



Government of South Australia

Department for Transport,  
Energy and Infrastructure

## APPLICATION TO CANCEL REGISTRATION, UNREGISTERED VEHICLE PERMIT AND THIRD PARTY INSURANCE

- Carefully read all the information on the other side of this form.
- Answer all questions and supply details where asked.
- If you have any questions, please ask a Customer Service Officer for assistance.
- **If you are cancelling the registration of a notifiable written-off vehicle and the Registrar of Motor Vehicles has not been advised you are also required to complete a 'Notification of a Written-off Vehicle' form.**

### 1. ABOUT THE OWNER

Please write clearly in **BLOCK LETTERS**

SURNAME/ BODY CORPORATE NAME		GIVEN NAMES	LICENCE/ CLIENT NUMBER
<b>Residential (Home)/Business Address</b>			
NUMBER AND STREET	SUBURB/TOWN	POSTCODE	YOUR DAYTIME PHONE NUMBER (only if convenient)
<b>Postal Address (if different to above address)</b>			
NUMBER AND STREET	SUBURB/TOWN	POSTCODE	

### 2. ABOUT THE VEHICLE

Make	<input type="text"/>	Engine Number	<input type="text"/>	Plate Number	<input type="text"/>
Body	<input type="text"/>		<input type="text"/>	Registration Label Number (heavy vehicles only)	<input type="text"/>
Plate(s) surrendered With this application	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes, One <input type="checkbox"/>	or Two <input type="checkbox"/>	Unregistered Vehicle Permit Number
					<input type="text"/>

### 3. APPLICATION FOR REFUND

I hereby apply for refund of the unexpired portion of Registration and Third Party Insurance for the vehicle described above. (Please see other side for refund details)

- The vehicle has been (laid up, stolen, written-off etc.)

- If vehicle is written-off, has the Registrar of Motor Vehicles been advised? Yes  No

If you answered No and the vehicle is a Notifiable Vehicle, you must complete a 'Notification of a Written-Off Vehicle'.

PERSONAL SIGNATURE OF REGISTERED OWNER/OPERATOR \_\_\_\_\_ DATE / /

### 4. EVIDENCE OF LABEL (heavy vehicles only)/PERMIT DESTRUCTION

N.B. You must have the appropriate section below completed by an authorised Officer from a Service SA Centre, a Justice of the Peace, or a Police Officer.

#### • LABEL / PERMIT HAS NOT BEEN DESTROYED

PLEASE NOTE:-It is essential that details of the registration label or permit be noted prior to its destruction. This is to ensure that the label or permit is clearly identified.

#### CERTIFICATE OF DESTRUCTION OF A REGISTRATION LABEL OR PERMIT

DO NOT sign this form unless you ACTUALLY WITNESSED the destruction of the label or permit.

PLATE NUMBER	EXPIRY DATE	/	/	LABEL/ PERMIT NUMBER	DATE DESTROYED	/	/
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I certify that I have witnessed the total destruction of the registration label/permit described above.

SIGNATURE OF WITNESS	CAPACITY OF WITNESS	DATE	/	/
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#### • LABEL / PERMIT HAS ALREADY BEEN DESTROYED

#### CONFIRMATION OF DESTRUCTION OF A REGISTRATION LABEL OR PERMIT

I hereby certify that I have this day inspected the vehicle described above and am satisfied that any registration label or permit which may have been attached to the vehicle has been completely removed or destroyed.

SIGNATURE OF WITNESS	CAPACITY OF WITNESS	DATE	/	/
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#### • VEHICLE HAS BEEN STOLEN

The vehicle was stolen on:-

Report or Reference Number

Has the vehicle been recovered Yes  No   
If Yes, evidence of label (heavy vehicles) destruction is required.

SIGNATURE OF APPROVED  
CUSTOMER SERVICE CENTRE OFFICER

DATE / /

Lodge this form at any Service SA Centre.

