

APPLICATION FOR REPLACEMENT LICENCE / CERTIFICATE

*Motor Dealers and Repairers Act 2013
Licensing and Registration (Uniform Procedures) Act 2002*

An application for the replacement of a licence or tradesperson's certificate under the *Motor Dealers and Repairers Act 2013* may be made if the licence or certificate is lost, damaged or destroyed.

Licence Fee:

For information on fees, visit the fees section on the [NSW Fair Trading website](http://www.fairtrading.nsw.gov.au).

PARTICULARS OF LICENSEE

Licence / Certificate No.:

Name of Licence / Certificate Holder:

Contact Telephone No.:

Postal address:

Email Address - to which all correspondence, including the replacement licence, will be sent.

STATEMENT THAT THE LICENCE / CERTIFICATE HAS BEEN LOST, DAMAGED OR DESTROYED

Tick the appropriate box below.

The licence has been:

lost ☐

damaged ☐

destroyed ☐

PAYMENT

A fee must be paid on lodgement of the application form.

Pay by credit card or PayPal using the following link:

www.fairtrading.nsw.gov.au/applicationpayments

Step 1 – Click on the link or type the URL into your web browser

Step 2 – Follow the instructions online to complete the payment

Step 3 – When the lodgement fee is paid online you will receive a receipt number.

Please record the receipt number below before lodging the application, not providing this information may result in delays in processing your application.

Receipt number:

Note: If you are having difficulty lodging the application please contact NSW Fair Trading on 13 32 20.

COMPLETE THE DECLARATION ON THE FOLLOWING PAGE

DECLARATION

INDIVIDUAL - declaration **MUST** be signed by the licensee / certificate holder.

CORPORATION - declaration **MUST** be signed by a director of the corporation.

I certify that the particulars specified in this application are, to the best of my knowledge, true and correct in every detail.

Signature: _____ Date: _____

Full Name: _____

HOW TO LODGE THIS FORM



Email

businesslicensing@customerservice.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 or telephone 13 77 88.