

# Request to add Category E to existing Motor Vehicle Dealer'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).

## Lodgement options

### By email

[cplicensing@lgirs.wa.gov.au](mailto:cplicensing@lgirs.wa.gov.au)

### 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

Licensing Email: [cplicensing@lgirs.wa.gov.au](mailto:cplicensing@lgirs.wa.gov.au)

General Enquiries: 1300 304 054

Overseas Callers: +61 8 6251 2969

Web Site: [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)

## What is Consignment Selling?

Selling vehicles on consignment means selling a vehicle (including by auction) for a person who is not a dealer or trade owner. In order to lawfully sell vehicles on consignment, a dealer must have Category E endorsed on their Certificate of Authorised Premises (CAP).

This form must be completed in order for Category E to be added to an existing licence.

**IMPORTANT NOTE:** before adding Category E, the Commissioner for Consumer Protection (the Commissioner) must be satisfied that the licensee has sufficient financial resources to enable it to meet its obligations under the *Motor Vehicle Dealers Act 1973*. To assist the Commissioner in making that decision, a current assessment must be undertaken of the dealership's continued financial viability.

Consumer Protection will obtain credit report/s on the licensee's behalf as part of the request process. The report/s obtained provide a 'snapshot' of the entity's credit history and other relevant matters, and is equivalent to the report that is available to credit providers. You will be given the opportunity to provide additional information should any issues arise on the report/s. The report/s will be held by Consumer Protection as a confidential document and will only be released to third parties as required under law.

You must also complete **this entire form** and ensure that the Authorisation and Declaration on page 2 is signed by all directors, partners (or directors of any corporate partners), or the sole trader.

# Request to add Category E to existing Motor Vehicle Dealer's Licence

## Licence holder details

Licence number:	<input type="text" value="MD"/>
Licensee name:	<input type="text"/>
Business email address:	<input type="text"/>
Business contact number: (mobile number preferred)	<input type="text"/>

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 request process.

### Since the licence was granted or last renewed, has/is the licensee or any partner/director of the licensee:

1. aware of **any** legal proceedings pending against the licensee or any partner/director for an offence, including proceedings by way of appeal or review? Yes  No
2. been the subject of **any** adverse findings by a Government Board, Tribunal or Agency (e.g. the Corruption and Crime Commission)? Yes  No
3. had **any** occupational licence or application refused, cancelled or suspended? Yes  No
4. been disqualified from holding **any** occupational licence? Yes  No
5. been subject to **any** disciplinary action by a licensing authority? Yes  No
6. 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
7. in liquidation, under official management or an undischarged bankrupt? Yes  No
8. having affairs administered under **any** bankruptcy laws? Yes  No
9. been a director of a corporation which within that period has been subject to **any** form of insolvency administration? Yes  No

## Financial information

You must also answer/complete the following questions:

1. Does the licensee referred to in this request currently have sufficient resources to enable you/it to carry on the business of a motor vehicle dealer? YES  NO

2. A confidential Statement of Assets and Liabilities:

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

*(Assets minus liabilities equals your net worth)*

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## Trust Account and Auditor

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Licensed Motor Vehicle Dealers with Category E endorsed on their CAP are required to inform the Commissioner of the details of their trust account as well as the name of their registered auditor, and they agree to be audited by Consumer Protection at any reasonable time. The required forms will be sent to the licensee to complete once this request has been processed.

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

## Authorisation and declaration

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**This section must be completed by all directors, partners or the sole trader.**

I/we hereby request the Commissioner add **Category E – Selling (including by auction) vehicles under consignment agreements** to the abovementioned Motor Vehicle Dealer Licence.

I/we authorise the Commissioner, or persons so directed, to obtain on my/our behalf any document, record, file or information that may be necessary and relevant, including but not limited to records relating to my/our financial history or current/previous occupational licences.

Further, I/we declare that the information and documents given with or in support of this request, whether or not provided at the time of or subsequent to lodgement, are true and correct.

Full name	Signature	Date

*Attach additional pages if required*