

Motor Vehicle Tradesperson Certificate Amendment CHANGE OF NAME/CHANGE OF CONTACT DETAILS

Motor Dealers and Repairers Act 2013

Use this form to notify NSW Fair Trading of name changes or changes to address or contact details for a Motor Vehicle Tradesperson's Certificate.

To add a class to an existing certificate, complete the [Add a Class of Repair Work Application](#).

Fees

No fee is payable.

How to lodge

Email

Complete this form and email it as an attachment to businesslicensing@customerservice.nsw.gov.au

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.

SECTION 1 – Particulars of tradesperson certificate

Tradesperson certificate number

Holder's full name

SECTION 2 – Amendment details

Please select which details you are applying to change and provide details below. You can select more than one if applicable.

☐ Change of name

Previous first name on licence

Previous surname on licence

New first name to be included on licence

New surname to be included licence

Evidence of name change

Attach evidence of the name change to this form e.g., a copy of Change of Name Certificate or Marriage Certificate.

If no evidence of the name change is attached to this form, the licensee's name will not be changed.

Note - A certificate is not transferrable to another person

☐ **Change of residential address**

Previous residential address (including postcode)

New residential address (including postcode)

☐ **Change of postal address**

Previous postal address (including postcode)

New postal address (including postcode)

☐ **Change of phone number**

Previous phone number

New phone number

☐ **Change of email address**

Previous email address

New email address – *all future correspondence will be sent to this email address*

SECTION 3 - Declaration and consent

I certify that the particulars specified in this amendment 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 initial and 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

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 amendment application for notice of change of details of your licence 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.