partially lift and tow other vehicles, but not vehicles that carry other vehicles.  A vehicle which has permanently affixed to it, a crane or similar device for lifting a vehicle partially clear of the ground and is equipped to maintain it in such a position while towing it. It is not suitable for carrying other loading except accessories.
<b>Similar use codes</b>	TOWT

## **TOWT – Tow truck without a crane and hook**

<b>Evidence required</b>	Nil.
<b>Vehicle Use</b>	Tow truck that carries (not tows) other vehicles, ie tilt tray trucks and trailers used to carry other vehicles.  All applicants for tow truck registrations should be referred to the Tow Truck Authority of NSW before registration.
<b>Similar use codes</b>	TOW

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## Appendix C – forms

The following forms are used by dealers and can be obtained from the RTA website [www.rta.nsw.gov.au](http://www.rta.nsw.gov.au) or your local motor registry:

- Application for Registration [RTA form I009]
- Application for Transfer of Registration [RTA form I010]
- Application for Transfer of Registrations for Motor Dealers [RTA form I316]
- ANVIS Dealer Plate Schedule [RTA form I092]
- Dealer Services Officer Authorisation [RTA form I388]
- Declaration of Eligibility for a Registration Concession [RTA form I193]
- Description of Heavy Vehicle [RTA form I120]
- Number Plates [RTA form I038]
- Notice of Disposal [RTA form I147]