



MOTOR VEHICLE YARD MANAGER LICENCE RENEWAL APPLICATION

Department's ABN 69 410 3235 356

MY RENEWAL APPLICATION

Your name: _____

Licence number: **MY** _____

To enable the renewal application to be assessed prior to your licence expiring, please complete **all pages** of this form and return it **before the expiry date** of your licence. Incomplete applications will not be accepted and will be returned.

Renewal applications received within 28 days after the expiry date will be accepted but will incur a 25% late fee. Applications received more than 28 days after the expiry date cannot be accepted.

Application Checklist

The following must accompany this form, to complete your renewal application:	Attached
1. An original Police check, less than three (3) months old. Approved police check providers are listed at http://www.commerce.wa.gov.au/cp/policechecks <i>Certified copies of supporting documents will be accepted and original documents lodged with a complete application will not be returned. A list of occupations that are authorised to witness and certify documents can be found at www.commerce.wa.gov.au/CP/authorisedwitness.</i>	
2. Renewal fee payable. For the current fee see www.commerce.wa.gov.au/CP/licensingfees . <i>Fees are exempt from GST, non-refundable and are subject to change without notice. Part payments cannot be accepted.</i>	

Application for renewal of a Motor Vehicle Yard Manager Licence. The list of current fees is available on our website at www.commerce.wa.gov.au/CP/licensingfees.

An incomplete or inaccurate application cannot be assessed. If you need help completing this form please contact the Licensing Advice Line on 1300 304 064 (within Australia)

Cheques should be made payable to the Commissioner for Consumer Protection.

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

*Fees are subject to change on 1 July of each year

OFFICE USE ONLY					
Licence No:		Department Code	MY	Chart Description	Renewal Yard Manager Licence
Total Fee	\$	Link to Licence	Yes	Late Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>

GENERAL INFORMATION

This form must be complete, signed and lodged with all supporting documents to enable the application to be considered before the expiration of the licence.

You are reminded that you must provide written notification of any changes to your employment or contact details within 14 days of the change occurring. Forms for this purpose can be downloaded at www.commerce.wa.gov.au/CP/forms.

Please return this completed renewal application with your payment and National Police Certificate to Licensing Services **before the expiry date** of your licence. **Don't forget to complete the declaration on the third page of the form.**

You may lodge your completed application:

By post addressed to:

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

In person at:

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

In person (drop off only) at:

Department of Mines, Industry
Regulation and Safety
Level 2, Gordon Stephenson
House
140 William Street, PERTH
Hours: 8:30am to 4:30pm
Monday to Friday

General enquiries: [1300 304 054](tel:1300304054)

The *Motor Vehicle Dealers Act 1973* requires that the Commissioner must be satisfied that licensees are of 'good character and repute' and 'a fit and proper persons' to hold a licence. To assist the Commissioner in determining these factors, please answer the following questions.

Since your last application, have/are you:	Yes or No
(a) been convicted of, or found guilty of any offences, including convictions which resulted in a suspended sentence? <i>(Include all offences which went to Court, including traffic offences. Do not include spent convictions.)</i>	
(b) aware of any legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review?	
(c) been the subject of any adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(d) had any occupational licence or application refused, cancelled or suspended?	
(e) been disqualified from holding any occupational licence?	
(f) been subject to any disciplinary action by a licensing authority?	
(g) 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?	
(h) been known by any other name?	
(i) no longer permitted to work and/or remain in Australia?	
If the answer to any of the above questions was 'Yes', please provide full details on a separate attached sheet of paper.	

EMPLOYER STATEMENT

To be valid this statement must be completed by the holder of the dealer's licence or the licensed yard manager.

Administrative staff and licensed salespersons cannot sign this statement.

As the representative of the employing dealership, by signing this form you are declaring that you employ or intend to employ the applicant as a Motor Vehicle Yard Manager and understand that providing false or misleading information in an application is an offence.

To be completed by employer.

Employing Dealer Licence #:

Name of Dealership:.....
.....

Full Name:

Position:

Signature:

Date:

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.

To be completed by the applicant.

Full Name:

Signature:

Date:

<p>Please update my details as per below.</p> <p>Postal Address:</p> <p>.....</p> <p>Email:</p> <p>Mobile No:</p>

As of January 2019 the Department will send courtesy reminders to renew licences via SMS and email only. Please ensure your contact details are kept up to date or you may not receive renewal reminders.