For further information telephone: 13 10 84 between 8am - 6pm Monday to Friday www.sa.gov.au ABN 92 366 288 135

**HOW TO CANCEL THE REGISTRATION ON YOUR MOTOR VEHICLE**

To cancel a South Australian registration you must provide a Service SA Centre with evidence of the TOTAL destruction of the current registration label (heavy vehicles only) or permit. The destruction MUST be witnessed by a JUSTICE OF THE PEACE, a POLICE OFFICER or an OFFICER from a SERVICE SA CENTRE.

The return of number plates is NOT sufficient evidence for cancellation of a South Australian registration. If your vehicle has now been registered interstate you may forward a COPY OF THE INTERSTATE CERTIFICATE OF REGISTRATION instead of label destruction evidence.

**SURRENDER OF NUMBER PLATES**

- In most cases, **the number plate(s) must be surrendered with this application.** Penalties for failure to surrender plates can be \$2,500. For exceptions, ask a Service SA Centre Officer or contact a Service SA Centre on telephone 13 10 84.
- N.B. If the vehicle is later re-registered after a cancellation and surrender of number plate(s) a new plate number will be issued.

**LABEL/PERMIT HAS NOT BEEN DESTROYED**

- If the label or permit has not been destroyed, you should arrange for its destruction in the presence of one of the above mentioned authorised persons. The "LABEL HAS NOT BEEN DESTROYED" section on the front of this form should be completed and signed by the witness. Alternatively, the registration label or permit may be returned intact affixed to this completed application.

**LABEL/PERMIT HAS ALREADY BEEN DESTROYED**

- If the label or permit has already been destroyed without being witnessed, you should have your vehicle inspected by an authorised person (see above). The "LABEL HAS ALREADY BEEN DESTROYED" section on the front of this form should be completed and signed by the witness. If the vehicle is unable to be inspected by the appropriate witness, you should complete the Statutory Declaration at the bottom of this form, confirming destruction of the registration label or permit.

**STOLEN VEHICLE**

- If your vehicle has been stolen, the "VEHICLE HAS BEEN STOLEN" section on the front of this form must be COMPLETED AND AUTHORISED BY AN APPROVED SERVICE SA CENTRE OFFICER.

**REFUNDS**

- A refund is calculated on your vehicle's annual registration fee.
- A pro-rata refund is provided on the Compulsory Third Party Insurance premium.
- A cancellation fee is deducted from any refund due.
- All refunds will be forwarded by cheque.
- A refund will not be issued on the cancellation of an Unregistered Vehicle Permit.
- No refund is issued on the stamp duty on the Compulsory Third Party insurance or the Emergency Services Levy.
- The Administration fee charged for a renewal of registration or a new registration is not refundable.

**WRECKED AND WRITTEN-OFF VEHICLES**

**Notifiable Vehicle**

Is a vehicle less than 15 years old at the time declared to be a write-off and is a motor vehicle with GVM not greater than 4.5 tonnes, a motorbike, a caravan or a trailer with a GVM greater than 4.5 tonnes.

**Written-off Vehicle**

Is a vehicle that has been damaged by accident, collision, demolition, dismantling, fire, flood, trespass or other event to the extent that its fair salvage value, when added to the cost of repairing it for use on a road or road related area, would be more than its fair market value immediately before the event that caused the damage or it is to be, or has been, wrecked, or sold or acquired for wrecking or disassembling for salvage.

(Refer Motor Vehicles Act, 1959 for a more detailed definition)

**OATHS ACT, 1936 - 1969  
STATUTORY DECLARATION**

I.....of.....  
 (Full Name) .....  
 (Address)

In the State of South Australia, do solemnly and sincerely declare that:

.....  
 .....  
 .....  
 .....

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the Oaths Act, 1936 - 1969.

Personal signature.....Declared and subscribed at.....

in the State by the said.....

Dated this.....day of.....year.....

Before me -

.....JP

NOTE - This Declaration must be signed before a Justice of the Peace, a Commissioner for Taking Affidavits, or a Notary Public. Any alteration made must be initialled by both the applicant and the Justice of the Peace.