



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

Application to change “Authorised Premises”

An Authorised premises is a location/vehicle that has been approved under the Act/s and issued a Certificate of Authorised Premises (“C.A.P.”).

If you are simply changing postal address, please email this information to licensingenquiries@commerce.wa.gov.au.

Motor Vehicle Repairers Act 2003 ***Motor Vehicle Dealers Act 1973***

- **Motor Vehicle Repair Business Licence**
- **Motor Vehicle Dealers Licence**
- **Car Market Operators Registration**

Your application can be processed only if all the relevant information and supporting documentation is provided. At the time of lodging the application it must be complete and signed.

Note - this application form expires on 30 June 2016.

**Department of Commerce
 Consumer Protection**
 Level 2, Gordon Stephenson House
 140 William Street
 PERTH WA 6000

Licensing Advice Line
Telephone: 1300 30 40 64

Overseas callers: +61 (8) 6251 2931

(8.30 – 5.00 Weekdays)
 (Closed Public Holidays)

Licensing Branch
 Level 5, WestCentre
 1260 Hay Street
 WEST PERTH WA 6005

Postal
 Licensing Branch
 Consumer Protection
 Department of Commerce
 Locked Bag 14
 CLOISTERS SQUARE WA 6850

Email
cplicensing@commerce.wa.gov.au

APPLICATION FEES APPLY

See page 4

Website:
www.commerce.wa.gov.au/CP/licences

INFORMATION REQUIRED

ONLY COMPLETE THE SECTIONS THAT RELATE TO THE YOUR BUSINESS

1. LICENCE INFORMATION

Please provide only the number/s of the licences that relate to this application to change authorised premises. If the change of premises relates to both a dealer's licence and a repair business licence, separate applications are not required.

Motor Vehicle Dealer	Motor Vehicle Repair Business	Car Market Operator
MD	MRB	MO

2. CONTACT PERSON FOR APPLICATION

This person must be the licence holder or a director/partner of the licensee and must sign the declaration at part 5.

Name of person to contact

Email address

Telephone **Fax**

3. PREMISES INFORMATION

If there is not enough space please photocopy the relevant page and provide all required information.

Mobile Premises – applies only to Motor Vehicle Repair Businesses

If you intend to change mobile premises you must submit the following information for each motor vehicle (including, trucks, vans, cars, trailers, campervans or caravans) involved in the business of repairing motor vehicles.

Details of new Mobile Premises – Fee applies

Make of vehicle	Model of vehicle	Vehicle colour	Year	Registration number	Start date

Details of Mobile Premises to be ceased – No fee applies

Make of vehicle	Model of vehicle	Vehicle colour	Year	Registration number	End date

