



Application for Motor Vehicle Yard Manager's Licence

You cannot act in the capacity of a motor vehicle yard manager unless you are the holder of a valid licence. Doing so is an offence committed by both you and your employer.

Details of applicant

Preferred title Mr Mrs Miss Ms Other

Family Name

Given Names

Date of birth / / *You must have reached the age of 18 years of age to be eligible for this licence.*

Place of birth

Town/City Country

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

*If you have not resided in Australia continuously for the last **three (3) years**, you are required to provide further information regarding any criminal history. Please see page 3 for more information.*

Are you an Australian Citizen/permanent resident or do you have a visa that permits you to work in Australia? Yes No Attach details of your residency status.

Your contact details

Residential address:

Postcode

Postal address: *If the same as your residential address, please tick*

Postcode

Home telephone Area Code ()

Work telephone Area Code ()

Fax

Mobile telephone

Email

Are you currently licensed as a Motor Vehicle Salesperson and would you like to surrender that licence, if this application is granted?
 If you answer 'yes' to this question you must return your salespersons licence certificate to the Commissioner when you receive your Yard Manager's licence.

Yes / No

**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

**APPLICATION FEE
\$412**

Website:

www.commerce.wa.gov.au/CP/Licences

Qualifications

To be eligible for a yard manager's licence you must have sufficient knowledge of the *Motor Vehicle Dealers Act 1973*. To satisfy this requirement you must provide evidence that you have completed and passed the **Dealer/Yard Manager's Course**. For the list of course providers please visit www.commerce.wa.gov.au/CP/MVTraining.

Please attach a copy of your completion Certificate for the course. Otherwise, if you are currently undertaking or enrolled to undertake the course, please provide the following information.

Attendance Date/s:		Training provider:	
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Fitness to hold a Yard Manager's Licence

To be eligible to obtain a Motor Vehicle Yard Manager's Licence, the Commissioner for Consumer Protection (the Commissioner) must be satisfied that you are a 'fit and proper person' to hold a licence. To enable the assessment of your application you must provide an **original National Police Certificate not more than three (3) months old**. For information, visit www.police.wa.gov.au or to apply online, visit www.afp.gov.au.

Certified copies of supporting documents will be accepted, original documents will not be returned. For a list of occupations authorised to witness and certify documents, visit www.commerce.wa.gov.au/CP/authorisedwitness.

Please answer either 'Yes' or 'No' to the following questions. If the answer to any of the questions is 'Yes', please provide full details surrounding the matter separately.

Have / are you:	Yes or No
(a) 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) been the subject of any adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(d) had any occupational licence or application refused, cancelled or suspended?	
(e) been disqualified from holding any occupational licence?	
(f) been subject to any 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 name?	

EMPLOYER STATEMENT

To be valid, this section must be completed by a director/partner or the holder of the dealer's licence. Administrative staff, licensed salespersons and yard managers should not sign this statement. As the representative of the employing dealership, by signing this application you are declaring that you intend to employ the applicant as a Motor Vehicle Yard Manager and understand that providing false or misleading information in an application is an offence.

To be completed by employer.

Licence # of Employing Dealer: MD

Full Name:

Position:

Signature:

Date:

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 or current/previous occupational licences or 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.

To be completed by the applicant.

Full Name:

Signature:

Date:

LODGING YOUR APPLICATION

The application can only be processed if all the relevant information and supporting documentation is provided.

PLEASE CHECK THAT THE FOLLOWING HAS BEEN INCLUDED WITH YOUR APPLICATION:

- [] Original **National Police Certificate** (not more than three (3) months old at the time of application).
- [] In addition to the above, if **you have not lived in Australia continuously for the last three (3) years** you will be required to provide a police clearance from the country you previously lived.
- [] Copy of the **Certificate** on the successful completion of the Yard Manager/Dealer Licence Requirements Course.
- [] Completed form, including all questions and the employer statement.

APPLICATION FEE

The **application fee of \$412** is payable at the time of applying. If granted the licence will be issued for a period of up to **three (3) years**.

The application fee is exempt from GST, non-refundable 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 completed 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.

In person at:

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

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

MOTOR VEHICLE DEALERS ACT 1973

Copies of the *Motor Vehicle Dealers Act 1973* and associated Regulations are available from the

State Law Publisher
10 William Street, Perth, telephone: (08) 6552 6000
Website: www.slp.wa.gov.au.

CREDIT CARD PAYMENT DETAILS - Application for Motor Vehicle Yard Manager's Licence

Card Type	Visa <input type="checkbox"/> Mastercard <input type="checkbox"/>	(Only Visa and Mastercard accepted)
Card Number	<input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/>	
Card Holder	<input style="width: 100%; height: 20px;" type="text"/>	
Expiry Date	<input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/> / <input style="width: 25px; height: 20px;" type="text"/> <input style="width: 25px; height: 20px;" type="text"/>	Amount \$ <input style="width: 80%; height: 20px;" type="text"/>
Signature / Authorisation	<input style="width: 100%; height: 20px;" type="text"/>	
	Date	<input style="width: 100%; height: 20px;" type="text"/>