



Fact sheet

Fleet Licensing

The Department of Transport (DoT) offers a fleet licensing payment option for individuals and organisations that have ten or more vehicles licensed in their name. This facility allows owners to choose a common expiry date to align all their vehicle licences to expire on the nominated date.

Fleet Management Online

Fleet Management Online, accessible on DoTDirect, provides a convenient way for fleet customers to manage their accounts.

Fleet Management Online requires customers to have an active DoTDirect individual or organisation account.

Visit www.transport.wa.gov.au/dotdirect to find out how to register for a DoTDirect account.

Fleet schedules

Fleet schedules are available to fleet customers approximately six weeks before the renewal date by Fleet Management Online on DoTDirect, email, or mail.

The schedules display individual vehicle licence fees including GST, as well as listing the GST component separately.

Entire schedules can be renewed for periods of three, six or 12 months. Fleet customers must notify DoT of any necessary alterations required to a schedule.

DoT can provide a schedule of vehicles in excel format, the report provides vehicle details, however, this does not include licensing fees.

Adding vehicles to fleet schedules

Add eligible vehicles to a fleet and align the common expiry date through Fleet Management Online on DoTDirect, or email Fleet Licensing to add a vehicle to a schedule or align the common expiry date.

If a vehicle licence expiry is after the fleet expiry date, the vehicle can be added to the fleet and a credit adjustment will be automatically applied to the next schedule.

If a vehicle licence expires before the fleet expiry date, the vehicle must be renewed to the fleet common expiry date, prior to being added to the schedule. An Invoice will be issued to align to the fleet expiry date. Once paid, the vehicle can be added to the fleet schedule. Vehicles cannot be renewed prior to three months of their expiry.

Removing vehicles from fleet schedules

Remove vehicles from a fleet through Fleet Management Online on DoTDirect, or email your request to remove a vehicle from a fleet schedule to Fleet Licensing.

Annual inspections

Vehicles requiring an annual inspection have condition code 002 and are identified with an 'X' on the fleet schedule.

Vehicles can be inspected up to 90 days before the renewal date. The certificate of inspection must be presented to a DVS centre, regional DoT office or agent prior to renewal. Vehicles that have not passed an inspection are automatically removed from the fleet schedule. The vehicles can be renewed once they have passed inspection.

Payment options

DoTDirect: Fleet schedules can be paid online through Fleet Management Online on DoTDirect using a credit card.

BPAY: Refer to the Fleet Schedule for biller code and reference number. Allow three days processing time for payments using BPAY. The amount paid must match the amount payable for the desired licensing period on the fleet schedule. Part payments will not be accepted.

Post: Payments must be received by DoT a minimum of seven working days prior to the expiry date to allow for processing. Cheques must be made payable to the 'Department of Transport' and attached to a copy of the fleet schedule.

In person: Payments can be made at a DVS centre, regional DoT office or agent by cash, cheque or EFTPOS with an up-to-date schedule.

Credit card: Payments can be accepted over the phone to 1300 765 106, or in person at a DVS centre, regional DoT office or agent.

A limit of \$20,000 per transaction applies to all EFTPOS and credit card transactions. A \$5 million transaction limit applies to BPAY.

Fleet schedule payments cannot be made by Electronic Funds Transfer (EFT) or direct debit.

Once a schedule has been paid, the payment receipt will be emailed or mailed, and the vehicle licence sent by mail.

Contact details

Telephone: 1300 765 106 (option 1)

Monday to Friday, 8am to 5pm

Email: fleetlicensing@transport.wa.gov.au

Post: Fleet Licensing
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