



# Application for Motor Vehicle Repairers Certificate

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## 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;
- your photograph and proof of identity document are ready to attach;
- all of your qualification/assessment supporting documents are ready to attach; and
- payment of the prescribed fee is ready to be made.

## Duration of licence

If granted, your Motor Vehicle Repairer's Certificate will be ongoing unless it is revoked under relevant legislation.

## 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](http://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](http://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 Energy, 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](mailto:cplicensing@dmirs.wa.gov.au)  
Web Site: [www.commerce.wa.gov.au/CP/licences](http://www.commerce.wa.gov.au/CP/licences)

## Office use only

Total fee	Department code	Chart description
\$	Mr	<input type="checkbox"/> Indvid - 1 new certificate

# Application for Motor Vehicle Repairers Certificate

You require a repairer's certificate if you:

- **DO REPAIR WORK UNSUPERVISED**; or
- **are an owner of a repair business** and you do repair work or supervise the repair work of others; or
- **are an individual who supervises** the repair work of others; or
- **are an individual repairer** and your supervisor does not have a certificate for the same class of repair work that you do.

## Person applying for certificate

Salutation:  Mr  Mrs  Ms  Other, please specify:

Family name:  First name:

Other name(s):  Date of birth:  /  /  Place of birth:

## Residential address

Street address:

Suburb:  State:  Postcode:

## Postal address

**Note:** A postal address is required for correspondence from the Department.

As above Street address or PO Box:

Suburb:  State:  Postcode:

## Contact details

Phone (mobile):\*  Email:\*

**\*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.**

## Application for Motor Vehicle Repairers Certificate

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### Fitness and character of applicant

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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](http://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 you or are you:

1. aware of **any** legal proceedings pending against you for an offence, including proceedings by way of appeal or review?  Yes  No

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2. ever been the subject of an adverse finding by a government Board, Tribunal or other agency, e.g. the Corruption and Crime Commission?  Yes  No

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3. had an occupational licence refused, cancelled or suspended?  Yes  No

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4. been disqualified from holding an occupational licence?  Yes  No

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5. been subject to disciplinary action by a licensing authority?  Yes  No

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6. had any 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?  Yes  No

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7. been known by any other names?  Yes  No

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**Please note:** if you are a proprietor of a business (i.e. a sole trader, partner or director of a company) that repairs motor vehicles, you must ensure that the business is also appropriately licensed. The "Application for a Motor Vehicle Repair Business Licence" can be downloaded from our website at [www.commerce.wa.gov.au/CP/forms](http://www.commerce.wa.gov.au/CP/forms).

## Application for Motor Vehicle Repairers Certificate

### Qualification for each class of repair work

The table below sets out what you must provide to satisfy the Commissioner for Consumer Protection that you are sufficiently qualified for **each class of repair work** you specify on page 5.

If you have:

You must include with this application:

An AUR99/AUR05/AUR12/AUR Australian Trade qualification as prescribed by the Regulations (or one which supersedes those prescribed by the Regulations) for a particular class of repair work	A copy of that qualification.
An overseas trade qualification	Confirmation of the equivalency of that overseas qualification to that of a qualification prescribed by the Regulations by Trades Recognition Australia (TRA) or other Registered Training Organisation (RTO) OR Evidence of your successful completion of a third party skills assessment*
Undertaken a third party skills assessment for a particular class of repair work	Evidence of your successful completion of a third party skills assessment*
Undertaken a migration skills assessment with Trades Recognition Australia (TRA)	Visa documentation identifying the trade occupation for which you have been approved for migration OR Evidence of your successful completion of a third party skills assessment*
Completed in-house training with your employer, which has been approved by the Commissioner for Consumer Protection	Evidence of your successful completion of the in-house training
None of the above	Evidence of your successful completion of a third party skills assessment*

Please note that **original** documents lodged with a completed application will not be returned.

\* for details of approved third party skills assessors and for the prescribed qualifications for each class of repair work, visit [www.commerce.wa.gov.au/CP/MVtraining](http://www.commerce.wa.gov.au/CP/MVtraining).

# Application for Motor Vehicle Repairers Certificate

## Classes of repair work

There are 23 classes of repair work. You may only be granted the class/es of repair work that you are qualified for. Page 4 outlines how to demonstrate that you are sufficiently qualified. In the left hand column, select/tick all of the class/es of repair work you are applying for.

✓ Code	Class of repair work	Also entitles you to undertake work associated with these classes
<b>Classes of repair work for general trades</b>		
LVW	Light vehicle work (GVM of < 8000 kg)	BRW, CSW, EAF, HVS, LVS, MAF, MCS, MCW, TFW, UNW, WSS
HVW	Heavy vehicle work (GVM of > 8000 kg)	BRW, CSW, EAF, HVS, LVS, LVW, MAF, MCS, MCW, TFW, UNW, WSS
ELW	Electrical work	EAF, HVS, LVS, MCS
PBW	Panel beating work	EAF, MAF
PAW	Painting work	
BBW	Body building work	EAF, MAF
ACW	Air conditioning work*	EAF
GLW	Glazing work	
TFW	Tyre fitting work	
MCW	Motor cycle work	CSW, EAF, HVS, LVS, MAF, MCS, WSS
<b>Classes of repair work for specialist trades</b>		
ERW	Engine reconditioning work	DSW
DSW	Diesel work	HVS, LVS, MAF, MCS, CSW, EAF, ERW
TRI	Trimming work	MAF
LSW	Locksmith work	
BRW	Brake work	
WSS	Wheel aligning, steering and suspension work	
CSW	Cooling system work	
UNW	Underbody Work	
<b>Classes of repair work for servicing and accessory fitting trades</b>		
HVS	Heavy vehicle servicing work (GVM of > 8000 kg)	LVS, MCS
LVS	Light vehicle servicing work (GVM of < 8000 kg)	HVS, MCS
MCS	Motor cycle servicing work	HVS, LVS
EAF	Electrical accessory fitting work	
MAF	Mechanical accessory fitting work	

The detailed description of each class is available at [www.commerce.wa.gov.au/consumer-protection/classes-motor-vehicle-repair-work](http://www.commerce.wa.gov.au/consumer-protection/classes-motor-vehicle-repair-work).

\*Please note: in addition to completing a prescribed qualification for the repair class of ACW, you must also hold a current Refrigerant Handling Licence.

## Application for Motor Vehicle Repairers Certificate

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### Photograph and proof of identity

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Motor Vehicle Repairer's Certificates are issued as wallet-sized photographic identification cards. To obtain your certificate, you will need to provide a photograph of yourself and a copy of one piece of your photographic identification.

Your **photograph** must:

- be passport size (within 45-50mm high and 35-40mm wide);
- be a full front view of your head and shoulders;
- be less than one month old at the time of submitting the application for a repairer's certificate;
- be in colour;
- have a plain, light-coloured background (e.g. white, cream or pale blue)
- show you without hat or head covering, unless worn for religious reasons; and
- not be affected by red eye.

Please note that the quality of the photographs provided will have a direct impact on the quality of the image that will appear on your identification card. A photograph will not be accepted if it is not a current image, if it is unclear or if it would not serve its purpose if it were included as part of the certificate. Please ensure that the photographs you provide are clear with the image focused.

Your **photographic identification** document may be:

- a copy of your current driver's licence;
- or a copy of your current passport; or
- a copy of any other photographic identity document issued by a Government department or authority within Australia

**If you are lodging your application online**, you will be prompted to upload and attach a digital copy of your photograph and identity document.

**If you are lodging your application either by post or in person**, you are required to attach your photograph below and ensure that your identity document is included in your submission.

Attach photograph:

### Authorisation and Declaration

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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 to hold a certificate, including but not limited to records relating to my criminal history, current/previous occupational licences and 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's full name:

Signature:

Date: