



Department of  
Transport



# Trade Plates

Issue and Use Guidelines

## Contents

<b>1. Purpose</b>	<b>4</b>
<b>2. Validity</b>	<b>4</b>
<b>3. Legislative Provisions</b>	<b>4</b>
<b>4. Example Scenarios Provided in this Document</b>	<b>4</b>
<b>5. Trade Plates</b>	<b>4</b>
<b>6. Eligible Applicants</b>	<b>5</b>
<b>7. Application for Trade Plates</b>	<b>6</b>
<b>8. Trade Plate Fees</b>	<b>6</b>
8.1 Trade Plate Deposit	6
8.2 Fee for the Assignment and Issue of Trade Plates	6
8.3 Trade Renewal Costs	6
8.4 Trade Plate Labels	7
<b>9. Conditions for the Use of Trade Plates</b>	<b>7</b>
9.1 Vehicles Eligible to Use Trade Plates	7
9.2 Other Eligible Vehicles	7
9.3 Height and Length Restrictions for Agricultural Machines	8
9.4 Movement of Unlicensed Vehicles	9
9.5 Vehicles to be Driven to a Point of Display	10
9.6 Carrying Goods While Using Trade Plates	10
9.7 Piggy Backing	10
9.8 Use of Trade Plates on Trailers, Caravans and Motorcycles	10
9.9 Affixing Trade Plates	11
9.10 Rules for Affixing Trade Plates to a Vehicle:	11
9.11 Vehicles Travelling in Convoy	11
9.12 Lost Trade Plates	11
9.15 Damaged or Dilapidated Trade Plates	12
9.16 Use of WA Trade Plates Outside of WA	12
9.13 Stolen Trade Plates	12
9.14 Seized Trade Plates	12
<b>10. Auditing of Trade Plates</b>	<b>13</b>
<b>11. Contact Information Regarding Trade Plates</b>	<b>13</b>
<b>12. Checklist for Trade Plate Applications</b>	<b>13</b>



## 1. Purpose

The Issue and Use of Trade Plates – Guidelines (guidelines) has been prepared to support plate holders in the application for, operation and use of trade plates.

## 2. Validity

Once amended, these guidelines will be published on the Department of Transport (DoT) website and distributed to the Western Australia Police Force (WAPF), Motor Trade Association of WA (Inc.) (MTAWA), WA Farmers Federation (Inc.), and Farm Machinery Dealers Association of WA (Inc.).

## 3. Legislative Provisions

Trade plates are governed by the following legislation and subsidiary legislation:

- *Road Traffic (Vehicles) Act 2012*
- *Road Traffic (Vehicles) Regulations 2014*

The guidelines provide an easy interpretation and application of the governing legislation.

## 4. Example Scenarios Provided in this Document

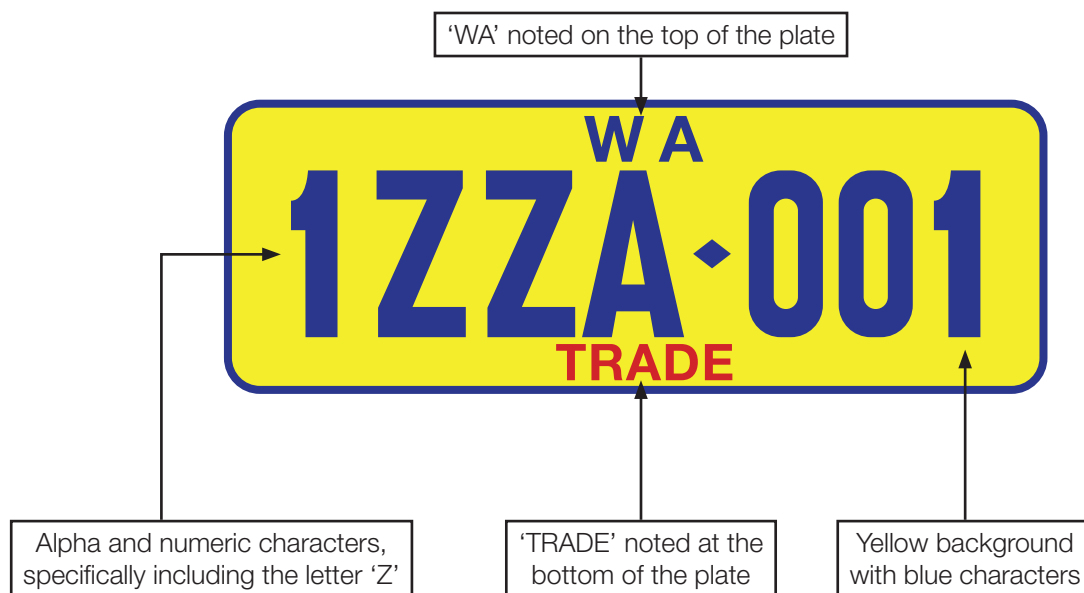
Examples have been provided throughout this document. These examples aim to provide a series of real-life situations in which the legislative provisions governing trade plates can be applied. It should be noted that the examples provided are not an exhaustive list of scenarios in which trade plates can be used.

