



Vehicle/Queensland Regulated Ship Cancellation of Registration Application

Transport Operations (Road Use Management) Act 1995, Transport Operations (Marine Safety) Act 1994

- Surrender of number plates:** Both number plates (if applicable) must be surrendered at the time of cancellation. A refund of the unexpired registration fees may not be granted unless the number plates are surrendered. If one or both plates are lost, stolen, destroyed or have been taken by the Queensland Police Service as the vehicle is under a Number Plate Confiscation Notice, the statement in question 7 (overleaf) is required to be completed. Personalised/customised plate/s are not required to be surrendered, unless you wish to cancel the personalised/customised plate/s. No refund or part refund may be considered for the cancellation of personalised/customised plate/s.
- Lodging your application:** You can lodge your completed form and number plate/s or number plate receipt at a Department of Transport and Main Roads customer service centre or, if you live in a rural area, a Queensland Government Agency Program office or your local police station that provides registration services. Please visit www.tmr.qld.gov.au for a full list of services and locations. Alternatively, you can mail the completed form and number plate/s or number plate receipt to Department of Transport and Main Roads, Vehicle Cancellations, PO Box 372, LONGREACH QLD 4730. If you have already surrendered your number plate/s, or if you have personalised/customised plate/s and are retaining them, you can email the completed form and number plate receipt to regocancellations@tmr.qld.gov.au.
- Direct Debit:** If this vehicle is enrolled for Direct Debit, it is your responsibility to ensure the vehicle/ship is removed from the scheme prior to the cancellation of registration.

1. Registered operators details

Family/Organisation's name	Given name/s
<input type="text"/>	<input type="text"/>
Email address	Mobile/Telephone number
<input type="text"/>	<input type="text"/>
Residential/Organisation's address	Postcode
<input type="text"/>	<input type="text"/>
Postal address (if same as above write 'as above')	Postcode
<input type="text"/>	<input type="text"/>

If you are cancelling a vehicle, dealer plate or trailer trade plate go to **section 2**
If you are cancelling a ship, go to **section 3**

2. Vehicle details

Registration number	Vehicle make/model (for example, Ford Falcon)	Vehicle Identification Number/Chassis number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Go to **section 4**

3. Ship details

Registration number	Ship manufacturer	Engine number/s
<input type="text"/>	<input type="text"/>	<input type="text"/>

Ship registration numbers

It will be necessary to ensure that the ship registration numbers are removed and that the following declaration is completed.

I/We declare that the registration numbers have been removed from the hull.

Signature of person who removed the registration number	Date	Go to section 4
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	

4. Reason for vehicle/ship cancellation

Registered operator request	<input type="checkbox"/>	For vehicles - Plate/s must be surrendered or complete sections 6 (if applicable) and 7 .
Vehicle re-registered in Queensland/Interstate	<input type="checkbox"/>	
Vehicle was stolen	<input type="checkbox"/>	Complete sections 5, 6 (if applicable) and 7 .
Ship was stolen	<input type="checkbox"/>	Complete section 7 .
Accident or event (e.g. flood, fire)	<input type="checkbox"/>	Was the vehicle assessed by an insurer? (Vehicle only)
	Yes <input type="checkbox"/>	Insurer <input type="text"/> Claim number (if known) <input type="text"/>
	No <input type="checkbox"/>	If the vehicle is less than 16 years old, complete <i>Written-off Vehicle Notification - Individual (Form F4069)</i> to determine if the vehicle is to be recorded on the written-off vehicle register. Complete sections 6 (if applicable) and 7 .

Cancellation date for a vehicle may be backdated to the day after the accident or event only if:

- Documentation from an official source (for example, Insurer or Police) is provided confirming the date of the accident or event; **and**
- Section 7** is completed, confirming that the vehicle has not been used on a road since the accident or event; **and**
- Written-off Vehicle Notification - Individual (form F4069)* has been completed (**only** if the vehicle has not been assessed by an insurer).

Cancellation date for a ship is taken only on the day of the submission of the form.

5. Stolen Vehicle (complete if vehicle)

Note: This form can only be submitted after 31 days from the date of theft to allow for the vehicle recovery.

A police officer **must complete and stamp** the section below.

Date theft reported to police

/ /

Cancellation date can be back-dated to the day after theft reported.

Has the vehicle been recovered?

No

Yes Date of recovery

/ /

Report or reference number

Were the number plate/s recovered?

No

Yes

I hereby certify that the details shown are correct and the vehicle details are consistent with the vehicle reported stolen.

Police officer's name

Rank and number

Station (place official stamp here)

Date

/ /

6. Personalised/customised plate/s (To be completed for personalised/customised plate/s only, tick applicable statement)

Are vacant (plate/s not attached to a vehicle) personalised/customised plate/s only to be cancelled?

No

Yes Surrender the personalised/customised plate/s

Are the personalised/customised plate/s and the vehicle registration to be cancelled?

No

Yes Surrender the personalised/customised plate/s

Note: When personalised/customised plate/s are in joint names **both** signatures are required.

Signature/s of personalised/customised plate/s owner/s

Date

/ /

If the personalised/customised plate/s are to remain current and are being attached to another vehicle immediately a Remove and/or Attach Personalised/Customised Plates Application (form F2964) must be completed.

Note: If the personalised/customised plate/s have been taken by the Queensland Police Service as the vehicle is currently under a Number Plate Confiscation Notice, you cannot attach these plate/s to another vehicle during the confiscation period.

7. Statement - This section must be completed (tick all that are applicable)

I/We declare that the vehicle/ship registration that I am cancelling was validly paid.

The reason for the cancellation is that the vehicle was written-off as a result of an accident or event and the cancellation date is to be backdated. I/We declare that the vehicle has not been driven on the road since the accident or event.

Written-off vehicle deposited of by Insurer to Auction House and I am unable to access the vehicle to retrieve the number plates.

One or both plate/s cannot be surrendered due to being: Lost Stolen Destroyed

Plate/s have been taken by the Queensland Police Service as the vehicle is currently under a Number Plate Confiscation Notice.

All information provided in this document is true to the best of my/our knowledge.

It is an offence to give false or misleading information under the *Transport Operations (Road Use Management) Act*.

Maximum penalty may exceed \$7000.

Signature of registered operator/s (in the case of joint registered operators - at least **one** must sign)

Date

/ /

Privacy Statement: The Department of Transport and Main Roads collects information on this form to administer the register of vehicles under the *Transport Operations (Road Use Management) Act 1995* and ships under the *Transport Operations (Marine Safety) Act 1994*. This information may be used and released by the department under the provisions stated in these Acts and Regulations. Your personal information will not be disclosed to other third parties without your consent unless authorised or required by law.

Office use only

Number of plate/s surrendered? 1 2

Is the vehicle currently under a CONF restriction? No Yes 0 plates required.

Have full requirements been met? No Yes Initials _____

Vehicle/Ship Registration cancelled from _____ / _____ / _____ Refund amount _____ User Id _____

If the refund is to be issued by EFTPOS/Credit Card:

I confirm that all requirements have been met to issue an electronic refund.

Verifying Operator's Username _____ Verifying Operator's Signature _____