



# WA BRANCH INFO SHEET - No 3

## PURCHASING A TRAILER OR MOTOR VEHICLE

### Introduction:

To simplify the process of purchasing or acquiring a trailer or motor vehicle the WA Branch office has instigated the following processes to which all Scout Groups must comply.

### Scout Group actions - Purchase or being given a Trailer or M/V

1. The Seller must complete their section of the Notification of Change of Ownership - Vehicle License Transfer Form. (Department of Transport (DoT) Form MR9
2. The Scout Group must ensure that the address, as detailed below, is on both the Sellers and Purchasers section of the transfer form as follows:

**The Scout Association of Aust (WA) B7724  
PO Box 467  
West Perth WA 6872**

3. The Scout Group must forward the completed Purchasers Copy of the transfer form to the Branch Office within 7 days of purchasing the trailer or M/V. Send Purchasers Copy to,

**Trailer & M/V registrations  
Scouts WA  
PO Box 467  
West Perth WA 6872**

### Branch Office actions

On receiving the completed Purchasers Copy from the Scout Group the Branch Office will complete the following actions:

1. Add the new trailer or M/V to the Scout Groups equipment record in Scoutrak
2. Forward the Purchasers Copy of the transfer form to the DoT Bulk Billing Department requesting that the vehicle be added the Scout Associations Bulk Billing Register

On receiving the invoice from the DoT, the Branch Office will pay the vehicle license duty, transfer fee and any upgrade of the license fee on behalf of the Scout Group.

The Branch Office will then invoice the Scout Group to recover these costs.

### Matters Groups need to consider:

- Once a trailer or M/V has been added to the Scout Associations Bulk Billing Register then the Scout Group will only be billed once a year for its trailers and motor vehicles license
- A \$100 DoT Infringement will apply to any Scout Group that does not forward the Purchasers Copy of the Transfer Form to the Branch Office within 10 days of purchasing a trailer or M/V. This cost will be recovered from the Group
- Please note that the DoT no longer distributes vehicle registration discs