For further information on whether a specific use of trade plates is provided for under the legislation contact the Department on 1300 765 106 or [trade.plates@transport.wa.gov.au](mailto:trade.plates@transport.wa.gov.au)

## 5. Trade Plates

Once affixed to an eligible vehicle, trade plates enable plate holders to move unlicensed vehicles on a road for specific purposes. Trade plates have been specifically designed for use by businesses operating in the motor trade and agricultural machinery industry in WA.

WA trade plates are manufactured in the following format:



## 6. Eligible Applicants

Applicants for trade plates must be registered as a business entity (i.e. hold an ABN), and fall into one of the following classifications for an application for trade plates to be considered:

- **Manufacturers of vehicles** – those classes of businesses who make and produce those vehicles listed in the *Motor Vehicle Dealers Act 1973*. This includes:
  - o Trailer manufacturers and repairers; and
  - o Boat trailer manufacturers and repairers.
- **Dealers in vehicles** – dealers (authorised by the Department of Mines, Industry Regulation and Safety) who buy, sell or act as an agent for other persons who buy or sell vehicles and includes lease companies and car hire operators. In each instance, the applicant would hold a motor vehicle dealer's licence or have an exemption from holding a licence under the *Motor Vehicle Dealers Act 1973*. This includes:
  - o Caravan dealers
  - o Boat dealers.
- **Registered used car dealers** – classes of businesses who deal in used cars and hold a motor vehicle dealer's licence under the *Motor Vehicle Dealers Act 1973*.
- **Motor vehicle repairers** – classes of persons (businesses) who are currently in business as a repairer of motor vehicles. These businesses must hold a repairers certificate from the Department of Mines, Industry Regulation and Safety.
- **Transporters of motor vehicles** – classes of persons (businesses) who act as a contractor directly working for a manufacturer or a dealer in new vehicles, or a registered used car dealer.
- **Builders of vehicles bodies** – classes of persons (businesses) who manufacture or install bodies onto vehicles.
- **Window tinters**
- **Car detailers**
- **Applying graphics or signage**
- **Installation or repair of audio, security or communications equipment and**
- **Customs brokerage**

***Road Traffic (Vehicle) Regulations 2014 - regulation 132***

***Motor Vehicle Dealers Act 1973***

## 7. Application for Trade Plates

An application for trade plates is required for the initial issue of one or more sets of plates, or to request additional trade plates. Applicants must complete the Application for Trade Plates (E96) form, attach supporting documents and send to:

Email: [Trade.Plates@transport.wa.gov.au](mailto:Trade.Plates@transport.wa.gov.au)

or post:

Trade Plates  
Department of Transport  
GPO Box R1290  
Perth WA 6844

The application should include the following information:

- The nature of the applicant's business.
- The reason trade plates are required.
- The number of trade plates that have already been issued to the applicant or organisation (if applicable).
- How often the trade plates are likely to be used.
- Any other relevant information in support of the application.

The E96 application must be signed by a company director or sole proprietor.

A copy of the following certifications should also be included with the written application (whichever applies to the applicant's or organisation's business):

- Current motor vehicle dealer licence.
- Certificate of authorised premises.
- Motor vehicle repair certificate.
- Certificate of business registration.
- Record of registration of a business name.

