



- 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

Residential (Home)/Business Address

NUMBER AND
STREET

SUBURB/TOWN

POSTCODE

YOUR DAYTIME
PHONE NUMBER
(only if convenient)

Postal Address (if different to above address)

NUMBER AND
STREET

SUBURB/TOWN

POSTCODE

2. ABOUT THE VEHICLE

Make

Engine Number

Plate Number

Body

Unregistered Vehicle
Permit Number

Plate(s) surrendered
with this application

Yes ☐

No ☐

If Yes, One ☐

or Two ☐

Will you be registering this vehicle again? Yes ☐

No ☐

3. APPLICATION FOR REFUND

I hereby apply for refund of the unexpired portion of Registration and Compulsory 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 / /

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

• 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 (FIRS vehicles) destruction is required.

SIGNATURE OF APPROVED
CUSTOMER SERVICE CENTRE OFFICER

DATE / /

HOW TO CANCEL THE REGISTRATION ON YOUR MOTOR VEHICLE

SURRENDER OF NUMBER PLATES

- In most cases, **the number plate(s) must be surrendered**

- STOLEN VEHICLE**

- If your vehicle has been stolen, the “VEHICLE HAS B

- ## REFUNDS

- A refund for any unexpired registration will be issued

- A statutory declaration is only required in certain circumstances, for example if the date of request for cancellation is not the same as the

STATUTORY DECLARATION

I.....of.....

.....
(Address)

.....

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

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

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