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## DEALER BULLETIN 06/2022

### Dealer Bulletin 05/2020 is Superseded

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### Vehicles (New or Used) Licensed in Error Requirements

On 28 May 2022, the *Duties Act 2008* (Act) was amended, resulting in changes to the Department of Transport (DoT) deal cancelled policy.

Dealer Bulletin 05/2022 Changes to the *Duties Act 2008* outlines the changes to the Act.

#### Process

Vehicles which have been licensed in error will no longer be processed under the deal cancelled policy, which has been amended as outlined in Dealer Bulletin 07/2022 Reassessment of Duty – Deal Cancelled.

#### Vehicle Licensed in Error Requirements

If a new or used vehicle has been licensed in error (administrative/clerical error), DoT must be notified as soon as possible to rectify the error.

Dealers are no longer to attempt to rectify these errors using the 'Deal Cancelled' function in Dealer Online.

#### Reprocessing Administrative Error Applications

DoT will process requests from dealers when an administrative/clerical error has been made to a vehicle licence record. These types of errors must be rectified, regardless of whether a purchaser has taken possession of a vehicle.

An administrative/clerical error may include incorrect number plate or vehicle details, vehicle licensed or transferred into incorrect name, incorrect acquisition/disposal date of vehicles or other errors which may require a vehicle licence record to be amended.

To enable DoT to rectify administrative/clerical errors, dealers must provide:

- a letter from the dealership (on letterhead) stating the error and solution to rectify the vehicle record, this letter must be signed by a DoT approved authorised representative (holder of bulk licensing permit number) or the dealer principal,
- a scanned copy of the Application to License a Vehicle (VL17) form or transfer form that has been completed and signed by the vehicle owner showing the correct details; and

- a copy of the Vehicle Sale Contract (unaltered) showing the correct owner/vehicle details (not required where transfer fee and vehicle licence duty have not been paid).

DoT may request further information or photograph evidence (e.g., photograph of VIN) to support any request to amend a vehicle record.

## Refunds

Where the correction of a vehicle record results in less fees being payable, a dealer or purchaser may apply for a refund of the excess monies paid by completing an Application for Refund (C2) form.

If a refund is to be paid to a dealer and the licence holder of the vehicle is a third party, DoT will also require a signed letter from licence holder stating that:

- they support the request by the dealer to amend the vehicle record;
- any monies due should be refunded to the dealer; and
- no benefit has or will be derived due to the record being amended.

The below tables provide a breakdown of the fees that may be refunded.

Where the table indicates 'pro-rata' the refund will be calculated based on the remaining licence period.

<b>Grant of Vehicle Licence</b>			
	Same day as licensing	Day after licensing but before 5 years	More than 5 years from grant of licence
Recording Fee	x	x	x
Plate Fee	x	x	x
Licence Administration Fee	x	x	x
Vehicle Licence Duty	Will be assessed on a case by case basis		x
Licence Fee	100%	pro-rata	x
Insurance	100%	pro-rata	x
GST on Insurance	100%	pro-rata	x
Insurance Duty	100%	pro-rata	x

<b>Transfer of Vehicle Licence</b>			
	Same day as licensing	Day after licensing but before 5 years	More than 5 years from transfer of licence
Transfer Fee	x	x	x
Vehicle Licence Duty	Will be assessed on a case by case basis		x

Where contact is made with DoT via email, all documents must be scanned and emailed to [dealersupport@transport.wa.gov.au](mailto:dealersupport@transport.wa.gov.au), with the subject line to include 'reprocessing' to ensure the query is dealt with accordingly.

## **Further Information**

Dealer Support can be contacted for any queries regarding the above instructions on 1300 858 374 or by email via [dealersupport@transport.wa.gov.au](mailto:dealersupport@transport.wa.gov.au).

A handwritten signature in black ink, appearing to read "D O'Reilly". The signature is written in a cursive, flowing style.

***Dennis O'Reilly***  
***A/Executive Director, Drivers and Vehicles***  
**24 November 2022**