



## LICENCE AMENDMENT APPLICATION

*Motor Dealers and Repairers Act 2013*

### Add / Remove Place of Business / Mobile Workshop

Use this amendment application form to add or remove a place of business on a licence or to add or remove a mobile workshop on a motor vehicle repairers licence.

- A fee is payable to add an additional place of business or mobile workshop.
- No fee is payable to change a place of business or mobile workshop.
- No fee is payable to remove a place of business or mobile workshop.

#### PARTICULARS OF LICENSEE

Licence No.:

Licensee Name:

A C N

#### CONTACT PERSON

Provide the name of a person that may be contacted if any questions arise during the processing of this amendment application.

Name:

Position:

Telephone:

Mobile:

Facsimile:

Email Address :

#### How to lodge this form

 Mail

Send to:  
**Business Licensing**  
**Locked Bag 5138**  
**PARRAMATTA NSW 2124**

OR

 In person at:

**Service NSW Service Centre**  
For your nearest Service NSW Service Centre, go to:  
[www.service.nsw.gov.au](http://www.service.nsw.gov.au) or telephone 13 77 88.

**USE BLOCK LETTERS WHEN COMPLETING THIS FORM**

**ADD A PLACE OF BUSINESS**

Provide particulars below of any changed or additional place of business (other than a mobile workshop).

Business Address:

	Postcode:
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Telephone No.:

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Facsimile No.:

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**Local Council Approval**

You have an obligation to comply with local government requirements. Those obligations exist in addition to the requirement to hold a licence. Non-compliance may result in you being liable to prosecution. Contact your local council for any questions you may have relating to approvals.

**Questions Relating to the Place of Business**

1. Do the premises have current local council approval that allows the conduct of the business to which this licence application relates **OR** has the local council advised that approval is not required for the conduct of the proposed business (e.g. under home occupation guidelines)?  Yes  No

2. Are the premises occupied by another licensee?  Yes  No

If you answered YES, provide the other licensee's details here.

Name of other licensee: \_\_\_\_\_ Licence Number: \_\_\_\_\_

Will you be sharing the premises with the other licensee?  Yes  No

If you will not be sharing the premises, will the other licensee be vacating the premises?  Yes  No

**A fee is payable to add an additional place of business however no fee is payable to add a place of business which is replacing an existing place of business. Refer to the last page of this form for information on the amount payable.**

**REMOVE A PLACE OF BUSINESS**

Provide particulars below of any place of business that is to be removed from the licence.

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**ADD MOBILE WORKSHOPS** (Motor Vehicle Repairers Licence only)

Provide particulars below of any motor vehicle that is to be ADDED to a repairers licence as a mobile workshop.

**Add Motor Vehicle # 1**

Registration Number:

**Add Motor Vehicle # 2**

Registration Number:

**Add Motor Vehicle # 3**

Registration Number:

**A fee is payable to add an additional mobile workshop however no fee is payable to add a mobile workshop which is replacing an existing mobile workshop. Refer to the last page of this form for information on the amount payable.**

**REMOVE MOBILE WORKSHOPS** (Motor Vehicle Repairers Licence only)

Provide particulars below of any motor vehicle that is to be REMOVED FROM a repairers licence as a mobile workshop.

**Remove Motor Vehicle # 1**

Registration Number:

**Remove Motor Vehicle # 2**

Registration Number:

**Remove Motor Vehicle # 3**

Registration Number:

**PAYMENT METHOD**

Indicate your payment method.

Credit Card  Cheque

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

Cheques should be made payable to NSW Fair Trading

**DO NOT SEND CASH THROUGH THE POST**

**PAY BY 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.

**For the amount payable refer to the fee table on the next page.**

## DECLARATION

**INDIVIDUAL - declaration MUST be signed by the applicant.**

**BODY CORPORATE - declaration MUST be signed by a Director of the body corporate.**

I certify that the particulars specified in this amendment 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 licensee:

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 licence;
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.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

## AMENDMENT FEES

- A fee is payable to add an additional place of business or mobile workshop.
- No fee is payable to change a place of business or mobile workshop.
- No fee is payable to remove a place of business or mobile workshop.

Licence Type	Amendment Type	Processing Fee	Variable Fee	Compensation Fund Fee	Total Fee
Motor Dealer	Add additional place of business	\$71	Nil	\$139	<b>\$210</b>
Motor Vehicle Repairer	Add additional place of business	\$71	Nil	\$45	<b>\$116</b>
Motor Vehicle Repairer	Add additional mobile workshop	\$71	Nil	\$45	<b>\$116</b>
Motor Vehicle Recycler	Add additional place of business	\$71	Nil	Nil	<b>\$71</b>