

# Number Plates and/or Cancellation of Registration B

## Customer information

If you have disposed of this vehicle you are not entitled to cancel the registration, please complete a Notice of Disposal.

Office use attachments

- NSW number plates always remain the property of Transport for NSW.
- Transport for NSW does not replace lost, stolen or destroyed plates with the same content except in limited circumstances.
- If you are not already recorded on Transport's database, you must attend a service centre in person and provide proof of identity.
- If you are sending a representative to a service centre to conduct business on your behalf, sign the declaration and fill in the representative authority section of this form (see sections 8 and 9).
- Use Trader's Plate Application form 1100 to order or replace trade plates.
- If your vehicle has liquefied petroleum gas (LPG) or compressed natural gas (CNG) installed or is electric, hybrid (EV) or hydrogen (H) powered, you are legally required to display appropriate warning labels on the vehicle's number plates. These labels must not obscure any information on the number plate. Heavy fines may apply if these labels are not attached.
- For Special Number Plate queries and to view the Terms and Conditions, contact MyPlates on **02 9433 1600** or go to [myplates.com.au](http://myplates.com.au)

### 1. Customer details

NSW Driver Licence/Customer number

Customer or organisation name

Residential/business address

Postcode

Mailing address (If different from residential address. All mail will be posted to this address)

Postcode

**I would like to:**

- Cancel registration  **now go to 2**
- Report lost/stolen/destroyed number plates  **now go to 3**
- Order number plates  **now go to 4**
- Collect or replace number plates  **now go to 6**
- Return direct delivery or reserve number plates  **now go to 7**

### 2. Cancel the registration

NSW number plate

Provide the incident date if the vehicle was stolen or written-off.

**You will need to provide evidence of this date.**

day
/
month
/
year

You must return/account for all number plates associated to the vehicle.

- I have all number plates  **now go to 8**
- One or more of the number plates have been lost, stolen or destroyed  **now go to 3**
- My insurer has the number plates  **now go to 8**
- I would like my number plates reserved  **now go to 7**

### 3. Lost, stolen or destroyed number plates

NSW number plate

Type of plate

Vehicle  Cycle/trailer  Auxiliary (bike rack)

**How many plates are:**

Lost  Stolen  Destroyed

When number plates have been stolen, you are required to report the details to the NSW Police and obtain a Police event number. This can be done by phoning the Police Assistance Line on **131 444**.

Police event number

I would like to:

- Request replacement number plates  **now go to 6**
- Report number plates as lost/stolen only (direct delivery)  **now go to 8**

**4. Order number plates**

To order number plates, you must provide an email address and phone number that will only be used for notifications about your number plate order.

You can only order or remake plates that have not been lost, stolen or destroyed. You must hand in two (2) number plates when you collect your plates.

- I want to remake my plates
- I want to order personalised plates
- I want to order an auxiliary (bike rack) plate

Enter content below and include spacing when needed.

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Confirm your plate style. Write the exact name of the plate as shown in the myPlates brochure, for example Classic Red, Lipstick Pink, Classic Euro Black.

Are the plates for a light vehicle or heavy vehicle?

- Light (under 4.5 tonnes)
- Heavy (over 4.5 tonnes)

**Email address and phone number**

Updates about your number plate order will be sent to the email address and phone number you provide here. To update your details for other Service NSW transactions, please update your MyService Account.

Email address

Phone number

Are you ordering these Special Number Plates as a gift?

- Yes  No  **now go to 5**

**Gift plates**

Recipient name

Recipient residential/business address

Postcode

NSW Driver Licence, customer number or plate number who is to be issued with these plates

- I would like to be advised that the plates are available for collection at the email address above.
- I would like the recipient of the gift to be advised that the plates are available for collection. Their email address to receive notification about the number plate order is:

Email address of gift recipient

**now go to 5**

**5. Delivery options**

I have ordered number plates and would like them delivered to:

- My nominated service centre for collection

**or** **now go to 8**

- Have plates delivered to this address

Delivery address

Postcode

**now go to 8**

**6. Collect or replace existing number plates**

When collecting your new plates you must surrender all plates allocated to the vehicle. Complete section 3 if plates are lost, stolen or destroyed.

Current NSW number plate

I want to replace my number plates with:

**Standard number plates  
(Service NSW allocates style/content)**

- National Heavy Vehicle
- Black and yellow (standard)
- Black and white
- Plate style eg. colour, euro, theme

**now go to 8**

**or**

- Pre-ordered plates**

If known what is the NSW plate number being collected

**now go to 8**

**or**

- Reserve number plates**

If known what is the NSW plate number being collected

**now go to 8**

**7. Return direct delivery or reserve number plates**

When you reserve number plates, all plates allocated to your vehicle must be reserved, including auxiliary (bike rack) plates.

NSW number plate

- I am returning plates ▶

**now go to 8**

**or**

- I would like Transport for NSW to reserve my plates (plates can be reserved for up to 5 years)

How many years would you like to reserve plates?

At which service centre would you like the plates reserved?

**now go to 8**

**8. Declaration**

**Please read carefully before you sign.  
If you do not tell the truth you can be prosecuted.**

I declare that:

- I understand that Transport for NSW may refuse an application for number plates or recall the plates after they are issued, if they are considered to be offensive or unsuitable.
- If ordering or collecting Special Number Plates, I have read and I accept the Terms and Conditions for issue of Special Number Plates available on the myPlates website [myplates.com.au](http://myplates.com.au)
- If you are applying for Special Number Plates for someone else (the recipient), you also warrant that the recipient has authorised Transport for NSW's collection of the recipient's personal information from you, or you have no reason to believe the individual would object to their information being supplied and that the information about the recipient is accurate, up-to-date and complete.

All the information I have provided in this form is correct.

Signature

Print name and capacity (if representing an organisation)

Date

**9. Representative authority**

This authority must be completed if you send someone else to conduct business on your behalf.

**I declare that the person named below is my authorised representative.**

Signature

Print name and capacity (if representing an organisation)

**Representative details**

NSW Driver Licence/  
Customer number

Date of birth

Name

Residential/business address

Postcode

Representative signature

Date

**Personal Information Collection Notice**

Transport for NSW is committed to protecting your privacy and ensuring your personal and health information is managed according to law. Find out why we collect your personal information, including how we use and manage it, by reading our privacy statement at [transport.nsw.gov.au](http://transport.nsw.gov.au) or phone **13 22 13** to request a copy.

In addition, where your application concerns Special Number Plates, we will also use your personal information in connection with the operation of our Special Number Plates business. We may disclose your personal information to any Concessionaire appointed by us to manage our Special Number Plate business. We or the Concessionaire may communicate with you in relation to your Special Number Plates. For more information about Special Number Plates or the Terms and Conditions please visit [myplates.com.au](http://myplates.com.au)

**Office use only - Bundle B**

**Proof of identity**

Mailing address checked on DRIVES (if applicable)

Stand alone or primary proof

Document number

Secondary proof (if necessary)

Document number

Number of plates returned

Auxiliary (bike rack) plates returned

Old plates still on vehicle

**NSW number plate issued (if applicable)**

**Customer Service Representative signature**

Staff number

Date