



Application for Motor Vehicle Yard Manager's Licence

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This form is designed to be used with the **FREE Adobe Acrobat Reader application**. [Click here to download Acrobat Reader.](#) Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

Checklist

Your application can only be processed if **ALL** of the relevant information and supporting documentation is provided. Use this checklist to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach. Please check that:

- all sections of this form are complete;
- your Australian police check from an approved provider is ready to attach;
- a copy of the certificate issued upon your successful completion of the Dealer/Yard Manager Licence Requirements Course is ready to attach;
- a representative from your employing dealership has completed the Employer Declaration form and it is ready to attach; and
- payment of the prescribed fee is ready to be made.

Duration of licence

If granted, your Motor Vehicle Yard Manager's Licence will be issued for a period of up to three (3) years.

Application fee

A fee is payable at the time of lodging the application. Please refer to our website at www.commerce.wa.gov.au/CP/licensingfees for the current prescribed fee. The fee is non-refundable, exempt from the GST and subject to change without notice. Part payment cannot be accepted. Cheques should be made payable to the Commissioner for Consumer Protection.

If you are submitting this form online, you will be able to make payment using the Department's secure payment gateway.

If you are submitting this form by post and are making payment by credit card, you must also complete the Application Payment Form available at www.commerce.wa.gov.au/publications/licensing-application-payment-form and attach it to your application.

Lodgement options

You may lodge your completed application **ONLINE** or:

In person

Customer Service
Level 1, Mason Bird Building, 303 Sevenoaks Street
CANNINGTON
Hours: 8:30am to 4:30pm, Monday to Friday

By post

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

Enquiries

Licensing Advice Line: 1300 304 064
Overseas Callers: +61 8 6251 2931
General Enquiries: 1300 304 054
Email: cplicensing@dmirs.wa.gov.au
Web Site: www.commerce.wa.gov.au/CP/licences

Office use only

Total fee	Department code	Chart description
\$	MY	<input type="checkbox"/> New application

Application for Motor Vehicle Yard Manager's Licence

You cannot act in the capacity of a motor vehicle salesperson unless you are the holder of a valid licence. Doing so is an offence committed by both you and your employer.

Details of applicant

Salutation: Mr Mrs Ms Other, please specify:

Family name: First name:

Other name(s): Date of birth: / / You must have reached the age of 18 years of age to be eligible for this licence.

Place of birth (Town/City) Place of birth (Country)

Residential address

Street address:

Suburb: State: Postcode:

Postal address

As above Street address:
Suburb: State: Postcode:

Contact details

Phone (home): Phone (work): Phone (mobile):* Email Address:*

We use email and SMS for contact purposes and to send courtesy renewal reminders, so it is important that you notify the Commissioner should your electronic contact details change.

Are you currently licensed as a Motor Vehicle Salesperson and would you like to surrender that licence, Yes No if this application is granted?

If you answer 'yes' to this question you must return your salespersons licence certificate to the Commissioner when you receive your Yard Manager's licence.

Qualifications

To be eligible for a yard manager's licence you must have sufficient knowledge of the *Motor Vehicle Dealers Act 1973*. To satisfy this requirement you must provide evidence that you have completed and passed the **Dealer/Yard Manager's Course**. For the list of course providers please visit www.commerce.wa.gov.au/CP/MVTraining.

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Fitness to hold a yard manager's licence

You must provide an Australian police check in your full legal name that is less than three (3) months old. Further information about accepted police checks is available on our website: www.commerce.wa.gov.au/CP/policechecks.

Please answer either 'Yes' or 'No' to the following questions. If the answer to any of the questions is 'Yes', you may be contacted to provide additional information as part of the application process.

Have/are you:

1. been convicted, or found guilty of **any** offences, including convictions which resulted in a suspended sentence? Yes No
(Include all offences which went to Court, including traffic offences. Do not include spent convictions.)
2. aware of **any** legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review? Yes No
3. been the subject of **any** adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission? Yes No
4. had **any** occupational licence or application refused, cancelled or suspended? Yes No
5. been disqualified from holding **any** occupational licence? Yes No
6. been subject to **any** disciplinary action by a licensing authority? Yes No
7. had **any** investigations or legal proceedings commenced against you or an associated entity, which may result in action being taken in relation to an occupational licence currently held? Yes No
8. been known by **any** other name? Yes No

Employer Declaration

To be eligible for a Motor Vehicle Yard Manager's Licence, you must be employed by a licensed Motor Vehicle Dealer or have been offered employment by a licensed Motor Vehicle Dealer.

Your employing dealer must complete the Employment Declaration form available on our website at: www.commerce.wa.gov.au/publications/application-motor-vehicle-yard-managers-licence.

Authorisation and Declaration

In order to assist with the determination of this application, I authorise the Commissioner, or persons so directed, to obtain on my behalf any document, record, file or information that may be necessary and relevant to consider my fitness and propriety to hold a licence, including but not limited to records relating to my criminal history or current/previous occupational licences or other relevant information. Further, I declare that the information and documents given with or in support of this application, whether or not provided at the time of or subsequent to lodgement, are true and correct. I understand that providing a false or misleading statement in an application is an offence.

Applicant Full Name:

Signature:

Date: