

# New Application

## Motor Vehicle Dealer Licence (Individual/Sole Trader)

USE ADOBE ACROBAT READER WITH THIS FORM



This form is designed to be used with the FREE Adobe Acrobat Reader application.  
[Click here to download Acrobat Reader.](#) Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

### Application Checklist

Your application can only be processed if **ALL** of the relevant information and supporting documentation is provided. Use this checklist to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach. Please check that:

- all sections of this form are complete;
- your Australian police check is ready to attach;
- a copy of the certificate issued upon your successful completion of the Dealer/Yard Manager Course is ready to attach;
- payment of the prescribed fee is ready to be made.

### Duration of licence

If granted, your Licence will be issued for a period of up to three (3) years.

### Application fee

Please refer to our website for the [current prescribed fees](#).

The total fee includes a non-refundable application fee, is exempt from GST and subject to change without notice. Part payment cannot be accepted. Cheques should be made payable to the Commissioner for Consumer Protection.

**If you are submitting this form online**, you will be able to make payment using the Department's secure payment gateway.

**If you are submitting this form by post and making payment by credit card**, you must also complete the [Application Payment Form](#) and attach it to your application.

### Lodgement options

You may lodge your completed application **ONLINE** or:

#### In person

Customer Service  
Level 1, Mason Bird Building  
303 Sevenoaks Street CANNINGTON  
Hours: 8:30am to 4:30pm, Monday to Friday

#### By post

Licensing Services  
Department of Local Government, Industry  
Regulation and Safety  
Locked Bag 14  
CLOISTERS SQUARE WA 6850

### Enquiries

Licensing Advice Line: 1300 304 064  
General Enquiries: 1300 304 054  
Overseas Callers: +61 8 6251 2969  
Licensing Email: [cplicensing@lgirs.wa.gov.au](mailto:cplicensing@lgirs.wa.gov.au)  
Website: [www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration](http://www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration)

#### OFFICE USE ONLY

Total Fee	\$	Department Code	MD	Chart Description	
					<input type="checkbox"/> Dealer New Application 1 or first premises (Additional Premises) – Total: <input type="text"/> <input type="checkbox"/> Dealer each subsequent premises

# New Application: Motor Vehicle Dealer Licence (Individual)

## General Information

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In this form, 'the Act' means the *Motor Vehicle Dealers Act 1973* and 'the Commissioner' means the Commissioner for Consumer Protection.

## Details of applicant

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Salutation:  Mr  Mrs  Ms  Other, please specify

Full legal name:

**If you have been known by any other name/s, attach a separate page with full details.**

ABN:  Date of birth (must be over 18):  Place of birth (Town/Country):

Mobile number:  Personal email address:

Business email address:

**We use email/SMS for contact purposes and to send courtesy renewal reminders, so it is important that you notify the Commissioner should your electronic contact details change.**

Business name/s:

**NOTE:** A licensee who intends to carry on business under a business name must have registered that business name with ASIC under the *Business Names Registration Act 2011*. If the business name is registered to a trust, you must also provide a copy of the trust deed with your application. For further information or to register a business name, visit [www.asic.gov.au](http://www.asic.gov.au).

## Residential address

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Street address:

Suburb:  State:  Postcode:

## Postal address (if different to above)

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Street address:

Suburb:  State:  Postcode:

# New Application: Motor Vehicle Dealer Licence (Individual)

## Qualifications

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To be eligible for a motor vehicle dealer's licence you must have sufficient knowledge of the Act. To satisfy this requirement you must provide evidence that you have completed and passed the **Dealer/Yard Manager's Licence Requirements Course**. The list of [course providers](#) is available on our website under the heading 'Qualification requirements'. Alternatively:

- if you are currently licensed as a motor vehicle yard manager, or have held a yard manager's licence within the last five (5) years, please attach a copy of your licence certificate; or
- if you were the qualifying director/partner (the person that had knowledge of the Act to enable the dealer's licence to be issued) of a licensed dealership within the last five (5) years, please attach a copy of that licence certificate.

## Category of licence

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Please tick each category for which you are applying:

- Category A:** Buying, selling and auctioning vehicles
- 
- Category B:** Buying any vehicles for the purpose of dismantling them and selling off the parts
- 
- Category C:** Acting as an agent to facilitate the sale or purchase of any vehicles on behalf of members of the public
- 
- Category D:** Hiring out vehicles, buying vehicles for hiring out, and selling and auctioning any vehicles that have been hired out by the dealer
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- Category E:** Selling (including by auction) vehicles under consignment agreements

## What is Consignment Selling?

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Selling vehicles on consignment means selling a vehicle (including by auction) for a person who is not a dealer or trade owner. If you select Category E, you will be required to inform the Commissioner of the details of your trust account as well as the name of your registered auditor, and you agree to be audited by Consumer Protection at any reasonable time. The required forms will be sent to you to complete if your licence is issued with Category E.

Additional information about [Consignment Trust Accounts](#) as well as auditing and reporting obligations can be found on our website.

## Wholesale dealing?

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Are you applying for a licence restricted to 'Wholesale Only'? YES  NO

'Wholesale dealing' means selling vehicles only to persons or entities that are motor vehicle dealers or motor vehicle trade owners, but may include the acquisition of vehicles from any source. The Commissioner will impose additional conditions on a licence where the business intends to wholesale motor vehicles and operates from a home-office.

# New Application: Motor Vehicle Dealer Licence (Individual)

## Character and Fitness

You must provide an Australian police check in your full legal name which is less than three (3) months old. Information about our [current police check requirements](#) can be found on our website.

Please answer either 'Yes' or 'No' to the following questions. If the answer to any of the questions is 'Yes', you may be contacted to provide additional information as part of the application process.

### Have/are you:

1. been convicted or found guilty of **any** offences, including convictions which resulted in a suspended sentence? Yes  No   
*Include all offences which went to Court, including traffic offences. Do not include spent convictions.*
2. aware of **any** legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review? Yes  No
3. been the subject of **any** adverse findings by a Government Board, Tribunal or Agency (e.g. the Corruption and Crime Commission)? Yes  No
4. had **any** occupational licence or application refused, cancelled or suspended? Yes  No
5. been disqualified from holding **any** occupational licence? Yes  No
6. been subject to **any** disciplinary action by a licensing authority? Yes  No
7. had **any** investigations or legal proceedings commenced against you or an associated entity which may/did result in action being taken in relation to an occupational licence currently held? Yes  No
8. been known by **any** other name? Yes  No
9. in liquidation, under official management or an undischarged bankrupt? Yes  No
10. having affairs administered under **any** bankruptcy laws? Yes  No
11. a director of a corporation, which has been subject to **any** form of insolvency administration? Yes  No

## Financial information

The Commissioner cannot grant a licence unless satisfied that the applicant has sufficient material and financial resources available to enable it to comply with the requirements of the category/ies of licence being sought. To assist with this assessment, a credit report will be obtained as part of the application process. You must also answer/complete the following:

1. Does the applicant referred to in this application have sufficient resources to enable it to carry on the business to which this application relates? YES  NO

2. A confidential Statement of Assets and Liabilities:

<b>Assets</b>	<b>\$</b>
<b>Liabilities</b>	<b>\$</b>
<b>Net Worth</b>	<b>\$</b>

(Assets minus liabilities equals your net worth)

# New Application: Motor Vehicle Dealer Licence (Individual)

## Premises information

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If you will be trading in second-hand vehicles, any storage premises must also be included. If you wish to trade from more than three (3) premises, please provide full details on a separate sheet.

### Principal Place of Business

Street address:

Suburb:

State:

Postcode:

Name of person in control of the day-to-day operations of the dealership at these premises:

### Additional premises # 1

Street address:

Suburb:

State:

Postcode:

Name of person in control of operations at these premises:

Licence Number (if applicable):

### Additional premises # 2

Street address:

Suburb:

State:

Postcode:

Name of person in control of operations at these premises:

Licence Number (if applicable):

## Authorisation and Declaration

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In order to assist with the determination of this application, I authorise the Commissioner, or persons so directed, to obtain on my behalf any document, record, file or information that may be necessary and relevant to consider my fitness and propriety to hold a licence, including but not limited to records relating to my criminal history or current/previous occupational licences or other relevant information.

Further, I declare that the information and documents given with or in support of this application, whether or not provided at the time of subsequent to lodgement, are true and correct. I understand that providing a false or misleading statement in an application is an offence.

Applicant's full name:

Signature:

Date: