



Government of **Western Australia**  
Department of **Commerce**  
Consumer Protection

# Application for a Motor Vehicle Repair Business Licence Partnership (firm) or Body Corporate (Company)

Please note that all supporting documents required to be lodged with this application can be copies certified as true copies of the original. If original documents are lodged they will not be returned.

A list of occupations that are authorised to witness and certify documents can be found at [www.commerce.wa.gov.au/CP/authorisedwitness](http://www.commerce.wa.gov.au/CP/authorisedwitness).

Note: this application form expires on 30 June 2015.

## 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)

## LICENSING FEES APPLY

See page 10

## Website:

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

## GENERAL INFORMATION

### WHO NEEDS TO APPLY FOR A LICENCE

Anyone who operates a business that includes repairing or servicing motor vehicles is required to hold a Motor Vehicle Repair Business licence. However, each member of a partnership must also hold an individual Repairer's Certificate issued by the Commissioner for Consumer Protection in order to personally do repair work.

A business must ensure that it engages at least one certified repairer for each class of repair work, at each of the premises that the business intends to operate.

You are reminded that, as a member of a partnership, it is an offence under the *Motor Vehicle Repairers Act 2003* (the Act) for you to carry out work on motor vehicles unless you are also the holder of a Repairer's Certificate. This offence does not apply to directors of a body corporate.

**A licence cannot be granted to a Business Name and/or a Trust. Under the Act only a Sole Trader (Individual), Partnership (firm) or Company (body corporate) can be granted a licence.**

### REGISTRATION OF A COMPANY AND/OR BUSINESS NAME

If the application is in the name of a company you must ensure that the company (body corporate) is registered in accordance with the requirements of the Australian Securities and Investment Commission. Although you are not required to submit proof of the registration, a search of the Company Names Register will be carried out to verify the registration and the names of the office holders. A licence cannot be issued until the company's registration is confirmed.

Any business name(s) that the applicant entity intends to use when trading must also be **registered**. The National Business Names Register will be checked to verify registration and ownership. A licence may not be issued until registration of a business name in the name of the applicant is confirmed.

You do not need to register a business name if you intend to trade under the names of the members of the partnership only, or in the case of a company the name of the company only.

To register a company or business name you should contact the:

Australian Securities and Investment Commission  
Level 3, 66 St Georges Terrace Perth. Telephone: 1300 300 630  
Website: [www.asic.gov.au](http://www.asic.gov.au)

### CLASSES OF REPAIR WORK

Please refer to section 7 for full details

You must always ensure that you engage at least **one certified repairer** for **each** class of repair work, at **each** of the premises from which you operate, including mobile premises. **Remember** that an individual repairer may be certified to carry out and/or supervise more than one class of repair work.

**\*Air Conditioning Work (ACW)** - If you are applying for the class of Air Conditioning Work (ACW), you must employ a certified repairer holding a current National Refrigerant Handling Licence. These licences are issued by the Australian Refrigeration Council. [www.arctick.org](http://www.arctick.org).

**#Autogas Work (AGW)** - If you are applying for the class of Autogas Work (AGW), you must ensure that each qualified gas fitter holds a current 'Class E Gasfitting Permit Restricted to Installing and/or Servicing LP Gas' or Certificate of Competency in Class E and/or Class F. These permits are issued by EnergySafety. [www.commerce.wa.gov.au/EnergySafety](http://www.commerce.wa.gov.au/EnergySafety).

## **FITNESS TO HOLD A MOTOR VEHICLE REPAIR BUSINESS LICENCE**

The *Motor Vehicle Repairers Act 2003* requires that you are of 'good character and repute' and 'a fit and proper person' to hold a licence.

### **National Police Certificate**

**All Australian citizens and permanent residents must submit a National Police Certificate.**

To assist the Commissioner in determining your fitness to hold a licence an original National Police Certificate must be lodged in support of your application for each partner or director. The certificate must be no more than three (3) months old at the time of application.

Applications for a National Police Certificate can be made at participating Australia Post outlets in Western Australia on provision of identification and payment of a fee. Further information is available from the WA Police by visiting [www.police.wa.gov.au](http://www.police.wa.gov.au) or [www.commerce.wa.gov.au/CP/policechecks](http://www.commerce.wa.gov.au/CP/policechecks).

If a relevant partner/director resides outside of Western Australia they should contact their nearest local police station.

### **Applicants who have previously resided overseas and/or new residents to Australia**

In addition to the Australian National Police Certificate, if any partner or director has not resided in Australia continuously for the three (3) years, a police clearance from your last place of long term residence is required (translated into English if required). **A copy of your passport identification page must also be submitted with this application.**

If a police clearance from your previous country of residence was required to obtain a visa to enter Australia, a request for a certified copy of that clearance can be made to the Department of Immigration and Citizenship under the provisions of Freedom of Information (FOI) legislation.

To lodge a FOI application you should contact the

Department of Immigration and Citizenship.

Ground Floor, 836 Wellington Street, West Perth. Telephone: 131 881

Website: [www.immi.gov.au](http://www.immi.gov.au).

### **Applicants that are not Australian and living overseas**

A National Police Certificate is not required for a person that lives overseas and is not an Australian Citizen or Permanent Resident.

## **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 on the application form 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.

## **DURATION OF LICENCE**

If the application is approved the licence will be issued for a period of three (3) years from the date it was granted.

## **MOTOR VEHICLE REPAIRERS ACT 2003**

Copies of the *Motor Vehicle Repairers Act 2003* and Regulations are available from the

State Law Publisher.

10 William Street, Perth, telephone: (08) 6552 6000

Website: [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

## INFORMATION REQUIRED

### 1. NAME OF THE ENTITY APPLYING, & TRADING NAME DETAILS, FOR THE LICENCE

#### a. Name of Entity applying

.....  
eg. Fred & Mary Smith (firm or partnership) or Smith Pty Ltd (body corporate)

#### b. Business Name/s under which Entity intends to trade (if applicable)

.....  
eg. Smith Smash Repairs

### 2. CONTACT DETAILS FOR THE ENTITY

#### Postal Address for the business

.....

#### Email address for the business

.....

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

### 3. DETAILS OF THE RELEVANT PEOPLE IN MANAGEMENT

(Only partners and/or directors need to complete this section)

#### PERSON 1

Full Name .....	
Residential address .....	
.....	
Date of birth .....	Place of Birth .....
Contact number .....	Email .....
MV Repairer Certificate Number (if applicable) .....	
If born overseas, how long have you lived in Australia?	..... (years) <i>If you have not resided in Australia continuously for the last <u>three (3) years</u>, you are required to provide further information regarding any criminal history. Please see page 3.</i>
Are you an Australian Citizen/permanent resident or do you have a visa that permits you to work in Australia?	Yes / No      If no, attach details of your residency status.

## INFORMATION REQUIRED

**PERSON 2**

<b>Full Name</b> .....			
<b>Residential address</b> .....			
.....			
<b>Date of birth</b> .....		<b>Place of Birth</b> .....	
<b>Contact number</b> .....		<b>Email</b> .....	
<b>MV Repairer Certificate Number</b> (if applicable) .....			
<b>If born overseas, how long have you lived in Australia?</b>		..... (years) <i>If you have not resided in Australia continuously for the last <u>three (3) years</u>, you are required to provide further information regarding any criminal history. Please see page 3.</i>	
<b>Are you an Australian Citizen/permanent resident or do you have a visa that permits you to work in Australia?</b>		Yes	/ No
		If no, attach details of your residency status.	

**PERSON 3**

<b>Full Name</b> .....			
<b>Residential address</b> .....			
.....			
<b>Date of birth</b> .....		<b>Place of Birth</b> .....	
<b>Contact number</b> .....		<b>Email</b> .....	
<b>MV Repairer Certificate Number</b> (if applicable) .....			
<b>If born overseas, how long have you lived in Australia?</b>		..... (years) <i>If you have not resided in Australia continuously for the last <u>three (3) years</u>, you are required to provide further information regarding any criminal history. Please see page 3.</i>	
<b>Are you an Australian Citizen/permanent resident or do you have a visa that permits you to work in Australia?</b>		Yes	/ No
		If no, attach details of your residency status.	

**PERSON 4**

<b>Full Name</b> .....			
<b>Residential address</b> .....			
.....			
<b>Date of birth</b> .....		<b>Place of Birth</b> .....	
<b>Contact number</b> .....		<b>Email</b> .....	
<b>MV Repairer Certificate Number</b> (if applicable) .....			
<b>If born overseas, how long have you lived in Australia?</b>		..... (years) <i>If you have not resided in Australia continuously for the last <u>three (3) years</u>, you are required to provide further information regarding any criminal history. Please see page 3.</i>	
<b>Are you an Australian Citizen/permanent resident or do you have a visa that permits you to work in Australia?</b>		Yes	/ No
		If no, attach details of your residency status.	

Please add a sheet of paper with further details if there are more than 4 partners or directors. Where a partnership includes a company all directors of the partner company must be included.

## INFORMATION REQUIRED

### 4. BANKRUPTCY, RECEIVERSHIP, ADMINISTRATION, LIQUIDATION AND CHARACTER

**YOU MUST ATTACH AN ORIGINAL NATIONAL POLICE CERTIFICATE THAT IS LESS THAN THREE (3) MONTHS OLD FOR EACH DIRECTOR OR PARTNER.**

**Please answer either 'Yes' or 'No' to each of the following items.**

Has/is the entity, any partner or any director:	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 <b>any</b> 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 Agency, e.g. the Corruption and Crime Commission?	
(d) had any application for 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 another name?	
(i) in liquidation, under official management or an undischarged bankrupt?	
(j) having affairs administered under bankruptcy laws?	
(k) been a director of a corporation, which within that period has been subject to any form of insolvency administration?	

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

<b>Does the applicant referred to in this application have sufficient financial resources to enable it to carry on the business to which this application relates?</b>	
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### 5. CREDIT HISTORY REPORTS

Rather than requiring that the applicant provides credit history report/s with the application, Consumer Protection will obtain the report/s on the applicant's behalf. The report/s assist in assessing whether the applicant has sufficient financial resources to enable it to meet its obligations under the Act. The report/s obtained will provide a 'snapshot' of the entity's credit history and other relevant matters and are equivalent to the report that is available to credit providers. You will be given the opportunity to provide additional information should a negative report be obtained. The report will be held by the Department as a confidential document and will only be released to third parties as required under law.

- If an applicant is a company that is less than 6 months old at the time of application, please complete the following:

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

## INFORMATION REQUIRED

### 6. PREMISES INFORMATION

If you intend to operate a mobile business only, go to Part B

#### A) Fixed Premises

Please submit the following information about each premise from which you intend to carry out repairs to motor vehicles:

<b>Principal place of business address:</b>		
----- Number and Street	----- Suburb	----- Postcode
<b>Each additional address at which the business operates:</b> (if you have more than 5 premises, please add a separate sheet of paper with the details of the additional premises)		
----- Number and Street	----- Suburb	----- Postcode
----- Number and Street	----- Suburb	----- Postcode
----- Number and Street	----- Suburb	----- Postcode
----- Number and Street	----- Suburb	----- Postcode

#### Local Government Approval

**You must provide written approval from the local government authority** for every fixed premise to be used for the purposes of the licence along with details of any special conditions or restrictions imposed by the Authority. This approval can be a planning certificate or a copy of the written approval specifying the address of the premises in the form of a letter or other confirmation.

**This application cannot be considered unless local government approval has been provided.** Some exemptions apply; for further information please contact the Licensing Advice Line by telephone on 1300 30 40 64.

#### B) Mobile Premises (vehicles used for mobile repairs)

If you intend to trade using mobile premises, please provide the following information for each motor vehicle (including trailers, campervans or caravans) involved in the business of repairing vehicles:

Make of vehicle	Model of vehicle	Year of manufacture	Vehicle colour	Registration number

## INFORMATION REQUIRED

### 7. CLASSES OF REPAIR WORK

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 2 for information.
	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, HVS, LVS, MCS
	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	-
	30	AGW	Autogas work	* Please refer to page 2 for information.

If you require further information regarding the full description of the classes of repair work available, please contact the Licensing Advice Line by telephone on 1300 30 40 64.



## INFORMATION REQUIRED

### **8. STAFFING**

If you are a member of a partnership that repairs motor vehicles, you **cannot** do repair work unless you hold a Motor Vehicle Repairer's Certificate. If a director of a company is not a certified repairer they can undertake repair work only if they are supervised by the holder of a Motor Vehicle Repairer's Certificate.

A '**certified repairer**' means a person who has been issued with a **Motor Vehicle Repairer's Certificate** by Consumer Protection. It does **not** mean someone who has a 'Trade Certificate' or other qualification relating to the repairing of motor vehicles.

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

The following information will be used for **calculating your licence fee**.

Please answer	Number
<p><b>How many staff (certified and uncertified) are engaged in repair work</b> including the owner/s of the business, if those people do repair work?</p> <p><b><u>DO NOT COUNT</u></b> apprentices, trainees and administrative staff.</p>	

### **9. AUTHORISATION AND DECLARATION**

*(All partners/directors must complete – if there are more than 4 partners/ directors please copy)*

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.**

Entity applying for the licence .....

Full Name: ..... Full Name: .....

Signature: ..... Signature: .....

Date: ..... Date: .....

Full Name: ..... Full Name: .....

Signature: ..... Signature: .....

Date: ..... Date: .....

