

# Deceased Estate information update

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 licensing 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 licensing & 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
3.6	Retain or transfer custom number plates
3.7	Reassign a club permit





 ${\it Authorised}\ by\ the\ Department\ of\ Transport\ and\ Planning, 1\ Spring\ Street,\ Melbourne$ 

# We recommend that you complete all these transactions during a single visit to a <u>VicRoads Customer Service Centre</u>

## 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 <u>evidence of identity requirements</u>

## 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 \$32,470, 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 <u>VicRoads Customer Service Centre</u> by the nominated representative

## Step 3. Complete the applicable licensing & 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, <u>do not use</u> the Deceased Estate vehicle/vessel transfer of registration forms, <u>normal transfer requirements apply.</u>

### Step 3.2 can be completed either:



In person at a VicRoads Customer Service Centre



**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 2023*.

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 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  $\ensuremath{\textit{Vehicle registration form}}$
  - c. your evidence of identity
  - d. a current and original Certificate of Roadworthiness (RWC) (unless exempt).
  - 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  $\ensuremath{\textit{Vessel registration form}}$
  - 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

## 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 on <u>transport.vic.gov.au</u> or can be collected from a <u>VicRoads Customer Service Centre</u>:

- 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

## 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 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.

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



Authorised by the Department of Transport and Planning, 1 Spring Street, Melbourne

# Transfer of registration from a deceased estate







Gover ABN 69 981 208 782

Depending on your circumstances you may be required to provide additional documents. Required do	cuments and ev	idence are der	noted by a pap	perclip.	
Pre-transfer checklist					
	Disposer <sup>(3)</sup>		Acquii	'er <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 <b>vicroads.vic.gov.au/deceased-estate</b> for detailed information. <b>Do not mail original copy of any documents to VicRoads</b> .					
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 <b>vicroads.vic.gov.au/deceased-estate</b> for detailed information.					
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.					
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.					
Confirm the Victorian registration is current (not suspended or cancelled) and not subject to any sanctions that will prevent the registration transfer. Refer to <b>vicroads.vic.gov.au/registration-check</b>					
Confirm that there is no money owing on the vehicle, it's not reported stolen or recorded as written-off. Refer to <b>ppsr.gov.au</b> or call <b>1300 007 777</b> .					
Confirm the acquirer (individual or company) has a Victorian licence/customer number <sup>(6)</sup> . f 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 <b>vicroads.vic.gov.au/identity</b> for requirements.					
f the acquirer has an interstate or overseas licence, refer to vicroads.vic.gov.au for information.					
Confirm the number plates are being transferred with the vehicle, and that they match the Vehicle dentification Number (VIN) <sup>(7)</sup> . If the estate intends to keep the rights to custom number plates, refer to <b>vicroads.vic.gov.au/deceased-estate</b> for self-retention instructions, and attach new number plates before the registration transfer.					
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.					
Organise a <b>Victorian</b> Certificate of Roadworthiness (RWC) <sup>®</sup> for the vehicle is issued no more than 30 days <b>before</b> the date of sale <sup>®</sup> , unless exempt. Refer to <b>vicroads.vic.gov.au/transfer-exemptions</b>					
<ul> <li>Write a receipt as proof of transfer and keep a copy (or photo). Include the following information (at minimum) on the receipt:</li> <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 <b>Receipt of vehicle sale</b> template is available at <b>vicroads.vic.gov.au/transfer-forms</b> . The receipt is not required to be presented to VicRoads as part of registration transfer.					
Pay the transfer fee upon lodgement, unless exempt. Refer to vicroads.vic.gov.au/transfer-exemptions					
Calculate and pay the motor vehicle duty upon lodgement, unless exempt. Refer to <b>vicroads.vic.gov.au/transfer-exemptions</b>					
Jpdate any toll provider, roadside assistance and insurance accounts.					

DTP1142 DDT0001 VRPIN02887 01/25 Authorised by the Department of Transport and Planning. 1 Spring Street, Melbourne







ABN 69 981 208 782

## 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 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).

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

The Department of Transport and Planning ABN 69 981 208 782 ('Department') and R&L Services Victoria Pty Ltd ABN 28 657 005 493 (as Trustee for the Victorian R&L Services Trust ABN 96 342 123 072), known as 'VicRoads' and acting on behalf of the Secretary to the Department, ('we, us') collect personal information for registration and licensing purposes. This personal information will be handled by us as permitted or required by the applicable laws. We may disclose the personal information we collect from you to various organisations and persons as permitted or required by applicable laws, particularly by the Road Safety Act 1986. This includes disclosing the information to third parties including our contractors and agents, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), toll road operators, road safety researchers, courts and other organisations or people authorised to use the personal information.

You are required to provide this personal information. Your failure to provide the information may result in this form not being processed, or your records not being properly maintained. For further information about our use of your personal information and your right of access to it, go to: dtp.vic.gov.au/privacy.

Providing false or misleading information or documents is a serious offence under the Road Safety Act 1986 and Marine Safety Act 2010, as applicable, and can result in you being fined or imprisoned. Further, 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.

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 for information.
- (2) 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 for unregistered transfer information.
- (3) Disposer – the person who is authorised as a representative of the estate to sell or give away the vehicle.
- (4) 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 for information on establishing the authorised representative of the estate.
- (5) 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
- (7) 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.
- <sup>(10)</sup> Australian Company Number (ACN) a unique 9 digit number issued to a company by Australian Securities and Investments Commission (ASIC).
- (11) 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.
- <sup>(12)</sup> 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.

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.

**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 vicroads.vic.gov.au for more information regarding exemptions.

Use the online calculator at 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:	
The vehicle is a Low Emission Vehicle	
<ul> <li>The acquirer is a primary producer, or</li> </ul>	
<ul> <li>The vehicle is a non-passenger vehicle</li> </ul>	
(motorbike, van, bus, truck, heavy trailer, equipment)	0.042
Market value of the vehicle is up to \$80,567	0.042
Market value of the vehicle is over \$80,567 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 Round <b>up</b> Market value	
calculation* to the closest \$200 Motor veh	nicle duty
0.0 x \$ <b>A</b> = \$	В

<sup>(14)</sup> **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

- <sup>(15)</sup> Low Emission Vehicle tailpipe CO<sub>2</sub> emissions of 120g/km or less. Check your vehicle's emission levels at greenvehicleguide.gov.au
- (16) 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).

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







ABN 69 981 208 782

All fields are mandatory and should be completed clearly in ink using BLOCK letters. The	e Vehicle Register is not a register of title (vehicle ownership).
Vehicle details	Acquirer details
Registration number Make	Surname or
	company name First given name(s)
Model Year Body type	ACN/ARBN (10 (17)
	Victorian licence/customer number <sup>(6)</sup>
VIN <sup>(7)</sup> (or chassis number if no VIN)	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.
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.	Residential or company address
Is this vehicle recorded on the Victorian or interstate written-off vehicles register?	Postcode
No Yes Yes The disposer must inform the acquirer in writing if the vehicle is recorded on the Victorian or an interstate written-off vehicles register.	Postal address (if different to residential or company address)
Refer to <b>ppsr.gov.au</b> for information.	
Certificate of Roadworthiness (RWC) <sup>®</sup> An original Victorian RWC issued not more than 30 days before the date of	Postcode
transfer must be attached, unless exempt.	Garage address <sup>(11)</sup> (if different to residential or company address)
Refer to vicroads.vic.gov.au/transfer-exemptions       Exempt         RWC serial number       RWC issue date (dd/mm/yyyy)	
	Postcode
RWC Licence Vehicle Tester number	Mobile phone no. <i>(or other if not applicable)</i>
	Email
The original RWC must be attached when this form is lodged.	
Deceased person details	<b>Representative's details</b> (if applicable) – If someone is lodging the transfer on behalf of the acquirer, their details must be provided:
Surname	Full name of representative       Victorian licence/customer number <sup>(6)</sup>
First given name(s)	of representative
	Market value <sup>(12)</sup> or sale price of the vehicle
Victorian licence/customer number <sup>(6)</sup>	\$         A         Declare the greater of the market value or the sale price.           To avoid penalties do not under declare the market value.
Residential address	Payment details
Postcode	Use the <b>online calculator</b> at <b>vicroads.vic.gov.au/transfer-fees</b> 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
Disposer (Authorised representative of the estate)	Motor vehicle duty \$ B Exempt
as the authorised representative of the estate, request that the registration specified	Transfer fee \$ C Exempt
on this form be transferred from the name of the deceased to the acquirer who is:	Total fee payable <b>B</b> + <b>C</b> = \$
Me as the authorised representative The spouse or domestic partner of the deceased	Tick if applicable: Low Emission Vehicle <sup>(15)</sup> Acquirer is a primary producer <sup>(16)</sup>
A person with a Beneficial Entitlement	To apply for a primary producer discount, complete a <i>Primary producer</i>
Another person or company	discount application form available at the <b>Transport Victoria</b> website
Declaration	
WARNING: Providing false or misleading information or documents is a serious offenc result in you being fined or imprisoned. Further, any authority or approval, given as a res By signing this form, I declare that the information in this form and related supporting docur Authorised representative signature	ult of you providing such information/documents, may be reversed and have no effect.
Date (dd/mm/yyyy)	Date (dd/mm/yyyy)
	OFFICE RWC exemption code Transfer fee exemption code MVD exemption code EOI sighted
Who is lodging this form? Authorised Acquirer Representative of acquirer	USE ONLY



Ple	ease 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)	
ma	ake the following statutory declaration under the Oaths and Affirmations A	ct 2018.
	(name of deceased)	(Victorian licence/customer number)
	(address of deceased)	
		Postcode
pas	ssed 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 \$32,470. I have attached an original or certified copy of one of the following documents: a death certific Deaths and Marriages, or a letter or form from a Coroners Court of an Australian State/Territo I wish to be recorded as the authorised representative of the abovementioned estate for the administration of the estate.	ry that confirms the individual's full name, date of birth and date of death.
•	I acknowledge that if the distribution of assets for the abovementioned estate is legally characteristic associated with the administration of the estate as a result of this declaration.	allenged, VicRoads may refuse to undertake, or reverse, transactions

- 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)

### Authorised witness

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

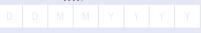
- (*If applicable*) I certify that I have read the statutory declaration to the declarant at the time the statutory declaration was made, due to illiteracy, limited English literacy, vision or cognitive impairment.
- (If applicable) I certify that I assisted the declarant in making the statutory declaration by (assistance provided, for example, translating the document)

Signature of authorised witness

Declared:

at (place in the state of Victoria)

on (date - dd/mm/yyyy)





(date - dd/mm/yyyy) D D M M Y Y Y Y (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

- 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





# Application for transfer of vessel registration from deceased estate







A	ΒN	69	981	208	782	

This form must be completed and signed by bo within 14 days. Please print clearly in ink using <b>has been cancelled</b> . Safe Transport Victoria is <i>Marine Safety Regulations 2012</i> . The Departme is responsible (together with its delegate, VicRo register records the identification details of ea <b>It is not a register of vessel ownership (titl</b> <b>Please return the completed form and fe</b> I,	BLOCK   responent nt of Tra ads) for the ch vessection.	letters. <b>De</b> sible for t insport ar the regist el and the	o not use this the administra nd Planning is ration of vesse e name and ad	s form if the re- tion of the Mai an agent for Sa els and the colli- ddress of the p Service Cent	egistration is expire rine Safety Act 2010 afe Transport Victoria ection of fees. The v person responsible	ed or 2 and a and for it. Registr Serial Date o Copies: 0	ration number number f transfer Driginal – Submit t Pink – Authorised r estate, reque	D VicRoad epresenta	tive keeps			rer keep ied on		
be transferred from the name of the decease														
Me as the authorised representative		ne spous	e or domestic	partner of the		-	ith a Benefici	al Entitl	ement		Anot	ther pe	erson	
Deceased person's (disposer) det	IIS				Acquirer det									
Surname					Surname or cor									
First given name					First given nam	e or ACN/ARBN								
Second given name	1	Third initia	al (if any)		Second given n	ame			Third initia	ıl (if aı	ny)			
Licence/Customer number					Licence/Custom	ier number								
Date of birth		D • M	M • Y		Date of birth				D • M					
Last known residential address					Residential or c	ompany addres	S							
		Postco	ode						Postco	de				
Last known postal address (if different from	above)				Postal address	(if different fror	n above)							
	,	Postco	ode						Postco	de				
		1 0010	ouo		Mahila phana n	o (or other if r	at applicable)		1 00100	uo				
Note: If the vessel is registered in the name least fourteen years of age.	of an in	dividual,	that person r	nust be at	Mobile phone n Email	0. (01 011101 11 11	οι αρριιταυιτ)							
Vessel description Year	manufad	ctured		Y Y M	ake of vessel			Mode						
HIN	- Iull Ider	ntification	n Number)											
Does the vessel have an Australian Build Plat			,	No If	any, please provide	manufacturin	ateh r							
Type of vessel (please cross one circle in	. ,		163		construction	manufacturin	y date							
CABCRU – Cabin Cruiser 🕚 HO	SEB –	House	Boat	М –	- Metal	Overall length	(m)	١	lumber of	engin	es			
			nion Vehicle		- Wood	Breadth (m)		(	Colour					
OPECAB – Open Cabin PW TRASAI – Trailer Sailer Car		SUITAL W	later Craft		- Fibreglass - Composite	No. of hulls	0 1						4	
YACHT – Yacht						NO. OF HUID			2		3		· ·	
Engine number(s)				0 -	- Other	of engine	,		2		3			
		Engine r	nake(s)	0 -	- Other Type	of engine d/outboard)	Horsepo			of fu	iel	P – P D – D		
1		<b>Engine r</b> 1	nake(s)	0 -	- Other Type					e of fu	iel	D – D E – E	iesel lectric	
2		1	nake(s)	0 -	- Other Type (inboar 1 2		Horsepc 1 2		<b>Type</b> 1 2	e of fu	iel	D — D E — E S — S G — G	iesel lectric team as (eg: LPG)	
2 3		1 2 3	nake(s)	0 -	- Other Type (inboar 1 2 3		Horsepo 1 2 3		<b>Type</b> 1 2 3	e of fu	iel	D — D E — E S — S G — G	iesel lectric team ias (eg: LPG) 1ultiple	
2		1	nake(s)	0 -	- Other Type (inboar 1 2		Horsepc 1 2		<b>Type</b> 1 2	e of fu	iel	D – D E – E S – S G – G M – N	iesel lectric team ias (eg: LPG) 1ultiple	
2 3	regist (Acquire ric.gov.a 981 208 ccretary 1 quired b tws. al and he al and performance of to give	1 2 3 4 tered o er) when tr bu, or by c 3 782 ('De bo the Dep y the appl sealth inform informat	perator (A ransferring oper ontacting VicRo expartment and Se icable laws. The mation, and you tion that is fals	<b>Cquirer)</b> ration of a regist ads on 13 11 71 L Services Victor afe Transport Vic e information pre ur rights to access se or misleading	- Other Type (inboar 2 3 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	to change. The c contact Safe Tra 57 005 493 (as 1 ') collect persona ion may be discl v.au/privacy or S	Horsepc 1 2 3 4 surrent transfer nsport Victoria frustee for the ' al information for osed to other go ST Vic's Privacy	vwer Victorian or registr overnme Policy at	Type 1 2 3 4 Total p R&L Servir ration and I nt agencies t safetrans;	ayab ces Tru censin in acc port.vio	le \$ st ABN g purp ordanc c.gov.a	D - D E - E S - S G - G M - N O - C	iesel lectric team as (eg: LPG) fultiple ther 2 123 072), his personal Part 8.8A of <b>acy-policy</b> .	
2 3 4 Transfer fees payable – Proposed The fee payable by the proposed registered operato fee is available on VicRoads website, visit vicroads on 1800 223 022 and select option 1 for Maritime. The Department of Transport and Planning ABN 66 known as 'VicRoads' and acting on behalf of the S information will be handled by us as permitted or r the Marine Safety Act 2010 and applicable privacy I For further information about our use of your person It is an offence under the Marine Safety Act 2010	regist (Acquire vic.gov.a 981 208 cretary f quired b tws. al and he 7 to give ing proc	1 2 3 4 4 er) when tr bu, or by c 3 782 ('De to the Dep y the appl y the appl ealth inform informat cessed or nts provide nis form ma e date of tr	perator (A ransferring oper ontacting VicRo epartment'), R&I wartment and Sa icable laws. The mation, and you tion that is fals records not be ad by me is true a ay be provided by	<b>Cquirer)</b> ration of a regist ads on 13 11 71 L Services Victor afe Transport Vic e information pro- ar rights to access or misleading eing properly m and correct and I y VicRoads to the	- Other Type (inboar 1 2 3 4 4 tered vessel is subject 1. Alternatively, please ria Pty Ltd ABN 28 65 toria (ST Vic) ('we, us ovided in this applicat ss it, go to: dtp.vic.go g in relation to an ap iaintained. By signing this form	to change. The c contact Safe Tra 57 005 493 (as T ) collect persona ion may be discl v.au/privacy or S oplication for a l h, I declare that all ivacy statement. ppresentative of th	Horsepc 1 2 3 4 urrent transfer nsport Victoria frustee for the 1 al information for osed to other gr ST Vic's Privacy licence or for t information and l acknowledge t	victorian or registr overnme Policy at he regist /or document hat a cop	Type 1 2 3 4 Total p R&L Servin ration and 1 Int agencies is safetrans stration of ments provin by of this for	ayab ees Tru in acc oort.via a vess led by r m may	le \$ st ABN g purp ordanc c.gov.a el. Fail	D - D E - E S - S G - G M - N O - C 96 34 0 oses. T re with uu/priv ure to ue and vided b	iesel lectric team as (eg: LPG) fultiple ther 2 123 072), his personal Part 8.8A of acy-policy. provide the correct and y VicRoads	
2 3 4 Transfer fees payable – Proposed The fee payable by the proposed registered operator fee is available on VicRoads website, visit vicroads on 1800 223 022 and select option 1 for Maritime. The Department of Transport and Planning ABN 69 known as VicRoads' and acting on behalf of the S information will be handled by us as permitted or r the <i>Marine Safety Act 2010</i> and applicable privacy For further information about our use of your persor It is an offence under the <i>Marine Safety Act 2010</i> understand the Privacy statement. I acknowledge that acquirer upon request. I declare that this vessel is regis remaining period of registration of this vessel is transfer	regist (Acquire vic.gov.a 981 208 cretary f quired b tws. al and he 7 to give ing proc r docume copy of th ered at th ed to the	1 2 3 4 tered o er) when tr au, or by c 3 782 ('De to the Dep y the appl saith inform ti informat cessed or nts provide nis form ma e date of tr acquirer.	perator (A ransferring oper ontacting VicRo epartment'), R&I wartment and Sa icable laws. The mation, and you tion that is fals records not be ad by me is true a ay be provided by	<b>Cquirer)</b> ration of a regist ads on 13 11 71 L Services Victor afe Transport Vic e information pro- ar rights to access or misleading eing properly m and correct and I y VicRoads to the	- Other Type (inboar 1 2 3 4 4 4 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	to change. The c contact Safe Tra 57 005 493 (as T ') collect persona ion may be discl v.au/privacy or S pplication for a l h, I declare that all tivacy statement. epresentative of th the vessel.	Horsepc 1 2 3 4 urrent transfer nsport Victoria frustee for the 1 al information for osed to other gr ST Vic's Privacy licence or for t information and l acknowledge t	victorian or registr overnme Policy at he regist /or document hat a cop	Type 1 2 3 4 Total p R&L Servin ration and 1 Int agencies is safetrans stration of ments provin by of this for	ayab ees Tru in acc oort.via a vess led by r m may	le \$ st ABN g purp ordanc c.gov.a el. Fail	D - D E - E S - S G - G M - N O - C 96 34 0 oses. T re with uu/priv ure to ue and vided b	iesel lectric team as (eg: LPG) fultiple ther 2 123 072), his personal Part 8.8A of acy-policy. provide the correct and y VicRoads	

Post: VicRoads, GPO Box 1644 Melbourne, Victoria 3001 Call: 13 11 71 (TTY 13 36 77, Speak and Listen 1300 555 727) Web: vicroads.vic.gov.au

## Application for transfer of vessel registration from deceased estate







٨BN	69	981	208	782	

This form must be completed and signe within 14 days. Please print clearly in in	k using BLOC	CK letter	rs. Do	not use	this fo	rm if tl	ne re	gistration is expired	or Regist	ration nur	nber							
has been cancelled. Safe Transport V Marine Safety Regulations 2012. The D										number								
is responsible (together with its delegate register records the identification detai										of transfer				M • 1				
It is not a register of vessel owners Please return the completed form	nip (title).								Copies:	Original – Su Pink – Autho			eps	Yellow – A	cquirer k	eeps		
l,						a	s the	authorised represen	itative of the	estate, re	equest the	at the r	egistra	tion spe	cified	on this	form	
be transferred from the name of the c			•															
Me as the authorised representation		The sp	pouse	e or dom	estic pa	artner o	of the	deceased	A person w	ith a Ben	eficial En	titleme	nt	A	nother	persor	1	
Deceased person's (dispose	r) details							Acquirer detai										
Surname								Surname or company name										
First given name	That given hame							First given name		N								
Second given name		Third	l initia	al (if any)				Second given nan	ne			Thirc	l initial	(if any)				
Licence/Customer number								Licence/Customer	r number									
Date of birth		D		M				Date of birth				D		M 🛉 Y				
Last known residential address								Residential or con	npany addres	SS								
		Р	Postco	ode								F	Postcoo	de				
Last known postal address (if differe	nt from abov	e)						Postal address (if	different froi	m above)								
		P	Postco	ode								F	Postcoo	de				
								Mobile phone no.	(or other if n	not applica	able)							
Note: If the vessel is registered in the least fourteen years of age.	e name of an	indivio	dual, 1	that pers	son mus	st be a	t	Email										
Vessel description	Year manu	Ifacture	ed				Ма	ke of vessel			Мо	del						
	HIN (Hull lo	dentific	ation	Number	)													
Does the vessel have an Australian Bu	ild Plate (ABI	P)?	•	Yes	No		lf	any, please provide r	nanufacturin	g date								
Type of vessel (please cross one c	ircle in group	))				Тур	e of	construction										
CABCRU – Cabin Cruiser	HOUSEB				iala				verall length	(m)		Number of engines						
HALCAB – Half Cabin OPECAB – Open Cabin	AIRCUS PWC – F							Wood Fibreglass	Breadth (m)			Colour						
TRASAI – Trailer Sailer	Canoe						C –	Composite N	lo. of hulls		1		2		3		4	
YACHT – Yacht							0 -		f engine						D	Potrol		
Engine number(s)		Engi	ine m	1ake(s)					(outboard)		sepower		Туре	of fuel	D -	- Petrol - Diesel		
2		1						2		1		1			S -	- Electri - Steam	1	
3		3						3		3		3				- Gas (e - Multip		
4		4						4		4		4			0 -	- Other		
					<b>/ 8</b>													
Transfer fees payable – Prop The fee payable by the proposed registered	operator (Acq	uirer) wl	- hen tra	ansferring	operatio	on of a r	egiste	ered vessel is subject to	change. The c	current trar	isfer	To	tal na	yable	¢			
fee is available on VicRoads website, visit $\mathbf{v}$ on 1800 223 022 and select option 1 for M		ov.au, or	r by co	ontacting	licKoads	on 13	11 /1	. Alternatively, please co	ontact Safe Ira	insport Vict	oria	10	tai þa	yabic	φ			
The Department of Transport and Planning known as 'VicRoads' and acting on behalf information will be handled by us as permi	ABN 69 981 and of the Secreta	208 782 ry to the	2 ('Dep e Depa	partment' artment a	, R&L Se nd Safe	ervices Transpo	Victor rt Vict	ia Pty Ltd ABN 28 657 toria (ST Vic) ('we, us')	005 493 (as collect person	Trustee for al informat	the Victor ion for reg	ian R&L istration	Service and lic	es Trust / ensing p	ABN 96 urposes	342 12 3. This p	3 072), ersonal	
the Marine Safety Act 2010 and applicable	privacy laws.																	
For further information about our use of you It is an offence under the Marine Safety	Act 2010 to g	jive info	ormati	ion that i	s false o	r misle	ading	in relation to an appl										
information may result in your application					-		-		deale : 10 - 1 - 1	lefe "								
By signing this form, I declare that all informat understand the Privacy statement. I acknowled acquirer upon request. I declare that this vesse remaining period of registration of this vessel is <b>Signature</b>	lge that a copy o I is registered a	of this for t the dat	rm may te of tra	y be provid	led by Vic	Roads t	o the	By signing this form, I I understand the Priva to the authorised repr the disposer match th Signature	acy statement. resentative of tl	I acknowle	dge that a	copy of t	his forn	n may be	provide	d by Vicl	Roads ded by	
Signature of authorised representativ	e/authorised	agent						Signature of acqu	uirer/agent									
Date		D		M • Y				Date				D		M 🛉 Y				

Post: VicRoads, GPO Box 1644 Melbourne, Victoria 3001 Call: 13 11 71 (TTY 13 36 77, Speak and Listen 1300 555 727) Web: vicroads.vic.gov.au

THIS COPY SHOULD BE KEPT BY THE AUTHORISED REPRESENTATIVE

# Application for transfer of vessel registration from deceased estate







BN	69	981	208	782	

This form must be completed and signed within 14 days. Please print clearly in ink											Registra	ation numbe	er						
has been cancelled. Safe Transport Vic Marine Safety Regulations 2012. The De	toria is resp	onsible	e for th	he admin	istration	of the	e Mar	ine Safe	ety Act 201	1 <i>0</i> and	Serial n	number							
is responsible (together with its delegate register records the identification details	VicRoads) fo	or the	registr	ration of v	ressels a	nd the	e colle	ection o	f fees. The	vessel	Date of	transfer			• M	м 🖡			
It is not a register of vessel ownersh		sser ar	na uie	name a	iu auure	55 01	uie p	Derson	esponsible	, IOF IL.	Copies: 0	riginal – Submit	to VicRo	ads					
Please return the completed form a	ind fees to	a Vic	Roads	s Custor	ner Ser	vice	Cent	re.			P	ink – Authorised	represer	ntative k	eeps	Yellow –	Acquirer	keeps	
Ι,						а	as the	author	ised repre	sentativ	ve of the e	estate, requ	est tha	it the	registra	tion sp	ecified	on thi	s form
be transferred from the name of the de Me as the authorised representati			•	who is: e or dom	estic nar	rtner (	of the	o decea	sed	Δr	nerson wi	th a Benefic	ial Ent	itleme	nt		∆nothe	r perso	n
Deceased person's (disposer)		THC 0	spouse	or dom	ootio pui		or the		uirer de		JOI JOI I WI			intorne	/110	,	110110	r poroc	///
Surname									name or co		name								
First given name								First	given nan	ne or A(	CN/ARBN								
Second given name		Thirr	d initia	al (if any)				Seco	ond given i	name				Thir	d initial	(if any	)		
Licence/Customer number								Lice	nce/Custo	mer nur	nber								
Date of birth				M • Y				Date	e of birth							м •			
Last known residential address								Resi	dential or	compan	y address	S							
		I	Postco	ode											Postcod	е			
Last known postal address (if differen	t from above	<del>.</del> )						Post	al address	s (if diffe	erent from	n above)							
		I	Postco	ode											Postcod	е			
								Mob	ile phone	no. <i>(or c</i>	other if na	ot applicable	e)						
Note: If the vessel is registered in the least fourteen years of age.	name of an	indivi	idual, t	that pers	son must	t be a	at	Ema		- (			/						
Vessel description	Year manu	factur	ed				Ма	ake of v	essel				Mo	del					
	HIN (Hull Ic	lentific	cation	Number)															
Does the vessel have an Australian Buil	d Plate (ABF	<sup>2</sup> )?	0	Yes	No		lf	any, ple	ease provid	de manu	ufacturing	date							
Type of vessel (please cross one cil	0	, ,				Тур			ruction										
CABCRU – Cabin Cruiser HALCAB – Half Cabin	HOUSEB AIRCUS -				icle			Metal Wood			all length	(m)		Num	ber of e	ngines			
OPECAB – Open Cabin	PWC – P							Fibre		Bread	dth (m)			Colour					
TRASAI – Trailer Sailer	Canoe							Comp		No. of	f hulls		1		2		3		4
YACHT – Yacht		Enc	uno m	aaka(a)			0 –	Other	Iyp	e of eng		Haraam			Tuno	of fuo	Р	– Petro	bl
Engine number(s)		Eng 1	jine n	nake(s)					(INDO2	ard/outb	ooard)	Horsep	ower	1	Туре	or rue	D	<ul> <li>Diese</li> <li>Elect</li> </ul>	el
2		2							2			2		2			S	– Stea	m
3		3							3			3		3			M	– Multi	
4		4							4			4		4			0	<ul> <li>Othe</li> </ul>	r
Transfer fees payable – Prop	osed reai	ster	ed or	oerator	· (Acai	ıirer	r)												
The fee payable by the proposed registered fee is available on VicRoads website, visit vi	operator (Acqu croads.vic.go	uirer) w	• vhen tra	ansferring	operation	n of a l	registe	ered ves . Alterna	sel is subjec tively, pleas	ct to char e contac	nge. The cu t Safe Tran	urrent transfe Isport Victoria	r	Тс	otal pa	yable	\$		
on 1800 223 022 and select option 1 for Ma The Department of Transport and Planning A	ABN 69 981 2	208 78	32 ('Dep	partment')	, R&L Sei	rvices	Victor	ria Pty L	td ABN 28 6	657 005	493 (as Ti	rustee for the	Victori	an R&l	Service	s Trust	ABN 96	6 342 1	23 072),
known as 'VicRoads' and acting on behalf o information will be handled by us as permitt	ed or required	y to th d by th	ne Depa le appli	artment ai cable laws	nd Safe Ti s. The info	ranspo ormati	ort Vict ion pro	toria (ST ovided in	Vic) ('we, u this applica	us') colleo ation mag	ct personal y be disclo	l information sed to other	for regi governn	stratio nent a	n and lic gencies i	ensing n accor	purpose dance v	s. This vith Par	personal t 8.8A of
the Marine Safety Act 2010 and applicable p For further information about our use of your	personal and																		
It is an offence under the <i>Marine Safety A</i> information may result in your application										аррисац	on for a n	cence or for	uie reț	Jistrat	ION OF A	vessei.	ranure	: to pro	vide the
By signing this form, I declare that all information understand the Privacy statement. I acknowledge												nformation an acknowledge							
acquirer upon request. I declare that this vessel remaining period of registration of this vessel is i	is registered at	t the da	ate of tra					to the		represen	tative of the	e Estate upon							
Signature	. anoiorrou to ti	.o uoqu						Signa	•										
Signature of authorised representative	authorised	agent	t					Sig	nature of a	acquirer/	/agent								
Date		D		M Y				Dat	е							M 🛉 '			

Post: VicRoads, GPO Box 1644 Melbourne, Victoria 3001 Call: 13 11 71 (TTY 13 36 77, Speak and Listen 1300 555 727) Web: vicroads.vic.gov.au

THIS COPY SHOULD BE KEPT BY THE ACQUIRER







Please complete the relevant sections of this form and sign. Print clearly in ink using BLOCK letter What are you applying to cancel?	rs.
Driver licence Marine licence Learner permit	OFFICE USE ONLY
Vehicle registration Vessel registration	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 r No refund is payable for a learner permit or vessel registration.	representative.
Deceased person's details	
Surname First given name Second	d given name Third initial <i>(if any)</i>
Last known postal address	Postcode
Date of birth         D         •         M         •         Y         Y         Date of death	
Licence/Learner permit no. ( <i>if known</i> ) Date of licence ex	xpiry (if known) D D + M M + 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 <i>Additional information</i> section on the to To be eligible for a refund of unused registration, all number plates must be returned to VicRoa 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 Note: The refund will be calculated in accordance with the <i>Transport Accident Act 1986</i> and as applicable, the Road 2019. An administration fee will apply. No refund is payable for vessel registration fees under the <i>Marine Safe</i>	ads. <ul> <li>Stolen</li> <li>Destroyed</li> <li>d Safety (Vehicles) Regulations 2021 or the Road Safety (Drivers) Regulations</li> </ul>
Authorised representative of the estate details	
Surname	Given name(s)
Address	Postcode
Mobile phone no. (or other if not applicable)	
<b>Your signature</b> Providing false or misleading information or documents is a serious offence under the <i>Road Safety Ad</i> in you being fined or imprisoned. Further, any authority or approval, given as a result of you providing By signing this form, I declare that the information in this form and related supporting documents is tr	such information/documents, may be reversed and have no effect
Signature of authorised representative/authorised agent	* Privacy statement on page 2
	Date D D M M Y Y Y
OFFICE USE ONLY Yes No The relevant records for the applicable refund have been checked.	
	Date D D M M Y Y Y Y

Signature	OT	Delegate o	)T	Secretary/Safety Director	

.

User ID



## **Privacy Statement**

The Department of Transport and Planning ABN 69 981 208 782 (Department') and R&L Services Victoria Pty Ltd ABN 28 657 005 493 (as Trustee for the Victorian R&L Services Trust ABN 96 342 123 072), known as 'VicRoads' and acting on behalf of the Secretary to the Department Safe Transport Victoria (ST Vic) (we, us') collect personal information for registration and licensing purposes. This personal information will be handled by us as permitted or required by the applicable laws.

We may disclose the information we collect about you to various organisations and persons as permitted or required by applicable laws, particularly by the Road Safety Act 1986. It may also include any health information relating to your licence or registration. Your information may be disclosed to third parties including our contractors and agents, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), toll road operators, road safety researchers, courts and other organisations or people authorised to use the information.

Your failure to provide the information may result in this form not being processed, or your records not being properly maintained For further information about our use of your personal and health information, and your rights to access it, go to: dtp.vic.gov.au/privacy or ST Vic's Privacy Policy at safetransport.vic.gov.au/privacy-policy.

## **Additional information**





## Transfer of registration number rights agreement for deceased estate







ABN 69 981 208 782

The form must be completed, signed and Copies: <b>Original</b> – Submit to VicRoads													
Registration number					Transfer date		• M M	• Y					
Deceased person's details (registration Surname First given name Second given name Licence/Customer number <i>(if known)</i> Last known address			ial <i>(if any)</i>		<ul> <li>The registration number rights are be Authorised representative of the Estate (temporary basis pending settlement of Other party</li> </ul>	-	ferred to						
Authorised representative of the estate details					Acquirer details								
Surname or company name				Surname or company name									
First given name or ACN/ARBN				First given name or ACN/ARBN									
Second given name		Third init	ial <i>(if any)</i>		Second given name		Third init	ıy)					
Licence/Customer number					Licence/Customer number								
Residential or company address					Residential or company address								
	Pos	tcode				Postcode							
Mobile phone no. (or other if not applicable	9)				Mobile phone no. (or other if not applicable)								
Email					Email								
Signature of authorised representative/authorised agent			Signature of acquirer										
Date		• M M	• Y Y		Date		• M M	• Y					
Important information for persons w	ho acquir	e the rea	istration	riahts to	VicRoads may cancel registration nu	mber riaht	s if it cons	iders th	nat the				

custom plates from the Estate of a deceased person Registration number rights are exclusive to the owner of those rights. They form part of the property of the owner on his or her death and may be transferred to

any other person like any other form of personal property.

The owner of registration rights in respect of a custom plate has the right to:

- have that registration number assigned to a vehicle registered in their name;
- be issued with 2 number plates, or 1 in the case of a motorcycle (of a type that VicRoads considers appropriate) bearing that registration number; and
- display those number plates on any vehicle to which that number is assigned by VicRoads.

If you have purchased a vehicle belonging to the Estate of a deceased person and the custom plates are attached to that vehicle, the registration rights in respect of those plates will be transferred to you (in the absence of any evidence that the transfer of the custom plate rights was not intended). There is no need for you to take any action to transfer the registration number rights.

If you have purchased, wish to acquire or have otherwise acquired (for example, through inheritance) the registration number rights held by the Estate of a deceased person and those plates are not attached to a vehicle that has been purchased by you, you must complete this Transfer of registration number rights agreement for deceased estate and lodge it with VicRoads.

Registration number rights are exclusive to the owner of the rights and may be exercised at any time. Exercise of the rights, however, must be in accordance with the *Road Safety* Act 1986 and the Road Safety (Vehicles) Regulations 2021. In particular:

The sale and purchase of registration number rights is subject to the terms and conditions set out in this document;

- registration number may be mistaken for another number, gives a misleading impression that the vehicle is owned or operated by a government agency, is offensive, is otherwise inappropriate for public display or was issued in error. Compensation may be available in these circumstances.
- VicRoads may also cancel registration number rights if it believes the rights were acquired unlawfully or dishonestly, if the display of the number is prohibited by law or certain other obligations have not been complied with. Compensation is not available in these circumstances.
- If a currently registered vehicle to which custom plates are attached is sold, it will be presumed that the person who acquires the vehicle also acquires the registration number rights to the number on the plates.
- If the registration number rights are transferred, the vendor and purchaser must notify VicRoads of that transfer within 14 days.
- The owner of the registration number rights does not own the plates on which the registration number is displayed. All number plates remain the property of the State.
- An authorised officer of VicRoads or a member of the police force may seize a number plate if he or she reasonably suspects that it is not being used, or was not issued, in accordance with the law, and may retain the seized plate until satisfied that it can be used legally.
- VicRoads will not issue custom plates for display on vehicles that are required to be licensed or accredited (such as hire cars, taxis, buses, tow trucks or hire motorcycles). VicRoads will only issue one custom plate for display on a motorcycle.

The sale of registration number rights is subject to the terms and conditions. Please read them carefully.

Post: VicRoads, GPO Box 1644 Melbourne, Victoria 3001 Call: 13 11 71 (TTY 13 36 77, Speak and Listen 1300 555 727) Web: vicroads.vic.gov.au

THIS ORIGINAL MUST BE SUBMITTED TO VICROADS







ABN 69 981 208 782

### 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

- Once you have received your plates, you may have the registration number assigned to a 2. 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.
- You must not attach your plates to a vehicle until the registration number has been assigned 4. 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

- If plates have been issued but you do not want them to be affixed to a vehicle, the plates 6. 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.)
- While your plates are on self retention, you must keep them in a secure location and do 7. 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

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
- 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. The Department of Transport and Planning ABN 69 981 208 782 ('Department') and R&L Services Victoria Pty Ltd ABN 28 657 005 493 (as Trustee for the Victorian R&L Services Trust ABN 96 342 123 072), known as 'VicRoads' and acting on behalf of the Secretary to the Department, ('we, us') collect personal information for registration and licensing purposes. This personal information will be handled by us as permitted or required by the applicable laws. We may disclose the personal information we collect from you to various organisations and persons as permitted or required by applicable laws, particularly by the Road Safety Act 1986. This includes disclosing the information to third parties including our contractors and agents, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), toll road operators, road safety researchers, courts and other organisations or people authorised to use the personal information.
- 20. You are required to provide this personal information. Your failure to provide the information may result in this form not being processed, or your records not being properly maintained. For further information about our use of your personal information and your right of access to it, go to: dtp.vic.gov.au/privacy.
- 21. Providing false or misleading information or documents is a serious offence under the Road Safety Act 1986 and Marine Safety Act 2010, as applicable, and can result in you being fined or imprisoned. Further, 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.

#### 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.

# Transfer of registration number rights agreement for deceased estate







ABN 69 981 208 782

The form must be completed, signed an Copies: <b>Original</b> – Submit to VicRoads															
Registration number						Transfer date		D		M • Y					
Deceased person's details (registration number rights holder)						The registration number rights are being transferred to									
Surname						Authorised representative of the Estate									
First given name						(temporary basis pending settlement of the Estate)									
Second given name		Thi	ird initia	l <i>(if any)</i>		Other party									
Licence/Customer number (if known)															
Last known address															
	Po	stcode	)												
Authorised representative of the estate details					Acquirer details										
Surname or company name				Surname or company name											
First given name or ACN/ARBN						First given name or ACN/ARBN									
Second given name		Thi	ird initia	l <i>(if any)</i>		Second given name			Third initial (if any)						
Licence/Customer number						Licence/Customer number									
Residential or company address						Residential or company address									
	P	stcode	)				Postcode								
Mobile phone no. (or other if not applicable	le)					Mobile phone no. (or other if not applicable)									
Email						Email									
Signature of authorised representative/authorised agent				Signature of acquirer											
Date		M				Date		D		M • Y					
Important information for paragra		ro th			uluble te	<ul> <li>VicPoade mov cancel registration r</li> </ul>	umberr	iahta	:f :t or	naidara	that th	~			

### Important information for persons who acquire the registration rights to custom plates from the Estate of a deceased person

Registration number rights are exclusive to the owner of those rights. They form part of the property of the owner on his or her death and may be transferred to any other person like any other form of personal property.

The owner of registration rights in respect of a custom plate has the right to:

- have that registration number assigned to a vehicle registered in their name;
- be issued with 2 number plates, or 1 in the case of a motorcycle (of a type that VicRoads considers appropriate) bearing that registration number; and
- display those number plates on any vehicle to which that number is assigned by VicRoads.

If you have purchased a vehicle belonging to the Estate of a deceased person and the custom plates are attached to that vehicle, the registration rights in respect of those plates will be transferred to you (in the absence of any evidence that the transfer of the custom plate rights was not intended). There is no need for you to take any action to transfer the registration number rights.

If you have purchased, wish to acquire or have otherwise acquired (for example, through inheritance) the registration number rights held by the Estate of a deceased person and those plates are not attached to a vehicle that has been purchased by you, you must complete this *Transfer of registration number rights agreement for deceased estate* and lodge it with VicRoads.

Registration number rights are exclusive to the owner of the rights and may be exercised at any time. Exercise of the rights, however, must be in accordance with the *Road Safety Act 1986* and the Road Safety (Vehicles) Regulations 2021. In particular:

 The sale and purchase of registration number rights is subject to the terms and conditions set out in this document;

- VicRoads may cancel registration number rights if it considers that the registration number may be mistaken for another number, gives a misleading impression that the vehicle is owned or operated by a government agency, is offensive, is otherwise inappropriate for public display or was issued in error. Compensation may be available in these circumstances.
- VicRoads may also cancel registration number rights if it believes the rights were acquired unlawfully or dishonestly, if the display of the number is prohibited by law or certain other obligations have not been complied with. Compensation is not available in these circumstances.
- If a currently registered vehicle to which custom plates are attached is sold, it will be presumed that the person who acquires the vehicle also acquires the registration number rights to the number on the plates.
- If the registration number rights are transferred, the vendor and purchaser must notify VicRoads of that transfer within 14 days.
- The owner of the registration number rights does not own the plates on which the registration number is displayed. All number plates remain the property of the State.
- An authorised officer of VicRoads or a member of the police force may seize a number plate if he or she reasonably suspects that it is not being used, or was not issued, in accordance with the law, and may retain the seized plate until satisfied that it can be used legally.
- VicRoads will not issue custom plates for display on vehicles that are required to be licensed or accredited (such as hire cars, taxis, buses, tow trucks or hire motorcycles). VicRoads will only issue one custom plate for display on a motorcycle.

The sale of registration number rights is subject to the terms and conditions. Please read them carefully.

Post: VicRoads, GPO Box 1644 Melbourne, Victoria 3001 Call: 13 11 71 (TTY 13 36 77, Speak and Listen 1300 555 727) Web: vicroads.vic.gov.au

THIS COPY SHOULD BE KEPT BY THE AUTHORISED REPRESENTATIVE

## Transfer of registration number rights agreement for deceased estate







ABN 69 981 208 782

The form must be completed, signed and retu Copies: <b>Original</b> – Submit to VicRoads <b>Pink</b>				-										
Registration number					Transfer date		• M M • Y							
Deceased person's details (registration n	umbe	r rights h	older)		The registration number rights are being transferred to									
Surname					Authorised representative of the Estate (temporary basis pending settlement of the Estate)									
First given name														
Second given name		Third initi	ial <i>(if any)</i>		Other party									
Licence/Customer number (if known)														
Last known address														
	Pos	code												
Authorised representative of the estate details					Acquirer details									
Surname or company name			Surname or company name											
First given name or ACN/ARBN			First given name or ACN/ARBN											
Second given name	Third initial (if any)			Second given name		Third initial (if								
Licence/Customer number					Licence/Customer number									
Residential or company address					Residential or company address									
	Pos	Postcode				Pos	stcode							
Mobile phone no. (or other if not applicable)					Mobile phone no. (or other if not applicable)									
Email					Email									
Signature of authorised representative/authorised agent				Signature of acquirer										
Date			• Y   )		Date		• M M • Y							
Important information for persons who a	cquir	e the regi	istration	rights to	• VicRoads may cancel registration nur	nber rights	s if it considers	that the	,					

## custom plates from the Estate of a deceased person

Registration number rights are exclusive to the owner of those rights. They form part of the property of the owner on his or her death and may be transferred to any other person like any other form of personal property.

The owner of registration rights in respect of a custom plate has the right to:

- have that registration number assigned to a vehicle registered in their name;
- be issued with 2 number plates, or 1 in the case of a motorcycle (of a type that VicRoads considers appropriate) bearing that registration number; and
- display those number plates on any vehicle to which that number is assigned by VicRoads.

If you have purchased a vehicle belonging to the Estate of a deceased person and the custom plates are attached to that vehicle, the registration rights in respect of those plates will be transferred to you (in the absence of any evidence that the transfer of the custom plate rights was not intended). There is no need for you to take any action to transfer the registration number rights.

If you have purchased, wish to acquire or have otherwise acquired (for example, through inheritance) the registration number rights held by the Estate of a deceased person and those plates are not attached to a vehicle that has been purchased by you, you must complete this Transfer of registration number rights agreement for deceased estate and lodge it with VicRoads.

Registration number rights are exclusive to the owner of the rights and may be exercised at any time. Exercise of the rights, however, must be in accordance with the *Road Safety* Act 1986 and the Road Safety (Vehicles) Regulations 2021. In particular:

The sale and purchase of registration number rights is subject to the terms and conditions set out in this document;

- registration number may be mistaken for another number, gives a misleading impression that the vehicle is owned or operated by a government agency, is offensive, is otherwise inappropriate for public display or was issued in error. Compensation may be available in these circumstances.
- VicRoads may also cancel registration number rights if it believes the rights were acquired unlawfully or dishonestly, if the display of the number is prohibited by law or certain other obligations have not been complied with. Compensation is not available in these circumstances.
- If a currently registered vehicle to which custom plates are attached is sold, it will be presumed that the person who acquires the vehicle also acquires the registration number rights to the number on the plates.
- If the registration number rights are transferred, the vendor and purchaser must notify VicRoads of that transfer within 14 days.
- The owner of the registration number rights does not own the plates on which the registration number is displayed. All number plates remain the property of the State.
- An authorised officer of VicRoads or a member of the police force may seize a number plate if he or she reasonably suspects that it is not being used, or was not issued, in accordance with the law, and may retain the seized plate until satisfied that it can be used legally.
- VicRoads will not issue custom plates for display on vehicles that are required to be licensed or accredited (such as hire cars, taxis, buses, tow trucks or hire motorcycles). VicRoads will only issue one custom plate for display on a motorcycle.

The sale of registration number rights is subject to the terms and conditions. Please read them carefully.

Post: VicRoads, GPO Box 1644 Melbourne, Victoria 3001 Call: 13 11 71 (TTY 13 36 77, Speak and Listen 1300 555 727) Web: vicroads.vic.gov.au

THIS COPY SHOULD BE KEPT BY THE ACQUIRER



•

This form is to be used to reassign a Club Permit from a deceased estate deceased's spouse or domestic partner. This is the only circumstance in v Club Permit can be reassigned. This form must be signed by the spouse/o partner, and by an approved office bearer of the club which they are a me	which a Iomestic		OFFICE USE ONLY Permit number						
		Da	te of expiry		D • M	M •	Y Y	Y	Y
Deceased person's details									
Surname		Vic licence	e/customer no.						
Given name(s)									
Residential address									
					Р	ostcode			
/ehicle details									
Make	Model								
Body type	Colour				Year man	ufactured			
VIN (or chassis number if no VIN)									

## Applicant details (Spouse or Domestic partner)

Surname																
First given name		Second	given n	ame			Third initial (if any)									
Victorian licence/customer number						Date of birth			• M	M 🛉 Y						
Mobile phone no. (or other if not applicable)						Email										
Residential address																
									Postco	de						
Postal address (if different from above)																
									Postco	de						
Garage address (if different from above)																
									Postco	de						
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	er of the c	ub.														
Name																
Position																
Signature																
						Date			• M	M 🛉 Y						

٠



•





### **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

### 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.

Agent's evidence of identity sighted (office use)

Authority to act as agent

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				

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

## Privacy statement

The Department of Transport and Planning ABN 69 981 208 782 ('Department') and R&L Services Victoria Pty Ltd ABN 28 657 005 493 (as Trustee for the Victorian R&L Services Trust ABN 96 342 123 072), known as 'VicRoads' and acting on behalf of the Secretary to the Department, ('we, us') collect personal information for registration and licensing purposes. This personal information will be handled by us as permitted or required by the applicable laws. We may disclose the personal information we collect from you to various organisations and persons as permitted or required by applicable laws, particularly by the Road Safety Act 1986. This includes disclosing the information to third parties including our contractors and agents, law enforcement agencies, other road and traffic authorities, Austroads, the Transport Accident Commission, vehicle manufacturers (for safety recalls), toll road operators, road safety researchers, courts and other organisations or people authorised to use the personal information.

You are required to provide this personal information. Your failure to provide the information may result in this form not being processed, or your records not being properly maintained. For further information about our use of your personal information and your right of access to it, go to: **dtp.vic.gov.au/privacy**.

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

### Declaration

- By signing this form, 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
  the Department of Transport and Planning and VicRoads and holds them harmless in respect of any such loss, damage or claim related to a false statement or misrepresentation
  on this declaration.

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

ng, 1 Spring Street,



Department of Transport and Planning



Date