Department of **Local Government, Industry Regulation and Safety**

GOVERNMENT OF WESTERN AUSTRALIA

Renewal Application

Motor Vehicle Repair Business Licence

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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;
- ☐ the Australian police check/s for reach relevant person is/are ready to attach; and
- ☐ payment of the prescribed fee is ready to be made.

Application fee

Applications received after the expiry date **cannot** be accepted. 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.

Lodgement options

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
Overseas Callers: +61 8 6251 2969

General Enquiries: 1300 304 054
Web Site:www.wa.gov.au/organisation/service-delivery/consumer-protection-licensing-and-registration

Credit card payment details

Card Type ☐ Visa ☐ Mastercard (only Mastercard and Visa accepted)

Card Number | | | | | | | | | | | | | | | |

Cardholder Name _____ Expiry Date | | | |

Cardholder Signature: _____ Date _____ Contact Number _____

I authorise the Department to deduct the current prescribed fee*

OFFICE USE ONLY					
Licence No: (Link to Licence)		**Dept Code**	MB	**Chart Description**	☒ Renewal - Non-refundable – Business Licence ☐ (1-2) repairers ☐ (3) repairers ☐ (4) repairers ☐ (5-7) repairers ☐ (8-10) repairers ☐ (11+) repairers
Total Fee	**$**	**Chart Key**	☐ I ☐ C ☐ P		

Renewal Application: Motor Vehicle Repair Business Licence

General Information

In this form, the term 'Commissioner' means the Commissioner for Consumer Protection. The term 'relevant person' means the individual sole trader, all directors of a body corporate/company or, in the case of a partnership, each individual member of that partnership, as the case requires. Where a partner is body corporate/company, all directors of that body corporate/company are considered relevant persons.

Licence holder details

Licence number:	**MRB**
Licensee name:	
ABN:	
Business email address:	
Business contact number: (mobile number preferred)	

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*. For further information or to register a business name, visit www.asic.gov.au.

Staffing

The following information will be used for calculating your licence fee:

How many staff (certified and uncertified) are engaged in repair work, including the owner of the business if that person does repair work? **DO NOT COUNT** apprentices, trainees and administrative staff.

The required supervision ratio of certified repairers to uncertified repairers is one as to three (1:3). Therefore, you will need to engage at least one certified repairer (for each class of repair work) for every three uncertified repairers at each of the premises from which you operate, including mobile premises (i.e. if you engage six uncertified repairers, you will require at least two certified repairers to supervise them).

Please confirm the details of the Certified Repairers engaged in repair work at your business below:

Full name	Certificate number
	MR
	MR
	MR

Renewal Application: Motor Vehicle Repair Business Licence

Character and Fitness of applicant and relevant persons

Each relevant person must provide an Australian police check in their full legal name which is less than three (3) months old. Information about our current police check requirements can be found at www.wa.gov.au/organisation/service-delivery/police-checks-licensing.

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.

Since your last application, has/is the applicant or any relevant person of the applicant:

1.	been convicted or found guilty of **any** offences, including convictions which resulted in a suspended sentence? *Include all offences which went to Court, including traffic offences. Do not include spent convictions.*	Yes ☐ No ☐
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 another 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 ☐
12.	no longer permitted to work and/or remain in Australia?	Yes ☐ No ☐

Financial information

The Commissioner cannot renew a licence unless satisfied that the applicant has sufficient material, manpower and financial resources to carry on business doing repair work. To assist with this assessment, a credit report will be obtained as part of the application process.

You must also answer the following question:

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

Renewal Application: Motor Vehicle Repair Business Licence

Postal address

To ensure that your renewed licence is posted to the correct address, please confirm your postal address in the space below:

Information already held

If renewed, your licence will be issued for a further three (3) years and will enable you to operate from your previously approved premises. If you have moved or changed premises since your licence was last issued, or if you have had a change in the directorship of your body corporate/company or the persons comprising your partnership, you **must apply** to the Commissioner for approval of those changes **before** your renewal application can be processed.

The forms to apply for these changes can be downloaded from our website:

- Application to change authorised premises
- Application to change director/partner

Authorisation and Declaration

This section must be completed by ALL relevant persons

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, current/previous occupational licences and 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.**

Full name	**Signature**	**Date**

Attach additional pages if required