

## Information update

May 2022

### Deceased Estate

We understand the passing of a relative or friend is a difficult time. This pack will help you easily follow the steps you need to complete any licencing or registration matters.

#### What needs to happen when a person has passed away?

**1** Notify VicRoads that the person has passed away

**2** Establish the authorised representative of the Estate

**3** Complete the applicable licencing & registration activities to settle the Estate



3.1 Cancel a driver licence, learner permit or marine licence



3.2 Transfer a vehicle or vessel registration



3.3 Cancel a vehicle or vessel registration



3.4 Register a vehicle



3.5 Register a vessel

**CUSTOM**

3.6 Retain or transfer custom number plates



3.7 Reassign a club permit

VicRoads recommends that you complete all these transactions during a single visit to a [VicRoads Customer Service Centre](#).

## Step 1 > Notifying VicRoads that a person has passed away

While VicRoads is notified periodically of deaths recorded by Births, Deaths and Marriages Victoria, you should let us know as soon as possible.

To notify VicRoads of a death, one of the following documents must be sighted by VicRoads:

- a death certificate,
- an interim death certificate issued by an Australian Registry of Births, Deaths and Marriages, or
- a letter or form from a Coroners Court of an Australian State/Territory that confirms the individual's full name, date of birth and date of death.

Step 1 can be completed either:

 **In person at a [VicRoads Customer Service Centre](#) (bring an original or certified copy of the document);**

 **Or by mail (send only a certified copy of the document) to VicRoads: GPO Box 1644, Melbourne, VIC, 3001**

**Note:** original documents must not be mailed to VicRoads as they will not be able to be returned. A death certificate presented at VicRoads will not be copied or retained.

### Overseas Deaths


If a person passed away overseas, an overseas death certificate will be accepted, providing it's in English or accompanied by an English translation from an interpreter who is accredited or recognised by the National Accreditation Authority for Translators and Interpreters (NAATI).

## Step 2 > Establishing an authorised representative of the Estate

**2.1 Provide your current (or expired by no more than two years) photo Australian driver licence/learner permit or satisfy VicRoads [evidence of identity requirements](#)**

**2.2 Provide an original or certified copy of one of the following documents:**

- i. the relevant section of the Will; or
- ii. a Grant of Probate issued by a Supreme Court of an Australian State or Territory; or
- iii. Letters of Administration; or
- iv. where none of the above exist:
  - a solicitor's letter on letterhead stating that the solicitor represents the Estate; or
  - where the Estate is worth less than \$25,000, a **Statutory Declaration for the Administration of a Deceased Estate form** from a person, typically a spouse or domestic partner, parent, child or sibling (who is at least 18 years of age) stating that there is no Will or grant of representation and declaring that they are entitled to represent the Estate.

 If there is more than one executor or administrator, a letter signed by all executors or administrators must be provided nominating who will represent the Estate. The person nominated to represent the Estate may expressly authorise in writing a third party (agent) to undertake transactions on behalf of the Estate.

**Note:** Estate documents, such as the Will or Grant of Probate, presented in person at a VicRoads Customer Service Centre will not be copied or retained. Documents created for the purpose of submission to VicRoads, such as a statutory declaration, will be retained by VicRoads.

 **Step 2 must be completed in person at a [VicRoads Customer Service Centre](#) by the nominated representative**

## Step 3 > Complete the applicable licencing & registration activities to settle the Estate

The authorised representative of the Estate must identify the applicable transactions required to settle the Estate with VicRoads.

**Step 3** transactions can be completed at the same time as **Step 1** and **Step 2**. If these transactions are completed at a later time, then Step 2.1 evidence of identity will need to be provided by the authorised representative of the Estate to complete Step 3.

### 3.1 Cancel a driver licence, learner permit or marine licence

Use the **Cancellation and refund request form** to cancel a driver licence, learner permit or marine licence. VicRoads will deduct an administration fee from the refund amount. If the refund amount is less than the administration fee, no refund will be issued, and the authorised representative will be advised in writing.

All refunds will be made payable by **cheque** to the Estate and posted to the authorised representative.

No refund is payable for a learners permit.

**Note:** If a request is made for a licence or learner permit card to be returned to the Estate after cancellation, the card will be invalidated.

**Step 3.1 can be completed either:**

 **In person at a [VicRoads Customer Service Centre](#)**

 **Or by mail to VicRoads: GPO Box 1644, Melbourne, VIC, 3001**

### 3.2 Transfer a vehicle or vessel registration

If a registered vehicle or vessel is in the name of the deceased person, or the Estate of the deceased, the registration must be transferred. Transfer of registration does not transfer ownership of the vehicle or vessel.

If the Estate has not been resolved, registration should be temporarily transferred to the authorised representative of the Estate.

Use the **Deceased Estate transfer of registration form** to transfer **each** vehicle from the deceased person/their Estate. Use the **Deceased Estate vessel transfer of registration form** to transfer **each** vessel from the deceased person/their Estate.

If you do not wish to transfer custom plates with a vehicle registration, refer to **Step 3.6** for instructions.

If there is a court order specifying to whom the vehicle or vessel is to be transferred, an **original or certified copy of the court order** must be sighted by VicRoads in addition to the transfer requirements.

If the vehicle or vessel is registered in the name of a company or other incorporated body, **do not use** the **Deceased Estate vehicle/vessel transfer of registration forms**, **normal transfer requirements apply**.

**Step 3.2 can be completed either:**

 **In person at a [VicRoads Customer Service Centre](#)**

 **Or by mail to VicRoads: GPO Box 1644, Melbourne, VIC, 3001**

**Note:** if completing vehicle or vessel transfers of registration by mail, payment of applicable fees must be made using the **Credit or debit card authorisation form**.



### 3.3 Cancel a vehicle or vessel registration

If a vehicle or vessel is in the name of the deceased person, or is in the name of the Estate or its authorised representative, the authorised representative of the Estate may request that the registration be cancelled instead of transferred.

To cancel the registration of a vehicle, complete all relevant sections of the **Cancellation and refund request form** and return the number plates (if applicable) to VicRoads. Refer to **Step 3.6** if custom number plates are to be retained.

VicRoads will deduct an administration fee from the refund amount. If the refund amount is less than the administration fee, no refund will be issued, and the authorised representative will be advised in writing. All refunds will be made payable by **cheque** to the Estate and posted to the authorised representative.

To cancel the registration of a vessel, complete all relevant sections of the **Cancellation and refund request form** providing the vessel registration number and hull identification number (if possible). No refund is payable for vessel registration fees under the *Marine Safety Act 2010* or the *Marine Safety Regulations 2012*.

Refer to [cancel registration & apply for a refund](#) for more information

 **Step 3.3 must be completed in person at a [VicRoads Customer Service Centre](#)**



### 3.4 Register a vehicle

**If an unregistered vehicle is part of the Estate, the authorised representative of the Estate may sell the vehicle unregistered or register the vehicle.**

**For registration of a vehicle, complete the following steps:**

- i. Get a [Certificate of Roadworthiness \(RWC\)](#) (unless the vehicle is brand new, currently registered interstate in the name of the deceased, or otherwise [exempt](#)).
- ii. Ensure you know the details of the vehicle, including the previous registration number (if it's been registered before).
- iii. Make a Vehicle registration appointment and pay the [appointment fee](#). You can book:
  - a. online; or
  - b. by phone on **13 11 71**; or
  - c. at a [VicRoads Customer Service Centre](#)
- iv. Bring **all** of the following to your appointment:
  - a. the vehicle (if it needs to be inspected)
  - b. a completed **Vehicle registration form**
  - c. your [evidence of identity](#)
  - d. a current and original **Certificate of Roadworthiness (RWC)**
  - e. tools and screws to affix the number plates before you leave VicRoads
- v. Attend your appointment and pay the cost of registration. Refer to the calculator on the right-hand side of the [register a vehicle](#) page for registration fee and motor vehicle duty payable (if applicable).
  - a. If the vehicle is being registered in the name of a spouse or domestic partner, or temporarily in the name of the authorised representative of the Estate, no motor vehicle duty applies
  - b. If the custom number plates are intended to be re-used, simply let VicRoads know during your appointment and pay the associated plate fees

 **Step 3.4 must be completed in person at a [VicRoads Customer Service Centre](#)**



### 3.5 Register a vessel

If an unregistered vessel is part of the Estate, the authorised representative of the Estate may sell the vessel unregistered or register the vessel.

For registration of a vessel, complete the following steps:

- i. Complete a **Vessel registration form**
- ii. Make a Vessel registration appointment. You can book:
  - a. by phone on **13 11 71**; or
  - b. at a [VicRoads Customer Service Centre](#)
- iii. Bring all of the following to your appointment:
  - a. a completed **Vessel registration form**
  - b. [Evidence of identity](#)
- iv. Attend your appointment and pay the registration fee



**Step 3.5 must be completed in person at a [VicRoads Customer Service Centre](#)**

**CUSTOM**

### 3.6 Retain or transfer custom number plates

The display rights to custom number plates are assigned to a vehicle, and are therefore transferred with the transfer of the vehicle's registration.

If you do not wish to transfer custom plates with a registration, the plates must be removed before the registration is transferred. New number plates must be assigned to the vehicle by VicRoads prior to transfer, unless you cancel the registration.

Custom number plates being retained by the Estate and not assigned to a vehicle should be held in 'self-retention'. To request that custom number plates be recorded as being in 'self-retention' the authorised representative of the Estate must:

- i. Complete a **Transfer of registration number rights agreement for deceased Estate form** on behalf of the Estate
- ii. Keep the plates safely in their possession
- iii. Not fit the plates to any other registered vehicle without notifying VicRoads

If the Estate also included unassigned custom number plates, and these plates are now to be transferred, the authorised representative of the Estate and the buyer must complete a **Transfer of registration number rights agreement for deceased Estate form**.

Step 3.6 can be completed either:



**In person at a [VicRoads Customer Service Centre](#)**



**Or by mail to VicRoads: GPO Box 1644, Melbourne, VIC, 3001**



## 3.7 Reassign a club permit

A club permit can be reassigned to the deceased's surviving spouse or domestic partner, as long as they're also a member of an approved club. Otherwise, you'll need to cancel the club permit and return the club permit number plates to a VicRoads Customer Service Centre.

If you're reassigning the club permit, the surviving spouse or domestic partner will need to provide a completed and signed Club permit reassignment form.



The following forms are available [online](#) or can be collected from a [VicRoads Customer Service Centre](#):

- *Application for transfer of registration from deceased Estate*
- *Statutory declaration for the administration of a deceased Estate*
- *Cancellation and refund request for deceased Estate*
- *Application for transfer of vessel registration from deceased Estate*
- *Transfer of registration number rights agreement for deceased Estate*
- *Vehicle registration form*
- *Vessel registration form*
- *Credit or debit card authorisation form*

### Information you provide

Original documents must not be mailed to VicRoads as they will not be able to be returned. Estate documents, such as the original death certificate or Grant of Probate, presented in person at a VicRoads Customer Service Centre will not be copied or retained. Documents created for the purpose of submission to VicRoads, such as a statutory declaration, will be retained by VicRoads.



### Contact us

You can reach VicRoads Call Centre on **13 11 71**

TTY users call **13 36 77**

Speak and Listen users call **1300 555 727**

Information provided is correct at the time of printing and may be subject to change.

# Transfer of registration from a deceased estate

This form is to be used to change the registered operator<sup>(1)</sup> of a currently registered<sup>(2)</sup> vehicle (e.g. car, motorcycle, caravan) with Victorian number plates attached. **This form must be completed and signed by both the disposer<sup>(3)</sup> (authorised representative of the estate<sup>(4)</sup>) and the acquirer<sup>(5)</sup> and returned to VicRoads within 90 days of becoming the authorised representative.**

VicRoads recommends that all estate settlement activities are completed during a single visit to a VicRoads Customer Service Centre.

Depending on your circumstances you may be required to provide additional documents. Required documents and evidence are denoted by a paperclip.

## Pre-transfer checklist

	Disposer <sup>(3)</sup>	Acquirer <sup>(5)</sup>			
	Authorised representative of the estate	Authorised representative of the estate (pending estate settlement)	Spouse/ domestic partner of the deceased	Person with Beneficial Entitlement	Other person or company
Ensure that VicRoads has been notified that the person is deceased by providing an approved evidence document. Refer to <a href="https://vicroads.vic.gov.au/deceased-estate">vicroads.vic.gov.au/deceased-estate</a> for detailed information. <b>Do not mail original copy of any documents to VicRoads.</b>	<input type="checkbox"/>				
Ensure that the authorised representative of the estate has been established with VicRoads by providing an approved evidence document and proof of identity. Refer to <a href="https://vicroads.vic.gov.au/deceased-estate">vicroads.vic.gov.au/deceased-estate</a> for detailed information.	<input type="checkbox"/>				
If a third party (agent) is nominated to undertake transactions on behalf of the estate, express authorisation must be provided in writing by the authorised representative of the estate.	<input type="checkbox"/>				
If there is a court order specifying to whom the vehicle or vessel is to be transferred, an original or certified copy must be sighted by VicRoads.	<input type="checkbox"/>				
Confirm the Victorian registration is current (not suspended or cancelled) and not subject to any sanctions that will prevent the registration transfer. Refer to <a href="https://vicroads.vic.gov.au/registration-check">vicroads.vic.gov.au/registration-check</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm that there is no money owing on the vehicle, it's not reported stolen or recorded as written-off. Refer to <a href="https://ppsr.gov.au">ppsr.gov.au</a> or call 1300 007 777.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm the acquirer (individual or company) has a Victorian licence/customer number <sup>(6)</sup> . If the acquirer does not have a Victorian licence/customer number, full evidence of identity documentation must be provided in person at a VicRoads Customer Service Centre. Refer to <a href="https://vicroads.vic.gov.au/identity">vicroads.vic.gov.au/identity</a> for requirements. If the acquirer has an interstate or overseas licence, refer to <a href="https://vicroads.vic.gov.au/interstate-transfer">vicroads.vic.gov.au/interstate-transfer</a> for information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confirm the number plates are being transferred with the vehicle, and that they match the Vehicle Identification Number (VIN) <sup>(7)</sup> . If the estate intends to keep the rights to custom number plates, refer to <a href="https://vicroads.vic.gov.au/deceased-estate">vicroads.vic.gov.au/deceased-estate</a> for self-retention instructions, and attach new number plates before the registration transfer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If receiving the vehicle as part of a deceased estate, provide written proof of the relationship if you have a different surname and/or address to the deceased person.			<input type="checkbox"/>		
Organise a Victorian Certificate of Roadworthiness (RWC) <sup>(8)</sup> for the vehicle is issued no more than 30 days before the date of sale <sup>(9)</sup> , unless exempt. Refer to <a href="https://vicroads.vic.gov.au/transfer-exemptions">vicroads.vic.gov.au/transfer-exemptions</a>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Write a receipt as proof of transfer and keep a copy (or photo). Include the following information (at minimum) on the receipt: <ul style="list-style-type: none"> <li>The vehicle registration number and VIN or chassis number</li> <li>Disposer and acquirer names and signatures</li> <li>Date and time of the transfer.</li> </ul> To record the above details, a <i>Receipt of vehicle sale</i> template is available at <a href="https://vicroads.vic.gov.au/transfer-forms">vicroads.vic.gov.au/transfer-forms</a> . The receipt is not required to be presented to VicRoads as part of registration transfer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pay the transfer fee upon lodgement, unless exempt. Refer to <a href="https://vicroads.vic.gov.au/transfer-exemptions">vicroads.vic.gov.au/transfer-exemptions</a>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Calculate and pay the motor vehicle duty upon lodgement, unless exempt. Refer to <a href="https://vicroads.vic.gov.au/transfer-exemptions">vicroads.vic.gov.au/transfer-exemptions</a>					<input type="checkbox"/>
Update any toll provider, roadside assistance and insurance accounts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Lodging this form

Lodge this completed form with applicable estate documents, RWC and fees (unless exempt) to VicRoads within 90 days of becoming the authorised representative by:

- Visiting a VicRoads Customer Service Centre with evidence of identity, refer to [vicroads.vic.gov.au/office-locations](http://vicroads.vic.gov.au/office-locations) or call (03) 8677 7855 for locations.
- Mail (including a completed Credit or debit card authorisation form if paying fees by credit or debit card. The form is available at [vicroads.vic.gov.au/transfer-forms](http://vicroads.vic.gov.au/transfer-forms)).

Mail to: **GPO Box 1644, Melbourne VIC 3001**

If you are acting on behalf of the disposer or a company, you must provide your details on this form to transfer the registration.

**WARNING: Original documents must not be mailed to VicRoads as they will not be able to be returned.** Estate documents, such as the original death certificate or Grant of Probate, presented in person at a VicRoads Customer Service Centre will not be copied or retained and will be returned to you. Documents created for the purpose of submission to VicRoads, such as a statutory declaration, will be retained for VicRoads record.

## Privacy statement

Personal information VicRoads collects from you may be used by VicRoads, as permitted by the *Road Safety Act 1986* and the *Marine Safety Act 2010*. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the *Road Safety Act 1986*. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information. You are required to provide this personal information. Failure to provide the information may result in this form not being processed, or records not being properly maintained.

For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

**WARNING: Both the disposer and acquirer need to provide complete and accurate information so the registration can be transferred successfully.**

## Definitions

- Registered operator** – an individual or corporation who owns or manages a vehicle and has the right to register it. Refer to [vicroads.vic.gov.au/transfers](http://vicroads.vic.gov.au/transfers) for information.
- Current registration** – registration expires at midnight of the registration expiry date. VicRoads will cancel the registration if it is not renewed within 3 months after expiry. If the vehicle does not meet this definition, do not use this form and refer to [vicroads.vic.gov.au/transfers](http://vicroads.vic.gov.au/transfers) for unregistered transfer information.
- Disposer** – the person who is authorised as a representative of the estate to sell or give away the vehicle.
- Authorised representative of the estate** – the individual authorised to transfer the registration of a vehicle from the name of the deceased to an acquirer, thereby disposing of the vehicle from the estate. Refer to the deceased estate pack available at [vicroads.vic.gov.au/deceased-estate](http://vicroads.vic.gov.au/deceased-estate) for information on establishing the authorised representative of the estate.
- Acquirer** – the person who is acquiring or receiving the vehicle.
- Victorian licence/customer number** – a customer number is a unique 9 digit number issued by VicRoads to corporations and individuals. The customer number is the same as a Victorian licence number if an individual has been issued with a learner permit or driver licence.
- Vehicle Identification Number (VIN)** – a unique 17 digit identifier made up of numbers and letters on a vehicle. Only for vehicles manufactured prior to 1989, provide a chassis number.
- Certificate of Roadworthiness (RWC)** – also known as a Roadworthy Certificate, issued by a Victorian Licensed Vehicle Tester to certify if a vehicle is in roadworthy condition. It is valid for 30 days from the date of issue, unless a defect notice is issued within the period of validity.
- Date of transfer** – refers to the date of transfer, sale or delivery, when the acquirer receives the vehicle from the authorised representative of the estate.
- Australian Company Number (ACN)** – a unique 9 digit number issued to a company by Australian Securities and Investments Commission (ASIC).
- Garage address** – where the vehicle will normally be kept (e.g. home, office or heavy vehicle depot). VicRoads will only register vehicles garaged in Victoria.
- Market value** – also known as dutiable value, is the vehicle purchase price or the price at which a vehicle might reasonably be sold on the open market, whichever is higher.
- Motor vehicle duty** – the duty payable on a transfer of registration of a motor vehicle. The rate of duty is charged per \$200, or part, of the dutiable value of the vehicle based on the vehicle classification below. Light trailers (including caravans) are exempt from motor vehicle duty. Please visit [transfer-fees-and-roadworthy-exemptions](http://vicroads.vic.gov.au/transfer-fees-and-roadworthy-exemptions) for more information regarding exemptions.

Use the [online calculator](http://vicroads.vic.gov.au/transfer-fees) at [vicroads.vic.gov.au/transfer-fees](http://vicroads.vic.gov.au/transfer-fees) to calculate the applicable motor vehicle duty or refer to the table and calculation below.

Vehicle classification	Rate for calculation
Regardless of the market value: <ul style="list-style-type: none"> <li>• The vehicle is a Low Emission Vehicle</li> <li>• The acquirer is a primary producer, or</li> <li>• The vehicle is a non-passenger vehicle (motorbike, van, bus, truck, heavy trailer, equipment)</li> </ul>	0.042
Market value of the vehicle is up to \$71,849	0.042
Market value of the vehicle is over \$71,849 up to \$100,000	0.052
Market value of the vehicle is over \$100,000 up to \$150,000	0.07
Market value of the vehicle is more than \$150,000	0.09

### How to calculate motor vehicle duty

Rate for calculation*	Round up Market value to the closest \$200	Motor vehicle duty
0.0	x \$ A	= \$ B

\* Use the rate applicable to market value as per the *Vehicle classification* in the above table.

- Transfer fee** – the fee payable by the proposed registered operator when transferring operation of a registered vehicle. Transfer fees are subject to change.

The current transfer fee is available at [vicroads.vic.gov.au/transfer-fees](http://vicroads.vic.gov.au/transfer-fees)

- Low Emission Vehicle** – tailpipe CO<sub>2</sub> emissions of 120g/km or less. Check your vehicle's emission levels at [greenvehicleguide.gov.au](http://greenvehicleguide.gov.au)
- Primary producer** – an individual or company engaged solely or substantially in agricultural, horticultural, viticultural, dairying, pastoral or other like activities, or who is the holder of a licence under the *Fisheries Act 1995* to take fish for sale.
- Australian Registered Body Number (ARBN)** – a unique 9 digit identifier issued to registerable bodies and foreign companies by Australian Securities and Investments Commission (ASIC).

For example, you bought a vehicle from your friend/family member for \$10,000 (purchase price), but if they had instead sold it to someone they didn't know on the open market they might have been paid \$20,000. In this case, the market value is \$20,000 not the price you paid.



# Transfer of registration from a deceased estate

All fields are mandatory and should be completed clearly in ink using BLOCK letters. VicRoads' vehicle register is not a register of title (vehicle ownership).

## Vehicle details

Registration number  Make

Model  Year  Body type

VIN<sup>(7)</sup> (or chassis number if no VIN)

Date of transfer<sup>(9)</sup> (dd/mm/yyyy)  /  /  To avoid liability for traffic offences and penalties, provide the exact date the vehicle was transferred/sold.

Is this vehicle recorded on the Victorian or interstate written-off vehicles register?  
No  Yes  The disposer must inform the acquirer in writing if the vehicle is recorded on the Victorian or an interstate written-off vehicles register. Refer to [ppsr.gov.au](http://ppsr.gov.au) for information.

**Certificate of Roadworthiness (RWC)<sup>(8)</sup>**  
An original Victorian RWC issued not more than 30 days before the date of transfer must be attached, unless exempt. Refer to [vicroads.vic.gov.au/deceased-estate](http://vicroads.vic.gov.au/deceased-estate) Exempt

RWC serial number  RWC issue date (dd/mm/yyyy)  /  /

RWC Licence Vehicle Tester number

The original RWC must be attached when this form is lodged.

## Deceased person details

Surname

First given name(s)

Victorian licence/customer number<sup>(6)</sup>

Residential address   
Postcode

## Disposer (Authorised representative of the estate)

I,

as the authorised representative of the estate, request that the registration specified on this form be transferred from the name of the deceased to the acquirer who is:

- Me as the authorised representative   
The spouse or domestic partner of the deceased   
A person with a Beneficial Entitlement   
Another person or company

## Declaration

**WARNING: Providing false and/or misleading information or documents is a serious offence under the Road Safety Act 1986 and/or Marine Safety Act 2010 and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.** By signing this form, I declare that the information in this form and related supporting documents is true, correct and complete, and I understand the privacy statement on page 2.

Authorised representative signature  Date (dd/mm/yyyy)  /  /

## Acquirer details

Surname or company name

First given name(s)   
ACN/ARBN<sup>(10)</sup> <sup>(17)</sup>

Victorian licence/customer number<sup>(6)</sup>

If the acquirer/company does not have a Victorian licence/customer number, full evidence of identity documentation must be provided in person at a VicRoads Customer Service Centre.

Residential or company address   
Postcode

Postal address (if different to residential or company address)   
Postcode

Garage address<sup>(11)</sup> (if different to residential or company address)   
Postcode

Mobile phone no. (or other if not applicable)

Email

**Representative's details** (if applicable) – If someone is lodging the transfer on behalf of the acquirer, their details must be provided:

Full name of representative

Victorian licence/customer number<sup>(6)</sup> of representative

**Market value<sup>(12)</sup> or sale price of the vehicle**  
\$  **A** Declare the greater of the market value or the sale price. To avoid penalties do not under declare the market value.

## Payment details

Use the **online calculator** at [vicroads.vic.gov.au/transfer-fees](http://vicroads.vic.gov.au/transfer-fees) to determine the applicable motor vehicle duty<sup>(13)</sup> and transfer fee<sup>(14)</sup>.

For fee and duty exemptions, refer to [vicroads.vic.gov.au/transfer-exemptions](http://vicroads.vic.gov.au/transfer-exemptions)

Motor vehicle duty \$  **B** Exempt

Transfer fee \$  **C** Exempt

Total fee payable **B** + **C** = \$

Tick if applicable: Low Emission Vehicle<sup>(15)</sup>  Acquirer is a primary producer<sup>(16)</sup>

To apply for a primary producer concession, complete a **Primary producer concession application** form available at [vicroads.vic.gov.au/transfer-forms](http://vicroads.vic.gov.au/transfer-forms)

Acquirer signature  Date (dd/mm/yyyy)  /  /

Who is lodging this form? Authorised representative  Acquirer  Representative of acquirer

OFFICE RWC exemption code  Transfer fee exemption code  MVD exemption code  EOI sighted



**COPIES OF THIS COMPLETED FORM MUST BE RETAINED BY BOTH THE DISPOSER AND ACQUIRER AS PROOF OF TRANSFER.**

# Statutory declaration

Please complete the details below and sign in the presence of an authorised witness (see list overleaf). Print clearly in ink using BLOCK letters.

I, (full name of declarant)  (Victorian licence/customer number)

of (address)

Postcode

(Occupation OR alternatively – unemployed or retired or child)

make the following statutory declaration under the *Oaths and Affirmations Act 2018*.

(name of deceased)  (Victorian licence/customer number)

(address of deceased)

Postcode

passed away

on (date – dd/mm/yyyy)

- I declare that the deceased died without leaving a will and to my knowledge, having made enquiries, no one else will be administering the estate.
- My relationship to the deceased is  (e.g. spouse or domestic partner, child, sibling, parent or other)
- I declare that the total value of the estate does not exceed \$25,000.
- I have attached an original or certified copy of one of the following documents: a death certificate, an interim death certificate issued by an Australian Registry of Births, Deaths and Marriages, or a letter or form from a Coroners Court of an Australian State/Territory that confirms the individual's full name, date of birth and date of death.
- I wish to be recorded as the authorised representative of the abovementioned estate for the purpose of undertaking transactions with VicRoads associated with the administration of the estate.
- I acknowledge that if the distribution of assets for the abovementioned estate is legally challenged, VicRoads may refuse to undertake, or reverse, transactions associated with the administration of the estate as a result of this declaration.
- I indemnify VicRoads against claims or actions arising from any transactions undertaken as a result of this declaration.
- I acknowledge that the VicRoads' Vehicle Register is not a Register of Title.

## Person making the declaration (declarant)

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

The following must be read aloud in the presence of the authorised witness before signing:

I, [full name of declarant] of [address], declare that the contents of this statutory declaration are true and correct.

Signature of person making the declaration (declarant)

Declared:

at (place in the state of Victoria)

on (date – dd/mm/yyyy)

## Authorised witness

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration.

(If applicable) I certify that I have read the statutory declaration to the declarant at the time the statutory declaration was made, due to illiteracy, limited English literacy, vision or cognitive impairment.

(If applicable) I certify that I assisted the declarant in making the statutory declaration by (assistance provided, for example, translating the document)

Signature of authorised witness

(date – dd/mm/yyyy)

(full name of authorised witness)

(position/title)

(address)

Postcode

A person authorised under section 30(2) of the *Oaths and Affirmations Act 2018* to witness the signing of a statutory declaration.

## Authorised witness

The following is a list of persons who may witness statutory declarations under Section 30 of the *Oaths and Affirmations Act 2018*.

**For a complete list of authorised witnesses, refer to [www.justice.vic.gov.au/statdecs](http://www.justice.vic.gov.au/statdecs)**

- A person currently licensed or registered to practice in Australia as one of the following occupations:
  - Architect
  - Chiropractor
  - Conveyancer
  - Dentist
  - Financial adviser or financial planner
  - Legal practitioner
  - Medical practitioner
  - Midwife
  - Migration agent
  - Nurse
  - Occupational therapist
  - Optometrist
  - Patent attorney
  - Pharmacist
  - Physiotherapist
  - Psychologist
  - Trade marks attorney
  - Veterinary surgeon
- An accountant who meets at least one of the following criteria:
  - Fellow of the National Tax Accountants' Association
  - Member of Chartered Accountants Australia and New Zealand
  - Member of the Association of Taxation and Management Accountants
  - Member of CPA Australia
  - Member of the Institute of Public Accountants
- Australian Consular Officer or Australian Diplomatic Officer
- Bailiff
- Clerk of a court

- Commissioner for Affidavits
- Judge
- Justice of the Peace
- Local government Councillor
- Magistrate
- Registered marriage celebrant
- Master of a court
- Member of the Australian Defence Force who meets at least one of the following criteria:
  - An officer
  - A non-commissioned officer with 5 or more years of continuous service
  - A warrant officer
- Member of the Parliament of a State
- Member of a Territory legislature
- Member of a local government authority
- Registered minister of religion
- Notary public, including a notary public exercising functions at a place outside either the Commonwealth or the external Territories of the Commonwealth
- Police officer
- Police reservist
- Protective service officer (PSO)
- Registrar, or Deputy Registrar, of a court
- A school principal
- Sheriff
- Sheriff's officer
- Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution
- Any authorised affidavit taker

**Where a statutory declaration is supplied to VicRoads, a VicRoads staff member is not permitted to witness the declaration.**

This form must be completed and signed by both the authorised representative and acquirer and returned to VicRoads within 14 days. Please print clearly in ink using BLOCK letters. **Do not use this form if the registration is expired or has been cancelled.** Transport Safety Victoria on behalf of the Director, Transport Safety is responsible for the administration of the *Marine Safety Act 2010 (Vic)*. VicRoads is an agent for Transport Safety Victoria and is responsible for the registration of vessels and the collection of fees. The vessel register records the identification details of each vessel and the name and address of the person responsible for it. **It is not a register of vessel ownership (title).**

Please return the completed form and fees to a VicRoads Customer Service Centre.

Registration number																				
Serial number																				
Date of transfer	D	D	M	M	Y	Y	Y	Y												

**Copies:** Original – Submit to VicRoads  
Pink – Authorised representative keeps    Yellow – Acquirer keeps

I,  as the authorised representative of the estate, request that the registration specified on this form be transferred from the name of the deceased to the acquirer who is:

Me as the authorised representative   
 The spouse or domestic partner of the deceased   
 A person with a Beneficial Entitlement   
 Another person

### Deceased person's (disposer) details

Surname																						
First given name																						
Second given name											Third initial (if any)											
Licence/Customer number																						
Date of birth																						
Last known residential address																						
																	Postcode					
Last known postal address (if different from above)																						
																	Postcode					

### Acquirer details

Surname or company name																						
First given name or ACN/ARBN																						
Second given name											Third initial (if any)											
Licence/Customer number																						
Date of birth																						
Residential or company address																						
																	Postcode					
Postal address (if different from above)																						
																	Postcode					
Mobile phone no. (or other if not applicable)																						
Email																						

**Note:** If the vessel is registered in the name of an individual, that person must be at least fourteen years of age.

### Vessel description

Year manufactured	Y	Y	Y	Y																
Make of vessel																				
Model																				
HIN (Hull Identification Number)																				

Does the vessel have an Australian Build Plate (ABP)?  Yes  No    If any, please provide manufacturing date: Y Y Y Y

### Type of vessel (please cross one circle in group)

- CABCRU – Cabin Cruiser     HOUSEB – House Boat
- HALCAB – Half Cabin     AIRCUS – Air Cushion Vehicle
- OPECAB – Open Cabin     PWC – Personal Water Craft
- TRASAI – Trailer Sailer     Canoe
- YACHT – Yacht

### Type of construction

- M – Metal
- W – Wood
- F – Fibreglass
- C – Composite
- O – Other

Overall length (m)																			
Number of engines																			
Breadth (m)																			
Colour																			
No. of hulls	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4															

Engine number(s)	Engine make(s)	Type of engine (inboard/outboard)	Horsepower	Type of fuel
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3

P – Petrol  
D – Diesel  
E – Electric  
S – Steam  
G – Gas (eg: LPG)  
M – Multiple  
O – Other

### Transfer fees payable – Proposed registered operator (Acquirer)

The fee payable by the proposed registered operator (Acquirer) when transferring operation of a registered vessel is subject to change. The current transfer fee is available on VicRoads website, visit [vicroads.vic.gov.au](http://vicroads.vic.gov.au), or by contacting VicRoads on 13 11 71. Alternatively, please contact Transport Safety Victoria on 1800 223 022 and select option 1 for Maritime.

Total payable \$

Transport Safety Victoria (TSV) and VicRoads collect and hold the personal information provided in this application to assist the Director, Transport Safety (Safety Director) to administer the *Marine Safety Act 2010 (Vic)* and Marine Safety Regulations 2012 (Vic). VicRoads and TSV are committed to protecting personal information in accordance with their obligations under the *Marine Safety Act 2010 (Vic)*. The personal information provided in this application may be disclosed to other government agencies in accordance with section 306 of the *Marine Safety Act 2010 (Vic)* and section 177 of the *Transport Integration Act 2010 (Vic)*. The individuals whose personal information is collected on this application have a right to seek access to this personal information and to seek correction of any error in the personal information held. All individuals whose personal information is included with this application should be informed of this fact. For more information on privacy please refer to the VicRoads brochure 'Protecting your Privacy', TSV's privacy statement at [sportsafety.vic.gov.au/privacy](http://sportsafety.vic.gov.au/privacy), or contact VicRoads on 13 11 71. **It is an offence under the *Marine Safety Act 2010 (Vic)* to give information that is false or misleading in relation to an application for registration of a vessel. Failure to provide the information may result in your application not being processed or records not being properly maintained. By signing this form, I declare that all information and/or documents provided by me is true and correct.**

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the acquirer upon request. I declare that this vessel is registered at the date of transfer and acknowledge that any remaining period of registration of this vessel is transferred to the acquirer.

**Signature**

Signature of authorised representative/authorised agent

Date

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the authorised representative of the Estate upon request. I have checked the vessel details provided by the disposer match the vessel.

**Signature**

Signature of acquirer/agent

Date

This form must be completed and signed by both the authorised representative and acquirer and returned to VicRoads within 14 days. Please print clearly in ink using BLOCK letters. **Do not use this form if the registration is expired or has been cancelled.** Transport Safety Victoria on behalf of the Director, Transport Safety is responsible for the administration of the *Marine Safety Act 2010 (Vic)*. VicRoads is an agent for Transport Safety Victoria and is responsible for the registration of vessels and the collection of fees. The vessel register records the identification details of each vessel and the name and address of the person responsible for it. **It is not a register of vessel ownership (title).**

Please return the completed form and fees to a VicRoads Customer Service Centre.

Registration number							
Serial number							
Date of transfer	D	D	M	M	Y	Y	Y

**Copies:** Original – Submit to VicRoads  
Pink – Authorised representative keeps    Yellow – Acquirer keeps

I, \_\_\_\_\_ as the authorised representative of the estate, request that the registration specified on this form be transferred from the name of the deceased to the acquirer who is:

Me as the authorised representative     The spouse or domestic partner of the deceased     A person with a Beneficial Entitlement     Another person

### Deceased person's (disposer) details

Surname							
First given name							
Second given name				Third initial (if any)			
Licence/Customer number							
Date of birth		D	D	M	M	Y	Y
Last known residential address							
						Postcode	
Last known postal address (if different from above)							
						Postcode	

### Acquirer details

Surname or company name							
First given name or ACN/ARBN							
Second given name				Third initial (if any)			
Licence/Customer number							
Date of birth		D	D	M	M	Y	Y
Residential or company address							
						Postcode	
Postal address (if different from above)							
						Postcode	
Mobile phone no. (or other if not applicable)							
Email							

**Note:** If the vessel is registered in the name of an individual, that person must be at least fourteen years of age.

### Vessel description

Year manufactured	Y	Y	Y	Y	Make of vessel	Model
HIN (Hull Identification Number)						

Does the vessel have an Australian Build Plate (ABP)?  Yes  No    If any, please provide manufacturing date: Y Y Y Y

### Type of vessel (please cross one circle in group)

- CABCRU – Cabin Cruiser     HOUSEB – House Boat  
 HALCAB – Half Cabin     AIRCUS – Air Cushion Vehicle  
 OPECAB – Open Cabin     PWC – Personal Water Craft  
 TRASAI – Trailer Sailer     Canoe  
 YACHT – Yacht

### Type of construction

- M – Metal  
 W – Wood  
 F – Fibreglass  
 C – Composite  
 O – Other

Overall length (m)	Number of engines
Breadth (m)	Colour
No. of hulls	<input type="radio"/> 1 <input type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4

Engine number(s)	Engine make(s)	Type of engine (inboard/outboard)	Horsepower	Type of fuel
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3

P – Petrol  
D – Diesel  
E – Electric  
S – Steam  
G – Gas (eg: LPG)  
M – Multiple  
O – Other

### Transfer fees payable – Proposed registered operator (Acquirer)

The fee payable by the proposed registered operator (Acquirer) when transferring operation of a registered vessel is subject to change. The current transfer fee is available on VicRoads website, visit vicroads.vic.gov.au, or by contacting VicRoads on 13 11 71. Alternatively, please contact Transport Safety Victoria on 1800 223 022 and select option 1 for Maritime.

**Total payable \$** \_\_\_\_\_

Transport Safety Victoria (TSV) and VicRoads collect and hold the personal information provided in this application to assist the Director, Transport Safety (Safety Director) to administer the *Marine Safety Act 2010 (Vic)* and Marine Safety Regulations 2012 (Vic). VicRoads and TSV are committed to protecting personal information in accordance with their obligations under the *Marine Safety Act 2010 (Vic)*. The personal information provided in this application may be disclosed to other government agencies in accordance with section 306 of the *Marine Safety Act 2010 (Vic)* and section 177 of the *Transport Integration Act 2010 (Vic)*. The individuals whose personal information is collected on this application have a right to seek access to this personal information and to seek correction of any error in the personal information held. All individuals whose personal information is included with this application should be informed of this fact. For more information on privacy please refer to the VicRoads brochure 'Protecting your Privacy', TSV's privacy statement at [sportsafety.vic.gov.au/privacy](http://sportsafety.vic.gov.au/privacy), or contact VicRoads on 13 11 71. **It is an offence under the *Marine Safety Act 2010 (Vic)* to give information that is false or misleading in relation to an application for registration of a vessel. Failure to provide the information may result in your application not being processed or records not being properly maintained. By signing this form, I declare that all information and/or documents provided by me is true and correct.**

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the acquirer upon request. I declare that this vessel is registered at the date of transfer and acknowledge that any remaining period of registration of this vessel is transferred to the acquirer.

**Signature**

Signature of authorised representative/authorised agent

Date: D D M M Y Y Y Y

By signing this form, I declare that all information and/or documents provided by me is true and correct and I understand the Privacy statement. I acknowledge that a copy of this form may be provided by VicRoads to the authorised representative of the Estate upon request. I have checked the vessel details provided by the disposer match the vessel.

**Signature**

Signature of acquirer/agent

Date: D D M M Y Y Y Y



Please complete the relevant sections of this form and sign. Print clearly in ink using BLOCK letters.

## What are you applying to cancel?

- Driver licence      Marine licence      Learner permit  
 Vehicle registration      Vessel registration

### OFFICE USE ONLY

Date received 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

I am applying for any refunds due to the Estate      Yes      No

**Note:** All refunds will be made payable by cheque to the Deceased Estate and posted to the authorised representative.  
No refund is payable for a learner permit or vessel registration.

## Deceased person's details

Surname	First given name	Second given name	Third initial (if any)																
Last known postal address			Postcode																
Date of birth	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y	Date of death	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y												
D	D	M	M	Y	Y	Y	Y												
Licence/Learner permit no. (if known)		Date of licence expiry (if known)	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y								
D	D	M	M	Y	Y	Y	Y												

## Registration

- Car      Motorcycle      Trailer      Tractor      Vessel

Registration number	Engine/Serial number
Vehicle or Hull Identification Number/Chassis number	

- Car      Motorcycle      Trailer      Tractor      Vessel

Registration number	Engine/Serial number
Vehicle or Hull Identification Number/Chassis number	

- Car      Motorcycle      Trailer      Tractor      Vessel

Registration number	Engine/Serial number
Vehicle or Hull Identification Number/Chassis number	

- Car      Motorcycle      Trailer      Tractor      Vessel

Registration number	Engine/Serial number
Vehicle or Hull Identification Number/Chassis number	

If there are more than four registrations, please use the *Additional information* section on the back of the form.

To be eligible for a refund of unused registration, all number plates must be returned to VicRoads.

If all number plates are not returned to VicRoads, the statement below must be completed.

The plate(s) that I have not returned relating to the above vehicle(s) have been:      Lost      Stolen      Destroyed

**Note:** The refund will be calculated in accordance with the *Transport Accident Act 1986* and as applicable, the Road Safety (Vehicles) Regulations 2021 or the Road Safety (Drivers) Regulations 2019. An administration fee will apply. No refund is payable for vessel registration fees under the *Marine Safety Act 2010* or the Marine Safety Regulations 2012.

## Authorised representative of the estate details

Surname	Given name(s)
Address	
Postcode	
Mobile phone no. (or other if not applicable)	

## Your signature

Providing false and/or misleading information or documents is a serious offence under the *Road Safety Act 1986* and/or *Marine Safety Act 2010* and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect. By signing this form, I declare that all information and/or documents provided by me is true and correct.

Signature of authorised representative/authorised agent	Date								
	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		

## OFFICE USE ONLY

- Yes      No     The relevant records for the applicable refund have been checked.

Signature of Delegate of Secretary/Safety Director	Date								
	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y	Y	Y	Y
D	D	M	M	Y	Y	Y	Y		
User ID									







# Transfer of registration number rights agreement for deceased estate

## Definitions

### 1. In these terms and conditions:

“Act” means the *Road Safety Act 1986*;

“custom plate” means a non-standard number plate displaying a registration number the subject of registration number rights;

“non-standard number plate” has the same meaning as in the Act;

“plate style” means the design, size, colour or material used by VicRoads for a series of custom plates;

“plates” includes a single plate, unless the context otherwise requires;

“registration number rights” means the rights set out in section 5AD of the Act;

“Regulations” means the Road Safety (Vehicles) Regulations 2021;

“your plates” means custom number plates issued by VicRoads displaying your registration number; and

“your registration number” means the registration number in respect of which you own registration number rights.

## Assigning the registration number and attaching plates

2. Once you have received your plates, you may have the registration number assigned to a registered vehicle. You may do this by calling VicRoads or visiting a VicRoads Customer Service Centre. There is no charge for the first assignment of the registration number to a registered vehicle. There is no need to contact VicRoads if the new plates are for a bike rack or an exempt trailer, or if they display the same registration number as the plates currently assigned to the vehicle.

3. VicRoads will only assign a registration number to a vehicle that is registered in your name. If the registration number rights are owned by an incorporated body, VicRoads will only assign the registration number to a vehicle registered in the name of that incorporated body.

4. You must not attach your plates to a vehicle until the registration number has been assigned to that vehicle. It is an offence to display plates on a vehicle if the registration number on the plates has not been assigned to the vehicle by VicRoads. Once the registration number is assigned to your vehicle, you must attach your plates. If you are intending to have a car dealer attach your plates for you, leave them in the box provided by VicRoads, and take the whole package to the dealer.

5. If you purchase replacement or upgrade plates with the same number as plates you already own, you must return any old plates showing that registration number to VicRoads. You may not dispose of the old plates in any other manner. All plates remain the property of the State.

## Self-retention of number plates

6. If plates have been issued but you do not want them to be affixed to a vehicle, the plates must be held on ‘self retention’. If your plates are affixed to a vehicle and you wish to remove them and not affix them to another vehicle, you must place them on self retention by calling VicRoads or by visiting a VicRoads Customer Service Centre. If you do not wish your number plates to be assigned to a vehicle immediately, you must ensure that they are kept safely in your possession, and are not fitted to a vehicle until you have notified VicRoads. (When you receive new plates, they are automatically treated as being on self retention until the number is assigned to a vehicle, and you do not need to notify VicRoads.)

7. While your plates are on self retention, you must keep them in a secure location and do everything you reasonably can to prevent their loss, destruction, theft or unauthorised use. You must comply with any reasonable direction of VicRoads in relation to the storage or security of your plates. You must not allow them to be attached to a vehicle unless VicRoads has assigned the registration number to that vehicle. Where VicRoads is not satisfied that plates on self retention are being kept secure, VicRoads may require you to return your plates to it within 14 days. If you do not do so, you must pay VicRoads any expense it incurs in recovering your plates. All plates remain the property of the State.

8. If your plates are on self retention you may have them assigned to a vehicle at any time. You may do this by calling VicRoads or visiting a VicRoads Customer Service Centre. There is no charge for the first assignment of your registration number to a vehicle. However, if the plates were previously attached to a vehicle, a fee is payable to have the number assigned again, whether to that vehicle or another vehicle.

## Cancellation of registration number rights and return of plates

9. Your registration number rights may be cancelled by operation of the Act, in accordance with the Regulations, where there is a breach of these terms and conditions or if VicRoads decides in its discretion it is appropriate to do so. Compensation may be payable in some circumstances. If VicRoads notifies you that your registration number rights are cancelled, or your plates were issued in error, you must return your plates to VicRoads within 14 days. If you do not do so, you must pay VicRoads any expense it incurs in recovering your plates. You may also be liable to pay a fine, the registration of your vehicle may be suspended and your plates may be seized. All plates remain the property of the State.

## Transferring your registration number rights

10. If you want to give or sell your plates to someone else, you must transfer the registration number rights to that person. The transfer is subject to the transferee returning a satisfactorily completed Transfer of registration number rights agreement form to VicRoads. If you sell a registered vehicle with your plates attached, it will be presumed that the registration number rights to your registration number are also sold, in the absence of evidence to the contrary. In any other case, registration number rights may be sold or dealt with like any other personal property.

11. Within 14 days after the transfer of registration number rights, the purchaser and seller must satisfactorily complete a *Transfer of registration number rights agreement form* and return it to VicRoads. This form is available from VicRoads Customer Service Centres or online via VicRoads website.

12. If you are transferring or selling a registered vehicle and do not wish to transfer your registration number rights, you must have a different registration number assigned to the vehicle by attending a VicRoads Customer Service Centre. A fee will apply.

13. If you wish to display your plates on another vehicle registered in your name, you must call VicRoads or visit a VicRoads Customer Service Centre to have the registration number assigned to that vehicle. A fee will apply.

## Loss, replacement, surrender and seizure of number plates

14. If your plates are lost, stolen, damaged or destroyed, you must apply to VicRoads for replacement plates. A fee will apply. You remain responsible for all infringements, penalties and other consequences that may result from the use by any person of the lost or stolen plates. You agree to indemnify and release VicRoads for and from any loss or liability you or another person may incur as a result of the misuse of the plates that have been lost or stolen. If the lost or stolen plates are found after you have applied for replacement plates, you must return them to VicRoads.

15. You must not display a number plate other than a number plate that has been issued by VicRoads. You must not manufacture, or ask another person to manufacture, a plate displaying your registration number, whether or not the plate has the same plate style as your plate. It is an offence to do this and any such plates are subject to seizure, and additional penalties may apply.

16. VicRoads may, at its discretion, provide for registration numbers available in one plate style to be displayed on number plates having a different plate style. If VicRoads has approved the display of registration numbers in the same series as your registration number on a different plate style, VicRoads may permit you to have your registration number displayed on that plate style, subject to payment of a fee and other conditions VicRoads determines should apply. When you obtain the new plates, you must return any old plates bearing that registration number to VicRoads. You may not dispose of your old plates in any other manner. All plates remain the property of the State.

17. If you no longer want your custom plates and wish to surrender your registration number rights, you must return the plates to a VicRoads Customer Service Centre. You must not dispose of your plates in any other way. Plates remain the property of the State. If your registration number is assigned to a registered vehicle, VicRoads will issue you with standard number plates and assign the number on those plates to the vehicle. A fee will apply. By returning your custom plates to VicRoads, you agree to surrender all registration number rights in respect of the number, agree to release VicRoads from any obligation or liability in respect of those registration number rights, and agree that VicRoads may sell registration number rights in respect of that registration number to any other person.

18. Except to the extent required by law, plates issued by VicRoads are supplied without any warranty, and VicRoads makes no representation in relation to the state, quality or fitness for purpose of such plates. However, VicRoads will provide replacement plates in the same plate style at no cost if your plates exhibit a manufacturing fault within 7 years of the date of issue, and as a result of the fault the plates are unable to be used as vehicle identifiers. VicRoads will charge a fee if it is required to replace plates in circumstances where the plates are unable to be used as vehicle identifiers as a result of normal wear and tear (including damage caused by cleaning). If VicRoads issues you with replacement plates, you must return your old plates to VicRoads.

## Your personal information

19. Personal information VicRoads collects from you may be used by VicRoads, as permitted by the *Road Safety Act 1986* and the *Marine Safety Act 2010*. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the *Road Safety Act 1986*. This includes disclosing the information to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information.

20. You are required to provide this personal information if you wish to purchase registration number rights. Failure to provide the information may result in your application not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see the VicRoads brochure *Protecting your Privacy*, or call VicRoads on 13 11 71.

21. By completing the application for registration number rights, you agree that all information given by you is true and correct, and you consent to VicRoads using or disclosing the information to the extent necessary to confirm any information you have provided, or to confirm your identity.

## Disclaimer

22. To the maximum extent permitted by law, VicRoads excludes all liability for direct, indirect, consequential or incidental loss or damage (including lost profits) arising out of or in connection with any purchase or use of custom plates, these Terms and Conditions or your registration number.

## Severability

23. Each provision of these Terms and Conditions is individually severable. If any provision is or becomes illegal, unenforceable or invalid, it is to be treated as being severed from these Terms and Conditions, but the rest of these Terms and Conditions will not be affected.

## Governing law

24. This contract for the sale of registration number rights is governed by the laws of Victoria. Both you and VicRoads agree to submit to the non-exclusive jurisdiction of its courts and courts of appeal from them, and must not object to the exercise of jurisdiction by those courts on any basis.

*These Terms and Conditions are valid as of: 1 July 2017.*





**This form is to be used to reassign a Club Permit from a deceased estate to the deceased's spouse or domestic partner. This is the only circumstance in which a Club Permit can be reassigned. This form must be signed by the spouse/domestic partner, and by an approved office bearer of the club which they are a member of.**

**OFFICE USE ONLY**

Permit number									
Date of expiry	D	D	M	M	Y	Y	Y	Y	Y

### Deceased person's details

Surname	Vic licence/customer no.													
Given name(s)														
Residential address														
										Postcode				

### Vehicle details

Make	Model										
Body type	Colour					Year manufactured	Y	Y	Y	Y	
VIN (or chassis number if no VIN)											

### Applicant details (Spouse or Domestic partner)

Surname															
First given name				Second given name				Third initial (if any)							
Victorian licence/customer number						Date of birth		D	D	M	M	Y	Y	Y	Y
Mobile phone no. (or other if not applicable)						Email									
Residential address															
										Postcode					
Postal address (if different from above)															
										Postcode					
Garage address (if different from above)															
										Postcode					

### Club membership certification

To be completed by an approved office bearer of the club.

As an authorised officer of the club:

Insert name of club
---------------------

I certify that the applicant indicated is a current member of the club.

Name																			
Position																			
Signature										Date		D	D	M	M	Y	Y	Y	Y

## Responsibilities of Club Permit holders

Club Permit holders must remain a current member of an approved club.

A Club Permit vehicle must:

- be safe for use on highways
- only be used on a highway during the period that the club permit is current
- be used in accordance with the general conditions and any operating conditions to which the club permit is subject
- display the Club Permit label and Club Permit number plate/s issued in respect to the vehicle
- not be used without carrying the certificate of approved operations if an operating condition is applied
- not be used for hire or reward for the carriage of goods or freight
- not be used to provide a commercial passenger vehicle service as defined by the Commercial Passenger Vehicle Industry Act 2017
- be made available for audit by the VicRoads upon request.

Club Permit holders must inform VicRoads within 14 days of:

- a change to their name, residential or postal address, or the vehicle's garage address
- a change to the vehicle's details (e.g. colour or engine number) or the club permit vehicle being modified
- ceasing membership with an approved club
- transferring to another approved club.

When driving a Club Permit vehicle, a permit holder must:

- ensure that the Club Permit is correctly affixed – inside the club permit logbook for the vehicle
- carry the Club Permit and logbook for the vehicle at all times the vehicle is being used on a highway.

## Penalties

- VicRoads may suspend or cancel a Club Permit if a permit holder fails to comply with the permit conditions detailed on VicRoads website [vicroads.vic.gov.au](http://vicroads.vic.gov.au)

## Suspension or cancellation of permit

VicRoads may suspend a Club Permit if it reasonably suspects that:

- (a) vehicle operated under the Club Permit is not a club eligible vehicle
- (b) the permit holder has failed to comply with general conditions of the club permit
- (c) the permit holder has failed to comply with any operating condition specified in the Certificate of Approved Operations
- (d) the permit holder has permitted the vehicle to be used other than in accordance with operating conditions specified in the Certificate of Approved Operations
- (e) the permit holder has disposed of a vehicle and has not destroyed the Club Permit label and the vehicle's logbook and removed the number plates
- (f) the permit holder has failed to comply with a written request to present the vehicle for inspection at the time and place stated in the request, or
- (g) the permit holder is engaging in conduct which threatens public safety or undermines the integrity of the Club Permit Scheme.

## Authority to act as agent

Agent's evidence of identity sighted (office use)

This section must be completed if the club permit reassignment is being submitted by an agent.

Full name of agent										
Agent's signature				Agent's customer no.						
Date				D	D	M	M	Y	Y	Y

I authorise the person whose signature and details appear above to act as my agent for the club permit reassignment of this vehicle.

Applicant's signature										
Date				D	D	M	M	Y	Y	Y

## Privacy statement

Personal information VicRoads collects from you may be used by VicRoads as permitted by the *Road Safety Act 1986* and the *Marine Safety Act 2010*. VicRoads may disclose personal information it collects from you to various organisations and persons as permitted by law, particularly by the *Road Safety Act 1986*. This includes the photograph and other information on your driver licence or learner permit being used for the purposes of biometric matching through the National Driver Licence Facial Recognition Solution for law enforcement, national security and other purposes. Personal information may be disclosed to contractors and agents of VicRoads, law enforcement agencies, other road and traffic authorities, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal information.

Failure to provide the information may result in this form not being processed, or records not being properly maintained. For further information about our use of your personal information and your right of access to it, see VicRoads brochure *Protecting your privacy* or contact VicRoads on 13 11 71.

**Providing false and/or misleading information or documents is an offence under the *Road Safety Act 1986* and/or *Marine Safety Act 2010* and can result in you being fined or imprisoned. Any authority or approval, given as a result of you providing such information/documents, may be reversed and have no effect.**

## Declaration

By signing, the applicant or agent declares that:

- the information in this form and related supporting documents is true, correct and complete, and the applicant understands the privacy statement
- the applicant is entitled to be recorded as the permit holder because the applicant owns or is legally entitled to manage this vehicle
- the applicant takes full responsibility for any loss, damage or claim caused by any false statement or misrepresentation made on this declaration, and the applicant indemnifies VicRoads and holds it harmless in respect of any such loss, damage or claim.

Signature of applicant or agent										
Date				D	D	M	M	Y	Y	Y