

**Fee: \$49**

This is a processing fee and is not refundable if the application is withdrawn or refused.

**Application for Renewal  
Under Transitional Arrangements for a  
MOTOR VEHICLE TRADESPERSON CERTIFICATE**  
*Motor Dealers Repairers Act 2013*

The *Motor Dealers and Repairers Act 2013* commenced on 1 December 2014. This Act replaced the *Motor Vehicle Repairers Act 1980* and the *Motor Dealers Act 1974*.

Under the *Motor Dealers and Repairers Act 2013* (the Act) tradesperson's certificates are required to be renewed every 3 years. If the tradesperson's certificate is not renewed then the certificate will expire. If you have an expired certificate you can renew under transitional arrangements in 2019.

The date for the renewal of a tradesperson's certificate will be based on the original grant date of the certificate. To find out when a tradesperson's certificate is due for renewal, refer to the Information for Applicants attached to this form.

To renew a tradesperson's certificate, complete and sign this form and lodge the form as indicated below.

If you hold additional certificates for other classes of repair, they can be merged into one record. To do so please list them all below and tick **Merge** box.

|   |                     |  |
|---|---------------------|--|
| Tradesperson's Certificate Number(s):   | <b>MVTC</b>         | <b>Merge</b> <input type="checkbox"/>      |
| Certificate Holder:   | Full Name: .....    | Date of Birth: ..... Place of Birth: ..... |
|   | Driver Licence No.: |  |
| Residential Address:  |                     | Postcode:                                  |
| <b>Email Address</b> for correspondence, including renewal notices:   |                     |  |
| Telephone No.:  | Day time No.        |  |
| <b>Postal Address</b> for certificate/card only.<br><b>NOTE:</b> All other correspondence, including renewal notices will be sent to this address only if an email address is not provided. |                     | Postcode:                                  |

**How to lodge this application**

**Via email to:**  
businesslicensing@finance.nsw.gov.au

**OR**

**Via post to:**  
Locked Bag 5138  
Parramatta NSW 2124

With subject title  
'Motor Vehicle Tradesperson Certificate Renewal'

**Enquiries:** Monday to Friday 8:30 am to 5:00 pm Telephone: (02) 9619 8700 TTY: (02) 9619 8673

**Disclosure Questions**

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

\* In this form "previous Acts" means *Motor Dealers Act 1974* and/or *Motor Vehicle Repairs Act 1980*.

**AUTHORITY TO CHARGE CREDIT CARD**

If paying by credit card, only MasterCard and Visa are accepted.

**Credit Card payments are subject to a 0.4% merchant fee.**

**If paying by credit card, provide the credit card particulars below.**

MasterCard  Visa

Credit Card Number:

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|

Expiry Date:

|                      |   |                      |
|----------------------|---|----------------------|
| <input type="text"/> | / | <input type="text"/> |
|----------------------|---|----------------------|

Amount \$:

See fee at top of page

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

Card Holder's Name (BLOCK LETTERS)

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

Card Holder's Signature

|                      |
|----------------------|
| <input type="text"/> |
|----------------------|

**Declaration by Applicant**

**NOTE: It is an offence under the Crimes Act 1900 to make a false or misleading statement in this application. The maximum penalty is imprisonment for two years or a fine of \$22,000 or both.**

I, ..... certify that the particulars and answers given in relation to this application are correct and complete and under the *Privacy and Personal Information Protection Act 1998*:

- authorise NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the certificate holder's ongoing eligibility to hold this tradesperson's certificate;
- 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 on this form may delay the processing of this document; and
- have a right to seek access to and correction of information supplied.

**Signature:** ..... **Date:** / /

## INFORMATION FOR APPLICANTS

The following information is provided for applicants applying to renew their tradesperson's certificate under the *Motor Dealers and Repairers Act 2013*.

The *Motor Vehicle Repairs Act 1980* was repealed on 1 December 2014 by the *Motor Dealers and Repairers Act 2013* (the Act).

### Renewal of your tradesperson's certificate

Tradesperson's certificates renewed under the *Motor Dealers and Repairers Act 2013* will have a duration of 3 years at which point they will fall due for renewal.

| Grant Date of Tradesperson's Certificate | Year Due for Renewal |
|--|----------------------|
| 1980 - 1987                              | 2019                 |
| 1988 - 2008                              | 2019                 |
| 2009 - 2014                              | 2019                 |

The day of the year that a tradesperson's certificate will be due for renewal is the day before the anniversary date of the granting of the original certificate.

|                   |  |
|-------------------|--|
| <b>Example 1:</b> | if a tradesperson's certificate was originally granted on 23 August 1985, renewal must be lodged by 22 August 2019 |
|-------------------|--|

|                   |  |
|-------------------|--|
| <b>Example 2:</b> | if a tradesperson's certificate was originally granted on 17 April 1990, renewal must be lodged by 16 April 2019 |
|-------------------|--|

|                   |  |
|-------------------|--|
| <b>Example 3:</b> | if a tradesperson's certificate was originally granted on 30 June 2010, renewal must be lodged by 29 June 2019 |
|-------------------|--|

**Warning:** If a tradesperson's certificate is not renewed by the due date it will expire. If a tradesperson's certificate does expire, an application to restore the certificate may be made within 3 months of the expiry date.

### Classes of repair work

On the commencement of the *Motor Dealers and Repairers Act 2013* there were changes to the classes of repair work. The table below shows the changes. The classes of repair work held by certificate holders changed accordingly.

Under the Act no new tradesperson's certificates will be issued with a restricted scope of work. Existing holders of tradesperson's certificates with a restricted scope of work may however continue to hold and renew their certificate with the existing restriction.

| <b>Class of Repair Work under the Motor Vehicle Repairs Act 1980</b> | <b>Class of Repair Work under the Motor Dealers &amp; Repairers Act 2013</b>  |
|--|---|
| liquefied petroleum gas mechanic                                     | liquefied petroleum gas mechanic  |
| natural gas mechanic   | liquefied natural gas mechanic and compressed natural gas mechanic  |
| automotive electrician   | automotive electrician  |
| body maker   | body maker  |
| brake mechanic<br>exhaust repairer<br>front end specialist           | underbody work<br><b>Note:</b> certificates issued under the 1980 Act will be subject to the condition that the person must not undertake work other than work that the person was authorised to carry out under the tradesperson's certificate that the person held under the 1980 Act.  |
| motor cycle mechanic   | motor cycle mechanic  |
| motor mechanic   | motor mechanic  |
| panelbeater  | panelbeater   |
| transmission specialist  | transmission specialist   |
| vehicle painter  | vehicle painter   |
| radiator repairer  | No equivalent<br><b>Note:</b> Existing holders of tradesperson's certificates issued in the repair class of radiator repairer may continue to hold and renew their tradesperson's certificate. New applicants who intend to carry out radiator repair work will be required to hold a tradesperson's certificate in the repair class of motor mechanic. |

### **Provisional tradesperson's certificate**

A provisional tradesperson's certificate issued under the *Motor Vehicle Repairs Act 1980* cannot be renewed.

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

This document 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 <http://www.legislation.nsw.gov.au>  
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