



**MOTOR VEHICLE DEALER LICENCE  
 RENEWAL APPLICATION**

Department's ABN: 69 410 335 356

Licensee name: \_\_\_\_\_

Licence number: **MD** \_\_\_\_\_

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**.

**A late fee of an additional 25% of the total fee payable will apply** to any application received after but within 28 days of the expiry date. **Applications received more than 28 days after the expiry date cannot be accepted.**

**APPLICATION CHECKLIST**

<b>The following <u>must</u> be provided to complete your renewal application:</b>	Attached
<b>An Australian Police check, less than three (3) months old, for all partners/directors or the sole trader.</b> Further information about accepted police check providers is available at <a href="http://www.commerce.wa.gov.au/CP/policechecks">www.commerce.wa.gov.au/CP/policechecks</a> .	
<b>The relevant application fee (see below).</b>	

**Payment Information** (please indicate the number of premises in the table below)

Amount Payable (licences are issued for three (3) years)	
<b>1 Premises</b>	Fees are exempt from GST, non-refundable and are subject to change without notice. Part payment cannot be accepted. Visit <a href="http://www.commerce.wa.gov.au/CP/licensingfees">www.commerce.wa.gov.au/CP/licensingfees</a> for the current fees
<b>2 Premises</b>	
<b>3 Premises</b>	
Additional premises	

Cheques can be made payable to the Commissioner for Consumer Protection. If paying by credit card, please complete the credit card payment details section below.

**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							
<b>Licence No:</b>		<b>Dept Code</b>	MD	<b>Chart Desc.</b>	<input type="checkbox"/> Dealer Renewal Application 1 or first premise (Additional Premises) – Total: _____	<b>Chart Key</b>	<input type="checkbox"/> I
<b>Total Fee</b>	\$	<b>Late Fee</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Dealer each subsequent premises renewal		<input type="checkbox"/> C <input type="checkbox"/> P

## GENERAL INFORMATION

If you intend to change any licence details please complete the relevant modification application. Forms for this purpose can be downloaded at [www.commerce.wa.gov.au/CP/forms](http://www.commerce.wa.gov.au/CP/forms).

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

Licensing Advice Line 1300 304 064  
 Overseas Callers +61 8 6251 2931

General enquiries: 1300 304 054  
 Web Site [www.commerce.wa.gov.au/CP/licences](http://www.commerce.wa.gov.au/CP/licences)

## APPLICATION

In order to grant a renewal application, the Commissioner must be satisfied that all individuals concerned in the management or conduct of the business are of 'good character and repute' and 'fit and proper persons', and that the applicant has sufficient resources to hold a licence. To assist the Commissioner in determining these factors, 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.

Since its/your last application, has/is the licensee, or any partner or director of the licensee:	Yes or No
(a) been convicted of, or found guilty of <b>any</b> 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 <b>any</b> legal proceedings pending against the licensee or any partner/director for an offence, including proceedings by way of appeal or review?	
(c) been the subject of <b>any</b> adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(d) had <b>any</b> occupational licence or application refused, cancelled or suspended?	
(e) been disqualified from holding <b>any</b> occupational licence?	
(f) been subject to <b>any</b> disciplinary action by a licensing authority?	
(g) had <b>any</b> investigations or legal proceedings commenced against you or an associated entity, which may/did result in action being taken in relation to an occupational licence currently held?	
(h) been known by <b>any</b> other name?	
(i) in liquidation, under official management or an undischarged bankrupt?	
(j) having affairs administered under <b>any</b> bankruptcy laws?	
(k) been a director of a corporation, which within that period has been subject to <b>any</b> form of insolvency administration?	
(l) no longer permitted to work and/or remain in Australia?	

**FINANCIAL INFORMATION**

**Does the applicant referred to in this application have sufficient financial resources to enable you/it to carry on the business to which this renewal application relates?**

To enable an assessment to be undertaken of the dealership’s continued financial viability, please provide the licensee’s total current assets, liabilities and net worth in the following table:

Assets	\$
Liabilities	\$
<b>Net worth</b>	\$

Consumer Protection will obtain a credit history report on behalf of the licensee to assess the continued financial viability of the business.

**AUTHORISATION AND DECLARATION** - *if insufficient space, please copy this page for additional signatures.*  
*(All natural persons involved in the management and/or conduct of the licensed entity must sign)*

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.

**Licensee Name:** \_\_\_\_\_

Full Name: ..... Full Name: .....

Signature: ..... Signature: .....

Date: ..... Date: .....

Full Name: ..... Full Name: .....

Signature: ..... Signature: .....

Date: ..... Date: .....

**IMPORTANT INFORMATION REGARDING CATEGORIES ON YOUR LICENCE**

Amendments to the Motor Vehicle Dealers (Licensing) Regulations 1974 in 2021 resulted in changes to the categories of dealer licences, which are listed on your certificate of authorised premises (CAP). If your application is granted and your licence is renewed, your new CAP will be issued with the new category/ies and description/s. There will be no change to your business, nor do you need to do anything – it is purely an administrative change.

Also, from 1 March 2023, for dealers already authorised to sell on consignment, Category E will now be listed on your CAP.

For dealers not authorised to sell on consignment, there will no longer be a condition prohibiting consignment selling. However, the removal of the condition **does not** mean that you are now authorised to sell on consignment. You must not sell on consignment unless you have Category E listed on your CAP.

For further information about the changes to the categories, please visit [www.commerce.wa.gov.au/consumer-protection/motor-vehicle-dealer-licence](http://www.commerce.wa.gov.au/consumer-protection/motor-vehicle-dealer-licence).

**UPDATE YOUR DETAILS**

**The Department sends courtesy reminders to renew licences via SMS and email only. Please ensure that your contact details are kept up to date or you may not receive renewal reminders.**

Postal Address: .....

Contact Email: .....

Contact Mobile No: .....