Incomplete applications may incur delays.

## 8. Trade Plate Fees

Once an application has been approved, the applicant will receive notification from DVS to collect their trade plates from their nearest DVS centre, regional DoT office or agent. The applicant will be required to pay a deposit and an annual fee to collect the trade plates.

### 8.1 Trade Plate Deposit

The deposit for trade plates is payable upon initial issue. The deposit is returned to the plate holder if the trade plates are returned to DVS before, or within 15 days, after the expiry date of the annual permit fee.

The trade plate deposit will be forfeited if one or more of the trade plates are lost, or the trade plates are not returned to DVS within 15 days of the expiry date of the annual licence fee.

The deposit will not be forfeited if the trade plates are reported to DVS as stolen, or are damaged or dilapidated.

### 8.2 Fee for the Assignment and Issue of Trade Plates

A plate fee is payable for the initial issue of each set of trade plates.

### 8.3 Trade Renewal Costs

The total cost of renewing trade plates each year is comprised of the following components;

- Trade plate annual fee as prescribed by *Road Traffic (Vehicles) Regulations 2014*.
- Motor injury third party insurance premium.
- Goods and services tax (GST).

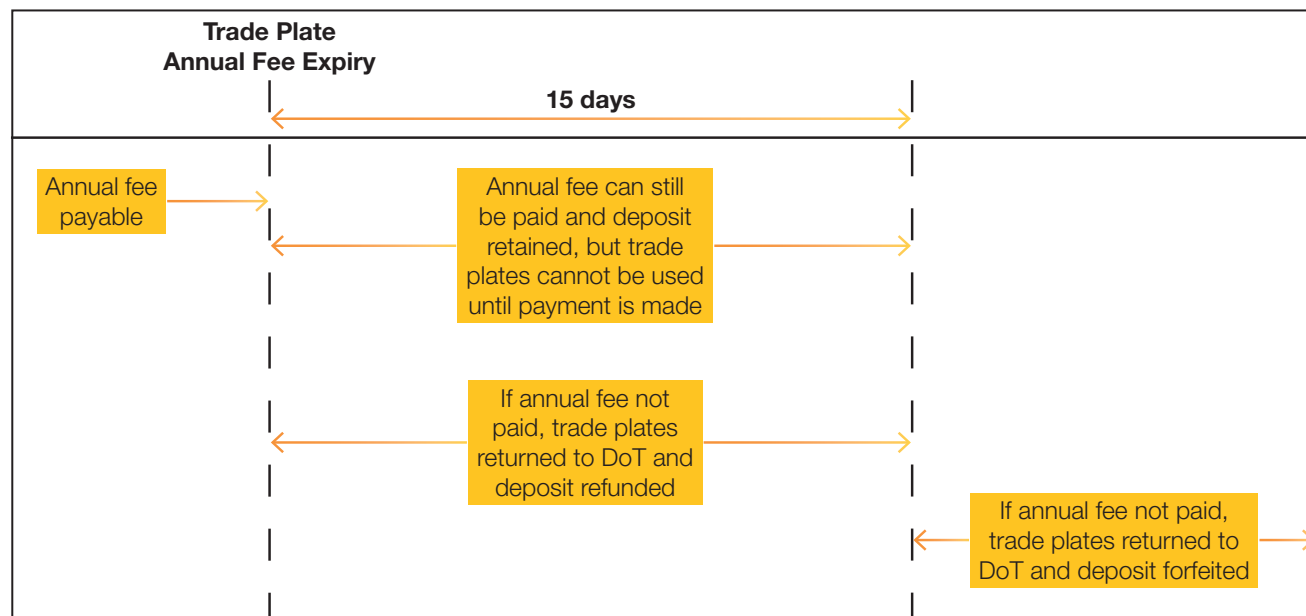
Renewal of trade plates must be paid by the due date at a DVS centre, regional DoT office or agent.

**Note:** Payment of the trade plate annual fee cannot currently be made at an Australia Post office, by BPay®, by credit card over the phone or via the internet.

Trade plates cannot be used past the expiry date if the annual fee has not been paid. If used, they may be seized by the WA Police Force. A plate holder has up to 15 days after the expiry of the annual fee to pay for the renewal before their deposit is forfeited and the trade plates have to be returned to DVS.

If the annual fee is not paid within 15 days of the due date, trade plates must be returned to DVS. If the plate holder wishes to continue to use trade plates, a new application for trade plates must be made.

The relationship between the annual fee and the deposit is shown in the diagram below:



### 8.4 Trade Plate Labels

Once the annual fee has been paid, the plate holder will be issued with a set of adhesive labels (sticker) to be affixed to the trade plates. This label will show the month and year of the trade plate annual fee expiry and must be displayed in a prominent location on the trade plate.

The use of a trade plate that does not have a label, or the correct label, attached to it may result in the trade plate(s) being seized. Trade plate labels can be requested over the phone, obtained from any DVS centre, regional DoT office or agent upon presentation of identification.

## 9. Conditions for the Use of Trade Plates

Trade plate holders must adhere to the conditions for the use of trade plates. Failure to comply may result in the trade plates being seized by the WA Police Force or an authorised DVS officer.

### 9.1 Vehicles Eligible to Use Trade Plates

Trade plates can be used to move unlicensed vehicles that comply with the vehicle standards.

#### ***Road Traffic (Vehicle) Regulations 2014 - regulation 137, 138***

### 9.2 Other Eligible Vehicles

Trade plates can only be used to move unlicensed vehicles that do not comply with vehicle standards if it is a vehicle:

With only a cab and chassis provided it has:

- effective steering, brakes and suspensions (if fitted);
- a driver's seat that allows the driver to have a full and uninterrupted view of the road and any traffic ahead and on each side of the driver;
- wheels and tyres or rubber tracks;
- mudguards for each wheel or mudflaps for rear wheels;
- lights at the front and rear;
- reflectors at the rear;
- a means of transmitting power from the engine to the wheels; and
- a structure that will not fail when it is used for the purpose for which it was designed.

That ordinarily would comply with vehicle standards, but does not have a compliance plate fitted to it, provided it has:

- effective steering, brakes and suspensions (if fitted);
- a driver's seat that allows the driver to have a full and uninterrupted view of the road and any traffic ahead and on each side of the driver;
- wheels and tyres or rubber tracks;
- mudguards for each wheel or mudflaps for rear wheels;
- lights at the front and rear;
- reflectors at the rear;
- a means of transmitting power from the engine to the wheels, and
- a structure that will not fail when it is used for the purpose for which it was designed.

Is an agricultural machine, provided it:

- has a driver's seat that allows the driver to have a full and uninterrupted view of the road and any traffic ahead and on each side of the driver;
- has wheels and tyres or rubber tracks;
- has lights at the front if the machine is used between sunrise and sunset;
- has lights at the front and rear if the machine is used between sunset and sunrise;
- has reflectors at the rear;
- has a means of transmitting power from the engine to the wheels;
- has a structure that will not fail when it is used for the purpose for which it was designed;
- complies with the height and length restrictions detailed below; and
- has effective steering, brakes and suspensions (if fitted).

**Note:** While eligible vehicles using trade plates must comply with the above conditions, many of the fixtures and fittings required do not necessarily have to be permanent.

**For example:** Robust mudflaps and mudguards may be temporarily attached to the vehicle until movement with trade plates is completed.

**For example:** Lights may be temporarily attached to a vehicle in a light board configuration until movement with trade plates is completed.

#### ***Road Traffic (Vehicle) Regulations 2014 - regulation 137***

### 9.3 Height and Length Restrictions for Agricultural Machines

Trade plates can only be used to move agricultural machines that are:

- not more than 2.5 metres wide, 4.3 metres high and 12 metres long, and comply with applicable provisions of the *Road Traffic (Vehicles) Regulations 2014* - Schedule 1;
- more than 2.5 metres but not more than 3.5 metres wide and not more than 4.3 metres high and 12 metres long and:
  - o comply with the *Road Traffic (Vehicles) Regulations 2014* - Schedule 1;
  - o if driven at night on a road, have lights fitted and lit;
  - o not be used on a road within a radius of 30 km of the intersection of St Georges Terrace and Barrack Street, Perth during peak hours;
  - o more than 3.5 metres but not more than 6 metres wide and not more than 4.3 metres high and 12 metres long and comply with the *Road Traffic (Vehicles) Regulations 2014* - Schedule 1; and
  - o not used on a road without the prior written approval of the Commissioner of Main Roads; and
- more than 4.3 metres but not more than 4.6 metres high and not used on a road without the prior written approval of Western Power Corporation.

#### **Road Traffic (Vehicle) Regulations 2014 - regulation 137, 138, 448**

A table summarising these requirements can be found below:

#### **Height and length restrictions for trade plates used on agricultural machines.**

Trade plates can be used to move self-propelled agricultural machinery subject to the following conditions, as outlined in the A Guide to the Movement of Towed Agricultural Implements in Western Australia:

WIDTH	HEIGHT	LENGTH	CONDITIONS
Up to 2.5m	Not exceeding 4.3m	Not exceeding 12m	<ul style="list-style-type: none"> <li>Complies with Part 4 of the General Requirements of the Guide to Movement of Towed Agricultural Implements in Western Australia</li> <li>Complies to applicable conditions in <i>Road Traffic (Vehicles) Regulations 2014</i></li> </ul>
Exceeds 2.5m but not 3.5m	Not exceeding 4.3m	Not exceeding 12m	<ul style="list-style-type: none"> <li>Complies with Part 4 of the General Requirements of the Guide to Movement of Towed Agricultural Implements in Western Australia</li> <li>Complies to conditions detailed in <i>Road Traffic (Vehicles) Regulations 2014</i></li> <li>if driven at night on a road, have lights fitted and lit as prescribed by <i>Road Traffic (Vehicles) Regulations 2014</i></li> <li>not be used on a road within a radius of 30 km of the intersection of St Georges Terrace and Barrack Street, Perth during peak hours</li> </ul>
Exceeds 3.5m but not 6m	Not exceeding 4.3m	Not exceeding 12m	<ul style="list-style-type: none"> <li>Complies with Part 4 of the General Requirements of the Guide to Movement of Towed Agricultural Implements in Western Australia</li> <li>Complies to conditions detailed in <i>Road Traffic (Vehicles) Regulations 2014</i></li> <li>Not to be used on a road without approval from Main Roads</li> </ul>
	Exceeds 4.3m but not 4.6m		<ul style="list-style-type: none"> <li>Not to be used on a road without approval from Western Power Corporation</li> </ul>
Exceeds 6m	Exceeds 4.6m		<ul style="list-style-type: none"> <li>Not to be moved on trade plates. Temporary Movement Permit to be obtained from DVS Vehicle Safety and Standards</li> </ul>



## 9.4 Movement of Unlicensed Vehicles

Trade plates may be used to move eligible unlicensed vehicles for the following purposes:

### **Trial after completion of repair.**

Example 1: An unlicensed car is test driven after having an engine replacement.

### **Delivery to or from a manufacturer, dealer, repairer or his agent.**

Example 1: An unlicensed new car is delivered from Fremantle wharf to a dealer's yard in Victoria Park.

Example 2: Moving a vehicle from a dealership to a repairer, panel shop or fuel depot.

### **Being driven from the premises of a dealer to the premises of an intending purchaser for trial.**

Example 1: An unlicensed used car is driven from a dealership in Wangara to a company's office in Joondalup for the CEO to trial before purchasing.

### **Trial by an intending purchaser for an unbroken period not exceeding 24 hours.**

Example 1: A potential buyer test drives a new unlicensed car.

### **Delivery to a purchaser after a sale.**

Example 1: An agricultural machine is delivered to a farm after sale of the vehicle.

### **Being driven to a DVS or Authorised Inspection Station to be examined or licensed and return.**

Example 1: A newly manufactured box trailer is taken to the local DVS or authorised inspection centre to be examined and licensed.

### **Being driven to or from an agricultural show, agricultural field day or a motor show for the purpose of exhibiting the vehicle.**

Vehicles using trade plates for this purpose can also carry another vehicle or vehicles, provided the vehicles have the same owner.

Example 1: A new caravan is taken to the Claremont Showgrounds to be exhibited at the Perth Caravan & Camping Show.

Example 2: A new trailer carrying an ATV is taken to the Claremont Showgrounds to be exhibited at the Perth Caravan & Camping Show (provided both the trailer and ATV belong to the same owner).

Example 3: A new agricultural seeder is taken to Dowerin to be exhibited at the Dowerin Field Days.

## **Road Traffic (Vehicle) Regulations 2014 - regulation 138**

### **9.5 Vehicles to be Driven to a Point of Display**

The regulations do not provide for trade plates to be used for the movement of unlicensed vehicles for the purposes of display at shopping centres, shopping precincts or any other area in connection with a raffle, charity or any other such event.

Motor vehicle dealers who wish to drive a vehicle for purposes such as this must obtain a temporary movement permit by contacting the DVS Customer Contact Centre on 13 11 56 or attending a DVS centre, regional DoT office and agent, or via the DoT website.

### **9.6 Carrying Goods While Using Trade Plates**

When using trade plates on a vehicle, the vehicle cannot be used to carry goods other than:

- Goods essential for the operation of the vehicle (e.g. additional fuel, wheels, tyres and tools are carried in a vehicle).
- Goods for the comfort of the driver or people travelling in the vehicle (e.g. a driver carries food and other personal supplies in the vehicle when transporting it from Perth to Kalgoorlie).
- Other vehicles provided all vehicles have the same owner and are being driven to and from an agricultural show, agricultural field day or a motor show (e.g. a new trailer carrying an ATV is taken to the Caravan and Camping Show, provided both the trailer and ATV belong to the same owner).
- Goods belonging to the holder of the trade plate (or their customer). These goods can be transported to and from the trade plate holder or the customer. (e.g. an unlicensed boat trailer can be moved from the Fremantle wharf to a boat dealership with a boat attached; or multiple trailers to be delivered to a customer may be transported on the trailer displaying trade plates).

It is not intended that trade plates enable plate holders to use unlicensed vehicles to transport commercial goods unrelated to their core business. Should a trade plate holder be uncertain whether the goods they wish to transport are eligible to be carried on an unlicensed vehicle using trade plates, clarification should be sought from DVS on 13 11 56.

## 9.7 Piggy Backing

Piggy backing is a method of transporting a vehicle by bolting it securely to another (primary) vehicle that is being driven. Trade plates may be used for the movement of piggy backed vehicles.

One set of trade plates are required for the movement of the piggy backed vehicle. A trade plate should be affixed to the front of the vehicle being driven and a second trade plate should be affixed to the rear of the vehicle being transported by this method.

### **Road Traffic (Vehicle) Regulations 2014 - regulation 137**

## 9.8 Use of Trade Plates on Trailers, Caravans and Motorcycles

When trade plates are issued only for the movement of trailers, caravans and motorcycles, only one trade plate forms a set issued to the plate holder.

Where an unlicensed trailer or caravan is being towed by a licensed vehicle, one trade plate should be affixed to the rear of the unlicensed trailer or caravan.

Where an unlicensed trailer or caravan is being towed by an unlicensed vehicle, one set of two trade plates can be used for the movement of these vehicles. One plate should be affixed to the front of the towing vehicle and the other at the rear of the trailer or caravan.

However, if the caravan or trailer is to become disconnected from the towing vehicle at any point during a journey, the trade plate used on the caravan or trailer must be removed and attached to the towing vehicle. Another trade plate or set of trade plates will be required to move the caravan or trailer with another vehicle.

Where a plate holder holds a set of two trade plates, those plates can only be used as a set to move one unlicensed vehicle or vehicles travelling as one combination. Splitting up a set of trade plates bearing the same characters and numbers to move two separate trailers or caravans is not permitted.

## 9.9 Affixing Trade Plates

### Authorised Drivers

Once trade plates are affixed to an eligible vehicle it may be driven by:

- the registered holder of the trade plates;
- an employee of the registered holder of trade plates; or
- a person authorised by the registered holder of the trade plates.

A register must be kept by the trade plate holder that details the users/drivers of vehicles with trade plates attached. This will help identify a driver should the vehicle be used to commit a traffic offence that is captured through, for example, a red-light camera or speed camera. Under owner onus laws, the plate holder will be required to identify the driver at the time of the offence or will be liable for an infringement and further prosecution.

### **Road Traffic (Vehicle) Regulations 2014 - regulation 138**

## 9.10 Rules for Affixing Trade Plates to a Vehicle:

Each eligible vehicle travelling on a road must have the necessary number of trade plates affixed, being:

- One plate, on the rear, for a trailer, caravan or motorbike; or
- Two plates, one on the front and one on the rear, for all other motor vehicles.

Trade plates must be affixed to a vehicle:

- in a secure manner so they cannot fall off the vehicle. It is up to trade plate holders as to the material or method used to affix trade plates (e.g. screws, cable ties etc.) to a vehicle, and whatever means are used, the plates must be securely fastened as to not be able to become detached from the vehicle during use;
- in the position on the vehicle where ordinarily number plates would be affixed. For example, trade plates cannot be displayed on a car dashboard or rear parcel shelf;
- so that they are visible to all road users at all times. Trade plates cannot be attached to a vehicle in a manner that means they could become obscured at any time during the journey. For example, a trade plate that is affixed at only one point such as in an unsecured pouch, could flip over during the course of the journey; and
- trade plates must not be covered by any reflective material, such as plastic, that would affect detection of the plate characters by WA Police Force equipment, such as red-light cameras or speed cameras.

### **Road Traffic (Vehicle) Regulations 2014 - regulation 139**

### 9.11 Vehicles Travelling in Convoy

In the event that more than one vehicle is being moved, also known as movement in convoy, each vehicle is required to have a set of trade plates affixed to the vehicle. For example, if four vehicles are being moved in convoy, four sets of trade plates will be required (i.e. one set for each vehicle).

### 9.12 Lost Trade Plates

In the event that one or more trade plates are lost, the plate holder must notify DVS of the loss as soon as practicable. This must be done in writing by completing a Lost/Stolen Number Plates Notification (VL14) form available on the DoT website, and the plate holder attending a DVS centre or regional DoT office or agent.

Where a single trade plate belonging to a set has been lost and reported, the remaining trade plate must be returned to DVS. The trade plate deposit paid for the lost plate(s) will be forfeited. If a replacement set of plates is required, the plate holder will be required to pay a new trade plate deposit. Any remaining annual fee paid for the lost set of plates can be allocated to the new plates, along with the corresponding trade plate sticker.

For example, a motor vehicle repairer has a set of trade plates and has paid the annual fee until 30 May. In January, he realises that one of the plates has been lost. He returns the remaining trade plate to a DVS centre and completes a Lost/Stolen Number Plates Notification (VL14) form. As he needs a set of trade plates to test drive unlicensed vehicles that have been repaired, he pays a new deposit and has a new set of trade plates issued. The expiry date for the annual fee on the new plates remains as 30 May.

### 9.13 Stolen Trade Plates

In the event that one or more trade plates are stolen, the plate holder must notify DVS of the theft as soon as practicable. This must be done in writing by completing the VL14 form available on the DoT website, and the plate holder attending a DVS centre or regional DoT office or agent.

Any trade plates in the set that have not been stolen should be returned to DVS at this time.

If the theft is reported to the WA Police Force and the plate holder can provide an Incident Report number, the trade plate deposit paid for the stolen plate(s) will be not forfeited. If a replacement set of plates is required, the plate holder can request this at the time of making of lodging the VL14 form. The trade plate deposit and any remaining annual fee paid for the stolen set of plates will be allocated to the new plates, along with the corresponding trade plate label.

For example: a motor vehicle dealer's premises is burgled, and a set of trade plates are stolen, along with other goods and equipment. The car dealer reports the burglary to the WA Police Force then attends a DVS centre, regional DoT office or agent to provide an Incident Report number and lodge the VL14 form.

The motor vehicle dealer needs a set of trade plates so potential purchasers can test drive new unlicensed vehicles. A new set of trade plates are issued to the car dealer. The expiry date for the annual fee on the new plates is the same as the stolen plates and no additional deposit is required.

### 9.14 Seized Trade Plates

If a vehicle is detected using trade plates contrary to the conditions of use outlined in these guidelines or if the trade plate has expired, a member of the WA Police Force or an authorised DVS officer may seize and take possession of the trade plates being used.

Depending on the nature of the offence, the plate holder may be prosecuted and required to pay a penalty either for breaching the *Road Traffic (Vehicles) Regulations 2014*, or for driving an unlicensed vehicle on the road without authority.

Trade plates that have been seized may be returned to the plate holder by DVS. In these circumstances, the plate holder does not forfeit the plate deposit.

## **Road Traffic (Vehicle) Regulations 2014 - regulation 140**

### 9.15 Damaged or Dilapidated Trade Plates

A trade plate may become damaged or dilapidated to such an extent as to render it illegible to WA Police Force or other road users. If this occurs, all trade plates in the set should be returned to a DVS centre or regional DoT office or agent by the registered plate holder.

Upon payment of a plate fee, the plate holder will be issued with a new set of plates. The trade plate deposit and annual fee paid in respect to the damaged or dilapidated plates will be allocated to the new replacement set of trade plates, along with the corresponding trade plate sticker.

## **Road Traffic (Vehicle) Regulations 2014 - regulation 134, 135, 136**

## 9.16 Use of WA Trade Plates Outside of WA

WA trade plates are valid for use within WA.

Each Australian jurisdiction applies their own specific conditions for issue and use of trade plates within their State or Territory. Should a plate holder wish to use their WA trade plates in another Australian jurisdiction, it is recommended that direct contact is made with the licensing authority in that State or Territory to confirm whether the use is permitted.

Trade plates issued in other jurisdictions may be recognised in WA if the plates are used in accordance with the conditions allocated by the issuing authority. Holders of trade plates issued in other States or Territories are advised to contact DVS to confirm whether they may be used in WA.

## 10. Auditing of Trade Plates

DVS conducts an auditing process on trade plates and those who use them to ensure they are being used in accordance with the above conditions, and to provide information and education to trade plate holders. DVS also conducts the audit to ensure the trade plate holder is still eligible to use the plates.

Audits are conducted with the trade plate holder at their premises. Following the completion of an audit, DVS will issue written advice to the trade plate holder as to whether a breach of the regulations has been identified and any action that may be taken. This action may include the issue of a warning letter or, in some cases, seizure of the trade plates.

The WA Police Force has authority to seize trade plates they believe have been used contrary to the governing regulations. Trade plates that have been seized are then provided to DVS. In this event, DVS will conduct an audit on the trade plate holder as a matter of urgency.

## 11. Contact Information Regarding Trade Plates

Information regarding this document and/or trade plates should be directed to:

Email: [Trade.Plates@transport.wa.gov.au](mailto:Trade.Plates@transport.wa.gov.au)

or post:

Trade Plates  
Department of Transport  
GPO Box R1290  
Perth WA 6844

Phone queries can also be made through the Customer Contact Centre on 13 11 56 (Australia-wide) or Vehicle Services (Plates) on 1300 765 106.

## 12. Checklist for Trade Plate Applications

Written applications for trade plates must include the following information (where applicable):

- ☐ Completed Application for Trade Plates (E96) form.
- ☐ Full entity and Trading As name of applicant (e.g. Srac Pty Ltd trading as Bob's New and Used Cars).
- ☐ Full company and trading addresses, contact telephone number, email address and any separate postal address.
- ☐ Full description of the business being conducted.
- ☐ Reason(s) why trade plate/s are required by the applicant.
- ☐ How often the trade plate/s would be used.
- ☐ List of trade plate/s already held by the applicant.
- ☐ Dealer Licence Number (if a registered Motor Vehicle Dealer).
- ☐ Number of vehicles currently on hand (if a registered Motor Vehicle Dealer).
- ☐ Name of a contact person for the application.
- ☐ Copy of current Motor Dealer's Licence (if a registered Motor Vehicle Dealer).
- ☐ Copy of Certificate of Authorised Premises.
- ☐ Copy of current Motor Vehicle Repairer's Licence (if a registered motor vehicle repairer).
- ☐ Certificate of Business Registration.
- ☐ Record of Registration of a Business Name



