

New Application

Motor Vehicle Yard Manager's Licence

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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 successful completion of the Dealer/Yard Manager Course is ready to attach;
- a representative from your employing dealership has completed the Employer Declaration form and it 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 fee is **non-refundable**, 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
Overseas Callers: +61 8 6251 2969
General Enquiries: 1300 304 054
Licensing Email: cplicensing@lgirs.wa.gov.au
Website: www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration

Office use only		
Total fee	Department code	Chart Description
\$	MY	New application

New Application: Motor Vehicle Yard Manager's Licence

Details of applicant

Salutation: Mr Mrs Ms Other, please specify

Full legal name:

Date of birth:

Place of birth (town/city):

Place of birth (Country):

Mobile number:

Personal 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.

Residential address

Street address:

Suburb:

State:

Postcode:

Postal address (if different to above)

Street address:

Suburb:

State:

Postcode:

Existing salesperson's licence

If you are currently licensed as a Motor Vehicle Salesperson, you may choose to surrender that licence once this application has been granted. To do so, please send the following documentation to the **postal address** listed on page one (1) of this form:

- Written notification of your intent to surrender your Motor Vehicle Salesperson's Licence;
- Written request for a pro-rata refund of the fee you last paid for the licence, including bank account details for the refund; and
- Your **original** licence certificate

Qualifications

To be eligible for a yard manager's licence you must have sufficient knowledge of the *Motor Vehicle Dealers Act 1973*. To satisfy this requirement you must provide evidence that you have completed and passed the **Dealer/Yard Manager's Course**. The list of [course providers](#) is available on our website under the heading 'Qualification requirements'.

New Application: Motor Vehicle Yard Manager's Licence

Employer declaration

To be eligible for a Motor Vehicle Yard Manager's Licence, **you must** be employed by a licensed Motor Vehicle Dealer or have been offered employment by a licensed Motor Vehicle Dealer.

Your employing dealer **must complete** the [Employment Declaration form](#), and this must be lodged along with your completed application and all other required documents.

Fitness and character of applicant

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 result in action being taken in relation to an occupational licence currently held? Yes No

8. been known by **any** other name? Yes No

Authorisation and Declaration

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 or 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: