



ABN 81 913 830 179

APPLICATION FOR A TRADESPERSON'S CERTIFICATE

Motor Dealers and Repairers Act 2013

Apply using this application form OR apply online at www.onegov.nsw.gov.au

PART A – APPRENTICESHIPS

Are you currently serving an apprenticeship or traineeship? Yes No

If you answered “Yes”, please note that a tradesperson’s certificate cannot be granted to an applicant who is currently an apprentice or Trainee.

PART B – APPLICANT DETAILS

Surname:

Given Names:

Former Names (if any):

Date of Birth:

Place of Birth:

Driver's Licence No.:

Residential Address:


Postcode:

Email Address to which correspondence, including renewal notices, will be sent:

Telephone No.:

Mobile Telephone No.:

How to lodge this application

 Apply online at:

www.onegov.nsw.gov.au

Or

 In person at:

Service NSW Service Centre

For your nearest Service NSW Service Centre, go to:
www.service.nsw.gov.au or telephone 13 77 88.

USE BLOCK LETTERS WHEN COMPLETING THIS FORM

PART C - POSTAL ADDRESS

Provide a postal address if different to your residential address:

Postal Address:

	Postcode:
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PART D – IDENTIFICATION

Attach to this application some form of identification, such as a copy of your current driver’s licence or a copy of your current passport.

Ensure that the applicant name on this application form is identical to that which is shown on your identification document and on your qualification documents.

PART E – CLASS OF REPAIR WORK

Indicate below which class or classes of repair work you are applying for:

- | | | |
|--|---|--|
| <input type="checkbox"/> Automotive Electrician | <input type="checkbox"/> Liquefied Petroleum Gas Mechanic | <input type="checkbox"/> Transmission Specialist |
| <input type="checkbox"/> Body Maker | <input type="checkbox"/> Motorcycle Mechanic | <input type="checkbox"/> Underbody Work |
| <input type="checkbox"/> Compressed Natural Gas Mechanic | <input type="checkbox"/> Motor Mechanic | <input type="checkbox"/> Vehicle Painter |
| <input type="checkbox"/> Liquefied Natural Gas Mechanic | <input type="checkbox"/> Panel Beater | |

Qualifications

Attach a copy of the documents evidencing your qualifications to this application form. A list of approved qualifications is included in the attached Information for Applicants.

PART F – DISCLOSURE

If you answer Yes to any of the following questions, please provide full details on a separate sheet.

1.	Have you been found guilty, within the preceding 10 years of any offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Do you have proceedings for an offence pending against you?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Have you been convicted of an offence against the <i>Motor Dealers and Repairers Act 2013</i> (or prior repealed Acts) or regulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Have you been convicted under any Act administered by the Minister for Fair Trading?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Have you failed to pay any contribution or other payment required to be paid by you to the Compensation Fund under the <i>Motor Dealers and Repairers Act 2013</i> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

NSW Fair Trading will conduct a criminal history check in respect of the Applicant

PART G – PAYMENT METHOD

Indicate your payment method:

Credit Card

ONLY MasterCard and Visa are accepted. **Credit Card payments are subject to a 0.4% merchant fee.**

The fee payable for this application is a processing fee for the purposes of the *Licensing and Registration (Uniform Procedures) Act 2002* and will not be refunded if the application is refused or withdrawn.

PART H – CREDIT CARD

If paying by credit card, provide the credit card particulars below:

MasterCard Visa

Credit Card Number:

Expiry Date:

/

Amount:

\$

Card Holder's Name (BLOCK LETTERS)

Credit Card payments are subject to a 0.4% merchant fee.

PART I - DECLARATION BY APPLICANT

I certify that the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every detail.

Statement under the *Privacy and Personal Information Protection Act 1998*

The applicant for this tradesperson's certificate:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this certificate;
2. acknowledges that information will be placed on a register open to the public in accordance with the *Motor Dealers and Repairers Act 2013*;
3. accepts that failure to supply information required on this application form may delay the processing of the application; and
4. has a right to seek access to and correction of information supplied.

NOTE It is an offence under the *Crimes Act 1900* to make a false or misleading statement in this document. The maximum penalty is two years imprisonment or a fine of \$22,000, or both.

Signature: _____ Date: _____

Full Name: _____

ATTACH A COPY OF YOUR QUALIFICATIONS TO THIS APPLICATION FORM

Note: If you have just recently completed your apprenticeship or traineeship but have not yet been issued with a qualification, you may lodge this application now and send evidence of your qualifications once you receive them. Please note however that your application will not be granted prior to evidence of your qualifications being supplied.

APPLICANT'S CHECKLIST	✓
Application form fully completed	
Application form signed and dated	
Copy of qualifications attached	
Copy of document evidencing identification attached.	
Application fee attached (cheque, money order or credit card details)	

INFORMATION FOR APPLICANTS

The following information is provided for applicants for a tradesperson's certificate under the *Motor Dealers and Repairers Act 2013* (the Act).

Online application

An application for a tradesperson's certificate may be made online at www.onegov.nsw.gov.au. For online applications the processing fee is discounted by 10%.

When lodging an online application you will need to upload copies of documents evidencing your qualifications.

Apprenticeships

Section 26 of the Act provides that a tradesperson's certificate must not be granted to an applicant if the applicant is an apprentice or trainee.

Class of repair work and required qualifications

The required qualifications for a class of repair work are the qualifications prescribed by the regulations for that class of repair work. The qualifications listed below are prescribed by the Regulations.

If you do not hold one of the following qualifications you will not be granted a tradesperson's certificate.

Class	Repair Work	Qualification
automotive electrician	the work carried out by persons who install or repair electrical equipment, systems or circuits in motor vehicles.	Certificate III in Automotive Electrical Technology, being part of the Automotive Industry Retail, Service and Repair Training Package
body maker	the work carried out by persons who make motor vehicle bodies otherwise than in the course of manufacturing new motor vehicles or repairing motor vehicle bodies.	Certificate III in Automotive Manufacturing Technical Operations—Bus, Truck and Trailer, being part of the Automotive Manufacturing Training Package
compressed natural gas mechanic	the work carried out by persons who install or repair compressed natural gas equipment in motor vehicles.	Certificate III in Automotive Alternative Fuel Technology, including the CNG specialist elective units from the Automotive Industry Retail, Service and Repair Training Package
liquefied natural gas mechanic	the work carried on by persons who install or repair liquefied natural gas equipment in motor vehicles.	Certificate III in Automotive Alternative Fuel Technology, including the LNG specialist elective units from the Automotive Industry Retail, Service and Repair Training Package
liquefied petroleum gas mechanic	the work carried out by persons who install or repair liquefied petroleum gas equipment in motor vehicles.	Certificate III in Automotive Alternative Fuel Technology, including LPG specialist elective units from the Automotive Industry Retail, Service and Repair Training Package
motorcycle mechanic	the work carried out by persons who repair the engines or transmissions or the fuel, induction, exhaust, electrical, steering, suspension, cooling or braking systems, or remove or replace wheels or tyres of motor cycles only.	Certificate III in Motorcycle Mechanical Technology, being part of the Automotive Industry Retail, Service and Repair Training Package,
motor mechanic	the work carried out by persons who repair the engines or transmissions or the fuel, induction, exhaust, electrical, steering, suspension, cooling or braking systems of motor vehicles.	Certificate III in Light Vehicle Mechanical Technology or Certificate III in Heavy Commercial Vehicle Mechanical Technology, being part of the Automotive Industry Retail, Service and Repair Training Package

Class	Repair Work	Qualification
panelbeater	the work carried out by persons who repair the structural components, frames or panels of motor vehicles.	Certificate III in Automotive Body Repair Technology, being part of the Automotive Industry Retail, Service and Repair Training Package
transmission specialist	the work carried out by persons who repair the gears, clutches, drive shafts and differentials of motor vehicles.	Certificate III in Automotive Drivetrain Technology, being part of the Automotive Industry Retail, Service and Repair Training Package
underbody work	the work carried out by persons who repair underbody systems of motor vehicles, including brake equipment or systems, exhaust systems or steering or suspension systems, but does not include mechanical systems or electrical equipment, systems or circuits.	either: (i) Certificate III in Automotive Underbody Technology, being part of the Automotive Industry Retail, Service and Repair Training Package, or (ii) Certificate III in Light Vehicle Mechanical Technology or Certificate III in Heavy Commercial Vehicle Mechanical Technology, being part of the Automotive Industry Retail, Service and Repair Training Package
vehicle painter	the work carried out by persons who paint motor vehicles.	Certificate III in Automotive Refinishing Technology, being part of the Automotive Industry Retail, Service and Repair Training Package

A person has the required qualifications for a tradesperson's certificate in respect of a class of repair work if the person has, at any time after 1 December 2014, held a tradesperson's certificate in respect of that class of repair work.

Qualifications which met the requirements for an unrestricted tradesperson certificate under the *Motor Vehicle Repairs Act 1980* will continue to be recognised under the *Motor Dealers and Repairers Act 2013*, as long as the holder enrolled in the course of study before 1 September 2015 and there is a corresponding class of repair work.

For those who commenced a course before 1 September 2015 but have not yet completed the course, they will be eligible for a tradesperson certificate once they have completed their qualification.

Certain work is not repair work

A tradesperson's certificate is not required to do the following repair work:

- (a) work carried out on a trailer or towable recreational vehicle, other than the underbody (a tradesperson's certificate is not required to do work on the underbody of a trailer or towable recreational vehicle so long as the business is a licensed repairer),
- (b) work carried out on a recreational motor vehicle with a living space, living facilities, or both, other than work in the following classes of repair work:
 - (i) underbody work,
 - (ii) motor mechanic,
- (c) replacement or installation of an accessory that does not alter the performance, handling or safety of the vehicle, and replaced or installed for one or more of the following purposes:
 - (i) cosmetic customisation of the vehicle,
 - (ii) providing enhanced entertainment options,
 - (iii) informing the driver of vehicle functions or performance,
 - (iv) assisting the driver in navigation or communication,
 - (v) equipping the vehicle for occupational tasks.
- (d) emergency breakdown repairs provided by a membership organisation to a member of the organisation, but only if the work is carried out by an employee of the membership organisation,
- (e) work carried out by an authorised examiner, within the meaning of the *Road Transport (Vehicle Registration) Regulation 2007*, in the course of exercising the functions of an authorised examiner under that Regulation.

A tradesperson's certificate is not required for the installation or replacement of the following:

- skirts
- ute linings
- spoilers
- wiper blades
- vehicle detailing
- weather shields
- side steps, rails & step boards
- head light protectors
- bonnet protectors
- luggage & roof racks
- jerry can carriers
- spare wheel racks/carriers
- water carriers – rack or body mounted
- light globes
- tow bars bolted
- sound systems
- vehicle radios
- wheels
- car top tents/enclosures/
canopies/protective awnings

Duration of tradesperson's certificate

A tradesperson's certificate will remain in force for a period of 3 years unless it is cancelled or surrendered sooner.

Renewal of a tradesperson's certificate

A tradesperson's certificate may be renewed. If the certificate is not renewed by the due date the certificate will expire. An application for restoration of an expired certificate may be made within 3 months of the date of expiry.

Adding classes of repair work to a tradesperson's certificate

The holder of a tradesperson's certificate may apply to amend the certificate by adding additional classes of repair work. The Regulations prescribe the fee payable to include additional classes of repair work on a tradesperson's certificate. The certificate holder must satisfy the qualification requirements for the additional classes of repair work.

Notification of changes

It is a condition of a tradesperson's certificate that the certificate holder must notify NSW Fair Trading, within 14 days of any change that occurs in the licensee's name or other registered particulars.

Carrying on the business of a motor vehicle repairer

A tradesperson's certificate does not authorise the holder to carry on a business of a motor vehicle repairer. In order to carry on such a business a person must hold a motor vehicle repairers licence in respect of the places of business from which the business is carried on.

www.fairtrading.nsw.gov.au