

Motor Vehicle Tradesperson Certificate APPLICATION

Motor Dealers and Repairers Act 2013

Use this form to apply for a new Motor Vehicle Tradesperson Certificate. To add a class to an existing certificate, complete the [Add a Class of Repair Work Application](#)

Am I eligible?

To be eligible to proceed with this application:

- You must be a fit and proper person to hold a licence
- You must have the relevant [qualifications](#)
- You cannot be an apprentice or trainee and apply for a Motor Vehicle Tradesperson Certificate under the *Motor Dealers and Repairers Act 2013*

Information about a Motor Vehicle Tradesperson Certificate, including a list of approved qualifications is available on the [Motor Vehicle Tradespeople](#) web page.

How much does it cost to apply for a Tradesperson Certificate?

Information about the current motor dealers and repairers' fees is available on the [NSW Fair Trading](#) website.

How do I apply?

Online

Complete an online application at [Service NSW](#)

In person

Complete this form and apply in person at any [Service NSW Centre](#). To find your nearest Service Centre, use the [service centre locator](#) or phone 13 77 88.

If you are having difficulty submitting this application, contact NSW Fair Trading on 13 32 20.

What happens next?

Your application and supporting documents will be assessed to ensure you meet the requirements for a Motor Vehicle Tradesperson Certificate.

We will endeavour to complete the assessment of your application within our service standards, however, please note that if we need to contact you for additional information this may increase the time, we take to assess your application.

How will I know the outcome of my application?

If your application is approved, we will send your Tradesperson Certificate to your nominated postal address. If your application is refused, you will be notified of the reasons in writing including what action you can take if you disagree with the decision.

What do I need to complete this form?

- ☐ One form of **photo identification** (e.g., current driver licence or passport)
- ☐ Copy of relevant qualification/s
- ☐ Application fee paid online, and receipt number provided

Make sure the applicant's name on this application form is identical to the one shown on the identification document and on the qualification documents.

SECTION 1 – Prerequisites

- Are you currently an apprentice or trainee? ☐ No ☐ Yes
- Do you have the required qualification to be granted a Tradesperson Certificate? ☐ No ☐ Yes
- Do you currently hold a Motor Vehicle Tradesperson Certificate in NSW? ☐ No ☐ Yes
- Are you applying under Mutual Recognition? ☐ No ☐ Yes
- Are you subject to any disciplinary action in any Australian state or Territory related to your Motor Vehicle Repairers Tradesperson Certificate (or equivalent)? ☐ No ☐ Yes

If you answered Yes to any of the above prerequisite questions, please provide details

Attach additional pages if needed

SECTION 2 – Applicant details

Given name/s

Surname

Date of birth

Place of birth

Driver licence number

Driver licence State/Territory of issue

Email address *This is the primary channel for all correspondence*

Residential address including postcode

Postal address including postcode *If an email address is not provided, all correspondence will be sent here*

Phone number

Mobile number

SECTION 3 - Background information

Have you been known, or are you known by any other name? ☐ No ☐ Yes - If yes, provide details.

Name used (1)

Dates you were known by previous name

From

To

Name used (2)

Dates you were known by previous name

From

To

Attach additional pages if needed

SECTION 4 - Licence category/-ies

Select one or more class/es you are applying for. **You must have the qualifications for the class/es selected.**

- | | |
|--|---|
| <input type="checkbox"/> Automotive Electrical Accessory Fitting | <input type="checkbox"/> Motor Mechanic |
| <input type="checkbox"/> Automotive Electrician | <input type="checkbox"/> Motorcycle Mechanic |
| <input type="checkbox"/> Body Maker | <input type="checkbox"/> Panel Beater |
| <input type="checkbox"/> Compressed Natural Gas Mechanic | <input type="checkbox"/> Radiator Repairs |
| <input type="checkbox"/> Exhaust Repair | <input type="checkbox"/> Steering, Suspension and Wheel Alignment |
| <input type="checkbox"/> Glazing Work | <input type="checkbox"/> Transmission Specialist |
| <input type="checkbox"/> Liquefied Natural Gas Mechanic | <input type="checkbox"/> Underbody Work |
| <input type="checkbox"/> Liquefied Petroleum Gas Mechanic | <input type="checkbox"/> Vehicle Painter |

SECTION 5 - Licence duration

Select the registration duration you are applying for

☐ 1 Year

☐ 3 Years

☐ 5 Years

SECTION 6 - Disclosures

- | | | |
|---|-----------------------------|------------------------------|
| 1. Have you been found guilty of any offence within the previous ten (10) years? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2. Do you have proceedings pending against you for any offence? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3. Have you been convicted of an offence against the <i>Motor Dealers and Repairers Act 2013</i> (or previous Acts) or regulations? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. Have you been convicted under any Act administered by the Minister for Fair Trading? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 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> ? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

If you answered Yes to any of the previous disclosure questions, please provide details

Attach additional pages if needed

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

SECTION 7 - Applicant declaration and consent

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.

Under the *Privacy and Personal Information Protection Act 1998*, I

- authorise NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's ongoing eligibility to hold a registration under the *Motor Dealers and Repairers Act 2013*
- acknowledge that information will be placed on a register open to the public in accordance with the *Motor Dealers and Repairers Act 2013*
- accept that failure to supply information required in this application form may delay the processing of the application and
- have a right to seek access to and correction of information supplied.

Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the *Crimes Act 1900* which may result in penalties including a fine or imprisonment.

Given name/s

Surname

Signature

Date

SECTION 8 - Applicant Checklist

- ☐ Application form fully completed, signed, and dated
- ☐ Proof of identification attached
- ☐ Copy of relevant qualification/s attached
- ☐ Application fee paid online, and receipt number provided

This document must not be relied on as legal advice. For more information refer to the relevant Act and Regulation which can be viewed or downloaded from www.legislation.nsw.gov.au.

Privacy Collection Notice

The Department of Customer Service on behalf of the Commissioner for Fair Trading (NSW Fair Trading), gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold person information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To process an application for an individual for Motor Vehicle Tradesperson Certificate in accordance with Part 2 of the *Motor Dealers and Repairers Act 2013* and Part 2 Division 2 of the *Licensing and Registration (Uniform Procedures) Act 2002*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The information contained in this form is supplied voluntarily. The consequence of not providing it is that your application may not be able to be processed and your licence may not be able to be renewed or restored. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/update our customer database including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can also find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit the [Service NSW](#) website.