

# Motor Vehicle Tradesperson Certificate ADD A CLASS OF REPAIR WORK

*Motor Dealers and Repairers Act 2013*

---

Use this form to add a class of repair work to an existing Motor Vehicle Tradesperson Certificate.

### Am I eligible?

To be eligible to proceed with this application

- You must hold an existing NSW Motor Vehicle Tradesperson Certificate
- You must have the relevant [qualifications](#).

Information about change of class for a Motor Vehicle Tradesperson Certificate, including a list of approved qualifications is available on the [Motor Vehicle Tradespeople](#) web page on the NSW Fair Trading website.

### How do I apply?

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.

### Fees

This application must be accompanied by the prescribed fee which can be found on the [NSW Fair Trading website](#)

**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 of the Motor Vehicle Tradesperson's Certificate repair class for which you have applied.

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?

We will let you know if your change of class is granted or refused by email. If your application is refused, we will contact you in writing outlining the reason(s) and provide you with details of your options.

### What do I need to complete this form?

- ☐ One form of photo identification
- ☐ Copy of relevant qualification/s
- ☐ Application fee paid online, and receipt number provided

## SECTION 1- Certificate details

Current tradesperson certificate number

Expiry date

## SECTION 2 – Add a class of repair work

Select which class/es you are adding

- ☐ Automotive Electrical Accessory Fitting
- ☐ Automotive Electrician
- ☐ Body Maker
- ☐ Compressed Natural Gas Mechanic
- ☐ Exhaust Repair
- ☐ Glazing Work
- ☐ Liquefied Natural Gas Mechanic
- ☐ Liquefied Petroleum Gas

- ☐ Motor Mechanic
- ☐ Motorcycle Mechanic
- ☐ Panel Beater
- ☐ Radiator repairs
- ☐ Steering, Suspension and Wheel Alignment
- ☐ Transmission Specialist
- ☐ Underbody Work
- ☐ Vehicle Painter

## SECTION 3 – Applicant details

Note any changes to your contact details in this section will be updated on your existing record.

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 4 – Attachments

You must attach a clear and legible copy of your qualification, which must be the relevant certificate or higher education qualification such as a diploma, degree, or post-graduate qualification, for the relevant repair class.

Please refer to the [NSW Fair Trading](https://www.fairtrading.nsw.gov.au) website for qualification requirements.

## SECTION 5 – Applicant declaration

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 my initial and ongoing eligibility to hold this 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 as part of this application may extend the time taken to assess this 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.**

Signature

Date

Full name

## Privacy Collection Notice

NSW Fair Trading, Department of Customer Service 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* (PIIP 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 adding a class or classes of repair work to an existing Motor Vehicle Tradesperson Certificate. in accordance with the *Motor Dealers and Repairers Act 2013* and Section 22 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 consequence of not providing it is that your application may not be able to be renewed. 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 PIIP 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 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](mailto:brdprivacy@customerservice.nsw.gov.au).

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