

## TRADESPERSON'S CERTIFICATE AMENDMENT APPLICATION

*Motor Dealers and Repairers Act 2013*

### Add a Class of Repair Work

USE BLOCK LETTERS WHEN COMPLETING THIS FORM

#### PARTICULARS OF TRADESPERSON'S CERTIFICATE

Tradesperson's Certificate No.:

Holder's Full Name:

#### CLASS OF REPAIR WORK

Indicate below which class or classes of repair work you are adding to your certificate:

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Automotive Electrician             | <input type="checkbox"/> Liquefied Petroleum Gas<br>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<br>Mechanic | <input type="checkbox"/> Motor Mechanic                      | <input type="checkbox"/> Vehicle Painter         |
| <input type="checkbox"/> Liquefied Natural Gas<br>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 sheet.

#### How to lodge this form

 Email

[businesslicensing@finance.nsw.gov.au](mailto:businesslicensing@finance.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](http://www.service.nsw.gov.au) or telephone 13 77 88

**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*Licensing and Registration (Uniform Procedures) Act 2002* and will not be refunded if the application is refused or withdrawn.**

**CREDIT CARD DETAILS**

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)

Card Holder's Signature

**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 certificate holder:

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.

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

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

## QUALIFICATIONS REQUIRED FOR A CLASS OF REPAIR WORK

### 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.

The class of repair work indicated in your application will not be added to your Tradesperson's Certificate if you do not hold the qualifications required for this class of repair work.

Class	Repair Work	Qualification
<b>automotive electrician</b>	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
<b>body maker</b>	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
<b>compressed natural gas mechanic</b>	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
<b>liquefied natural gas mechanic</b>	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
<b>liquefied petroleum gas mechanic</b>	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
<b>motorcycle mechanic</b>	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,
<b>motor mechanic</b>	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
<b>panelbeater</b>	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
<b>transmission specialist</b>	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
<b>underbody work</b>	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, <b>or</b> (ii) Certificate III in Light Vehicle Mechanical Technology or Certificate III in Heavy 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
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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                          | • head light protectors                 | • light globes   |
| • ute linings                     | • bonnet protectors                     | • tow bars bolted  |
| • spoilers                        | • luggage & roof racks                  | • sound systems  |
| • wiper blades                    | • jerry can carriers                    | • vehicle radios   |
| • vehicle detailing               | • spare wheel racks/carriers            | • wheels   |
| • weather shields                 | • water carriers – rack or body mounted | • car top tents/enclosures/<br>canopies/protective awnings |
| • side steps, rails & step boards |   |  |

### 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](http://www.fairtrading.nsw.gov.au)

The above information must not be relied on as legal advice. For more information refer to the *Motor Dealers and Repairers Act 2013* and Regulations. The Act and regulations may be viewed at or downloaded from [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au) ©State of New South Wales through NSW Fair Trading, 2014.