



Government of **Western Australia**
 Department of **Mines, Industry Regulation and Safety**
Consumer Protection

Application to change “Authorised Premises”

An Authorised premises is a location/vehicle that has been approved under the Act/s and issued a Certificate of Authorised Premises (“C.A.P.”).

Motor Vehicle Repairers Act 2003 and Motor Vehicle Dealers Act 1973

- **Motor Vehicle Repair Business Licence**
- **Motor Vehicle Dealers Licence**
- **Car Market Operators Registration**

Your application can be processed only if all the relevant information and supporting documentation is provided. At the time of lodging the application it must be complete and signed.

APPLICATION FEES

If this application applies to both a motor vehicle dealer and repair business licence you must pay the relevant fees relating to each licence.

Please visit www.commerce.wa.gov.au/CP/licensingfees for the current fees. All fees are non-refundable, exempt from the GST and are subject to change without notice.

Motor Vehicle Repair Business

There is a **fee to add or change a Premise (mobile or fixed)**.

Motor Vehicle Dealer / Car Market Operator

There is a **fee to change a Fixed Premise** (i.e. moving the business from one site to another).

There is a **fee to add** additional **Fixed Premises**.

No fee applies to **removing (ceasing)** premises; however, all premises (including mobile premises for repair businesses) that the licensee operates from must be approved under the relevant legislation. The licence/s or registration must at all times continue to have at least one Authorised Premises.

CREDIT CARD PAYMENT DETAILS

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee**

Signature / Authorisation Date

OFFICE USE ONLY					
Total Fee	\$	Dept Code	<input type="checkbox"/> MD <input type="checkbox"/> MB	Chart Description	<input type="checkbox"/> Dealer Modification each premise
Licence No:		Link Licence	Yes		<input type="checkbox"/> Dealer modification alteration of premises <input type="checkbox"/> Car market operator New Registration <input type="checkbox"/> Change or add a fixed premise <input type="checkbox"/> Change of mobile premise

INFORMATION REQUIRED

ONLY COMPLETE THE SECTIONS THAT RELATE TO THE YOUR BUSINESS

1. LICENCE INFORMATION

Please provide only the number/s of the licences that relate to this application to change authorised premises. If the change of premises relates to both a dealer's licence and a repair business licence, separate applications are not required.

Motor Vehicle Dealer	Motor Vehicle Repair Business	Car Market Operator
MD	MRB	MO

2. CONTACT PERSON FOR APPLICATION

This person must be the licence holder or a director/partner of the licensee **and must sign the declaration at part 5.**

Name of person to contact

Email address

Telephone **Fax**

3. PREMISES INFORMATION

If there is not enough space please photocopy the relevant page and provide all required information.

Mobile Premises – applies only to Motor Vehicle Repair Businesses

If you intend to change mobile premises you must submit the following information for each motor vehicle (including, trucks, vans, cars, trailers, campervans or caravans) involved in the business of repairing motor vehicles.

Details of new Mobile Premises – Fee applies

Make of vehicle	Model of vehicle	Vehicle colour	Year	Registration number	Start date

Details of Mobile Premises to be ceased – No fee applies

Make of vehicle	Model of vehicle	Vehicle colour	Year	Registration number	End date

INFORMATION REQUIRED

Fixed Premises – applies to all licences

Additional Premises (fee applies)
 Move to new Premises and Cease old premises (fee applies)
 Cease Premises only (no fee applies)

Details of new Fixed Premises

Address information			
Number and street:			
Suburb:		Postcode:	
Business information			
Date that you intend to commence at the new address:			
Is this the new Principal Place of Business?	Yes / No (please circle)		
Is there a new Postal Address?	Yes / No (please circle) If yes, provide address below:		
Will you be trading under a different business name at the new address? <small>NOTE: a business name can only be endorsed on a licence if it is registered with the Australian Securities and Investments Commission.</small>	Yes / No (please circle) If yes, provide the name below:		
For Motor Vehicle Dealers only			
Yard Manager information for the new premises:	Name: _____ Licence number: MY _____		

Details of Fixed Premises to be ceased

Ceased address information			
Number and street:			
Suburb:		Postcode:	
Business information			
Date that you intend to cease trading at this address:			
Are you ceasing to use a trading name that is currently attached to your licence?	Yes / No (please circle) If yes, provide the name below:		

4. REMINDER for Motor Vehicle Repair Business licences only

If you hold a motor vehicle repair business licence you cannot allow any other person, in connection with your business, to perform repair work unless they hold an individual repairer's certificate or are being adequately supervised by a certified repairer.

Remember that your business must engage **1 certified repairer to supervise every 3 uncertified repairers** to provide adequate and effective oversight of the work being performed.

5. DECLARATION

I declare that the information and documents given with or in support of this application, whether or not provided at the time of lodgement, are true and correct. I understand that providing a false or misleading statement in an application is an offence. I also declare that I am authorised to make this application on behalf of the licensee.

Licensee/Director/Partner: Date:

(Signature)

LODGEMENT DETAILS

LODGING YOUR APPLICATION

Your application can be processed only if all the relevant information and supporting documentation is provided. Cheques are to be made payable to the Commissioner for Consumer Protection. If paying by **credit card**, please complete the credit card payment details section on the first page.

Emailed forms are NOT accepted. You can lodge your completed application:

By post addressed to:

Consumer Protection Licensing
Department of Mines, Industry
Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892

In person at: DROP OFF ONLY

Department of Mines, Industry
Regulation and Safety
Level 2, Gordon Stephenson House
140 William Street
PERTH

In person at:

Consumer Protection Licensing
Level 1, Mason Bird Building
303 Sevenoaks Street
CANNINGTON

CONTACT DETAILS

Licensing Advice Line

Telephone: 1300 304 064

Overseas callers: +61 (8) 6251 2931

Email: clicensing@dmirs.wa.gov.au