



# Application for Motor Vehicle Repairer's Certificate

➔ You must refer to the 'General Information Booklet' when completing this form. A repairer's certificate can only be issued to an individual.

## 1. PERSON APPLYING FOR THE CERTIFICATE

Preferred title Mr  Mrs  Miss  Ms  Other

First Name	
Other name/s	
Surname	

Date of birth  /  /  If you were born overseas, how long  (years) have you lived in Australia?

*If you have not resided in Australia continuously for the last three (3) years, you are required to provide additional criminal history checks. Please see section 3 of the General Information Booklet*

Place of birth	Town/City	
	Country	

Are you an Australian Citizen/permanent resident or do you have a visa that permits you to work in Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Attach details of your residency status.
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### Contact details

Residential address:			
	Postcode		

Postal address:	<i>If the same as your residential address, please tick</i> <input type="checkbox"/>		
	Postcode		

Home telephone	Area Code ( )	
Work telephone	Area Code ( )	
Fax		
Mobile telephone		
Email		

Department of Commerce  
 Consumer Protection

Licensing Advice Line  
 Telephone: 1300 30 40 64

Overseas callers: +61 (8) 9282 0459

Fax:  
 (08) 9282 0861

(8.30 – 5.00 Weekdays)  
 (Closed Public Holidays)

### Licensing Branch

Ground Floor  
 Forrest Centre  
 219 St Georges Terrace  
 PERTH

### Postal

Licensing Branch  
 Consumer Protection  
 Department of Commerce  
 Locked Bag 14  
 CLOISTERS SQUARE  
 PERTH WA 6850

Email  
[licensingenquiries@commerce.wa.gov.au](mailto:licensingenquiries@commerce.wa.gov.au)

**CERTIFICATE  
 APPLICATION FEE  
 \$77.10**

See also page 6

Website:  
[www.commerce.wa.gov.au/CP/Licences](http://www.commerce.wa.gov.au/CP/Licences)

# INFORMATION REQUIRED

## 2. 'FITNESS' OF PERSON TO HOLD A REPAIRER'S CERTIFICATE

You must provide an original or certified copy of a National Police Certificate that is less than three (3) months old.

Please answer either 'Yes' or 'No' to the following items:

Have you or are you:	Yes or No
(a) ever been convicted of, or found guilty of ANY offences, including convictions which resulted in a suspended sentence? <i>(Include all offences which went to Court, including traffic offences. Do not include spent convictions.)</i>	
(b) aware of any legal proceedings pending against you for an offence, including proceedings by way of appeal or review?	
(c) ever been the subject of an adverse finding by a government Board, Tribunal or other agency, e.g. the Corruption and Crime Commission?	
(d) had an occupational licence refused, cancelled or suspended?	
(e) been disqualified from holding an occupational licence?	
(f) been subject to disciplinary action by a licensing authority?	
(g) 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?	
(h) been known by any other names?	

If the answer to any of the above items was 'Yes', full details must be provided on a separate attached sheet of paper.

## 3. CURRENT EMPLOYER/BUSINESS DETAILS

Name of current employer/business

.....

Address of employer

.....

.....

Licence number (if applicable): MRB .....

Telephone Number ..... Facsimile Number .....

Are you a proprietor (this includes on a contract/subcontract basis) of a business that repairs motor vehicles and/or will you be personally undertaking, or supervising the carrying out of, repair work?

Yes or No

If the answer to the above question was **Yes**, you must ensure that the business is also appropriately licensed. For further information please refer to the "Application for a Motor Vehicle Repair Business Licence" form relevant to the type of entity that is carrying on this business (sole trader, partnership or company).

## INFORMATION REQUIRED

### 4. CLASSES OF REPAIR WORK

A Repairer's Certificate can be issued with up to 29 classes of repair work. **Refer to pages 6 to 10 of the General Information Booklet** for the description of each of the available classes of repair work and the prescribed qualification (or experience) requirements.

**In column 1 mark the class/es of repair work for which you are applying.**

1	2	3	4	5
		Code	Class of Repair Work	Also includes the following classes.
	1	ACW	Air conditioning work	* Please refer to page 6 of the General Information booklet.
	2	BBW	Body building work	EAF, MAF
	3	BRW	Brake work	-
	4	CSW	Cooling system work	-
	5	CHR	Cylinder head reconditioning work	-
	6	DFW	Diesel fitting work	CSW, CHR, DFE, ERW, HVS, LVS, MAF, MCS
	7	DFE	Diesel fuel and engine work	HVS, LVS, MAF, MCS
	8	DSR	Driveline servicing and repairing work	-
	9	DRW	Driveline work	DSR, HVS, LVS, MCS, SSW, TRW
	10	EAF	Electrical accessory fitting work	-
	11	ELW	Electrical work	EAF
	12	ERW	Engine reconditioning work	DFW, CHR
	13	ESW	Exhaust system work	-
	14	GLW	Glazing work	-
	15	HVS	Heavy vehicle servicing work (gross vehicle mass of more than 8000 kg)	LVS, MCS
	16	HVV	Heavy vehicle work (gross vehicle mass of more than 8000 kg)	BRW, CSW, CHR, DFE, DSR, DRW, EAF, ESW, HVS, LVS, LVW, MAF, MCS, MCW, SSW, TRW, TFH, TFL, UNW
	17	LVS	Light vehicle servicing work (gross vehicle mass of less than 8000 kg)	HVS, MCS
	18	LVW	Light vehicle work (gross vehicle mass of less than 8000 kg)	BRW, CSW, CHR, DFE, DSR, DRW, EAF, ESW, HVS, LVS, MAF, MCS, MCW, SSW, TRW, TFL, UNW
	19	MAF	Mechanical accessory fitting work	-
	20	MCS	Motor cycle servicing work	HVS, LVS
	21	MCW	Motor cycle work	CSW, CHR, DSR, DRW, EAF, ESW, HVS, LVS, MAF, MCS, TRW
	22	PAW	Painting work	-
	23	PBW	Panel beating work	EAF, MAF
	24	SSW	Steering, suspension and wheel aligning work	-
	25	TRW	Transmission work	DSR, DRW
	26	TRI	Trimming work	MAF
	27	TFH	Tyre fitting (heavy) work	TFL
	28	TFL	Tyre fitting (light) work	-
	29	UNW	Underbody work	-

**If you are certified to carry out a class of repair work in column 4 you will also be permitted to carry out, or supervise, those additional classes of repair work shown in column 5.**

## INFORMATION REQUIRED

### 5. POINTS SYSTEM FOR CERTIFICATION

For a full explanation of the point system, which is used to satisfy the qualification requirements, please refer to sections 3 to 5 of the General Information Booklet.

#### Formal qualifications and training

**Do you have an automotive trade or other relevant automotive mechanical qualification or Trade Certificate?**

**Yes or No**

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If **yes**, please provide the following details.

Name of Qualification/Trade Certificate (Apprenticeship):	Year Completed:

**Please attach a certified copy of any relevant qualification(s).**

#### Work experience and references

Please state your work experience in the table below.

Employer/Business Name:	Type of work performed:	Business owner or employee?:	Period: (e.g. 2005- 2010)

**Please attach a signed statement of service, signed business references or other documents to verify the information you provided above.**

#### Membership of relevant industry association

Please attach a copy of any membership certificate and/or your current membership card.

**Are you a current member of the Institute of Automotive Mechanical Engineers (IAME) and/or the Society of Automotive Engineers (SAE)??**

**Yes or No**

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If **yes**, please provide the following details.

	Membership start date:	Membership number:
Institute of Automotive Mechanical Engineers		
Society of Automotive Engineers		

## INFORMATION REQUIRED

### **6. PHOTOGRAPHS AND PROOF OF IDENTITY**

The Repairer's Certificate will be issued as a wallet-sized photographic identification card. To obtain your Repairer's Certificate you will need to attach to your application two (2) identical photographs of yourself.

The photographs must be:

- passport size (44mm length x 35mm width);
- a full front view of your head and shoulders; and
- less than one month old at the time of submitting the application for a repairer's certificate.

Please note that the quality of the photographs provided will have a direct impact on the quality of the image that will appear on your identification card. Please ensure that the photographs you provide are clear with the image focused. **Video camera, emailed or photocopied images will not be accepted.**

A photograph will not be accepted if:

- it is not a current image;
- it is unclear; or
- it would not serve its purpose if it were included as part of the certificate.

Photographs remain the property of the Department of Commerce and will not be returned.

A person, who is over the age of 18 that has known you for at least two (2) years, must write on the reverse side of the photographs that "**This is a true photograph of**" and provide your name. The witness also must sign the reverse side of the photographs.

That same person must also sign a copy of one piece of photographic identification. This can be a copy of your current driver's licence, a current passport or any other photographic identity document issued by a Government department or authority within Australia. Copies of all other documents required in support of this application must be certified by an authorised witness. For the list of professions authorised to witness documents please visit [www.commerce.wa.gov.au/CP/authorisedwitness](http://www.commerce.wa.gov.au/CP/authorisedwitness).

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*Staple signed photographs here.*

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### **7. 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, 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.**

Applicants full name: .....

Applicant signature: ..... Date: .....

# CHECK COMPLETION AND PAYMENT DETAILS

Your application can be processed **only** if **all** the relevant information and supporting documentation is provided. Please check that: **X**

• all <b>sections</b> relevant to you are <b>complete</b> , including the <b>Authorisation and Declaration</b> ;	
• all <b>supporting documents</b> are <b>attached</b> ;	
• the signed <b>photographs</b> and <b>proof of identity</b> document are included;	
• the correct <b>fee</b> is <b>included</b> ;	
• an original or certified copy of your <b>National Police Certificate</b> (not more than three months old) is <b>attached</b> ; and	
• any additional <b>further information</b> is <b>attached</b> .	

## FALSE OR MISLEADING INFORMATION

It is important to note that all the information and documents lodged in support of the application must be accurate. Providing false or misleading information is an offence under the *Motor Vehicle Repairers Act 2003*. By signing the declaration you are confirming that you understand you can be found guilty of a criminal offence if any information is false or misleading in a material particular.

## APPLICATION FEE AND DURATION OF PERMIT

An **application fee of \$77.10 is payable at the time of lodging the application**. If granted your Repairer's Certificate will be ongoing until it is revoked under relevant legislation.

The fee is non-refundable, exempt from the GST and subject to change without notice. Part payment cannot be accepted. Cheques should be made payable to the Commissioner for Consumer Protection. If paying by credit card, please complete the **credit card details** below.

## LODGING YOUR APPLICATION

You may lodge, and pay the fee for, your application:

**By post** addressed to:

Licensing Branch  
Consumer Protection  
Department of Commerce  
Locked Bag 14  
Cloisters Square  
PERTH WA 6850

**In person** at:

Department of Commerce  
Consumer Protection  
Ground Floor  
219 St Georges Terrace  
PERTH

Licensing staff are available at this office to check your application at lodgement.

**By drop off service** to:

Department of Commerce  
Consumer Protection  
Unit 4, 321 Selby Street  
OSBORNE PARK

Applications lodged at this office will not be checked at the counter.

## CREDIT CARD PAYMENT DETAILS - Application for Motor Vehicle Repairer's Certificate

Card Type    Visa        Mastercard        (Only Visa and Mastercard accepted)

Card Number   

Card Holder        Please print

Expiry Date      /      Amount    \$

Signature / Authorisation        Date   

( Cashier – MR – Individ 1, Individ 2, Individ 3 )