



A GUIDE TO REGISTERING YOUR VEHICLE & LICENCING YOUR VEHICLE

There are two main parts to vehicle ownership

- **Registering your vehicle**
- **Licensing your vehicle**

Registering your vehicle

If you have imported a vehicle it must be registered with Inland Revenue before you can get a vehicle licence. To do this, you will need to provide IRD with the importation documentation and a completed application form for registration of a motor vehicle (TR01).

If you have purchased a vehicle from another owner both of you will be required to complete the bottom section of the Vehicle Registration Certificate. This is the proof and confirmation of the ownership transfer.

Upon receiving either of these forms Inland Revenue will issue a Vehicle Registration Certificate for the owner. This must be kept in the vehicle at all times and will also be used when ownership is transferred in the future. The new owner is required to notify Inland Revenue within 14 days of taking possession of the vehicle.

Licensing your Vehicle

There are a number of steps in the licensing process.

Step 1. Vehicle Inspection

Go to the Ministry of Infrastructure and Development (MID) and pay for your inspection fee.

Take the receipt to the Public Works Department to arrange a time for them to inspect your vehicle. If you are prepared to wait they can often do it then.

Step 2. Insurance

Third party insurance is compulsory. It can be purchased from one of 2 insurance companies (QBE and Tower) or through a broker.

Step 3. Issue of Licence

Bring your certificate of inspection and third party insurance policy to IRD, along with a completed 'Application for Licensing a Motor Vehicle' form (TR03).

IRD will process the application and provide you with a vehicle licence for you to display on the left hand side of your windscreen.

Fees and Payments	Amount	Duration
Vehicle Registration Certificate	Nil	
Reprinted Vehicle Registration Certificate	\$10.00	Each
Vehicle Licence Plates (from 1 July for new vehicles)	\$200.00	a pair
Vehicle Inspection Fee	\$138.00	Each
All retests	\$138.00	Each
Vehicle Licence		
(a) Heavy Public Service Vehicle (more than 26 seats)	\$860.00	3 months
(b) Light Public Service Vehicles		
(i) Light buses (up to 12 seats)	\$344.00	3 months
(ii) Light buses (13 - 26 seats)	\$516.00	3 months
(iii) Taxis	\$344.00	3 months
(iv) Other (including rentals)	\$344.00	3 months
(c) Heavy Goods Vehicle		
(i) More than 7.5 tons; unladen	\$6,875.00	1 year
(ii) Tracked vehicles	\$6,875.00	1 year
(d) Light Goods Vehicle		
(i) Up to 3.5 tons; unladen	\$1,375.00	1 year
(ii) More than 3.5 tons but not exceeding 7.5 tons; unladen	\$2,750.00	1 year
(e) Motor Tractors	\$413.00	1 year
(f) Trailers	\$344.00	1 year
(g) Private Motor Cars		
(i) Up to 2,000cc	\$825.00	1 year
(ii) Over 2,000cc	\$1,375.00	1 year
(h) Invalid Carriages	Nil	
(i) Motor Cycles		
(i) Up to 250cc	\$206.00	1 year
(ii) Over 250cc	\$344.00	1 year

Who should I contact if I need more information?

You can contact Inland Revenue's Driver and Vehicle Licensing Team on 28243. Licensing forms can be downloaded from our website www.ird.gov.sb