



MOTOR VEHICLE REPAIR BUSINESS LICENCE RENEWAL APPLICATION
 Department's ABN: 69 410 335 356

Licensee name: _____

Licence number: **MRB** _____

APPLICATION CHECKLIST

The following **must** be provided to complete your renewal application:

	Attached
An original Police check, less than three (3) months old, for all partners/directors or the sole trader. Further information about accepted police check providers is available at www.commerce.wa.gov.au/CP/policechecks .	
Relevant fee (see below)	

Amount Payable (SELECT the appropriate number of repairers below)	
Number of Repairers, certified and uncertified (do not include apprentices, trainees and administration)	Fee for 3 years
<input type="checkbox"/> 1-2 repairers	Fees are exempt from GST, include a non-refundable application fee and are subject to change without notice. Part payment cannot be accepted. For the current fees visit www.commerce.wa.gov.au/CP/licensingfees
<input type="checkbox"/> 3 repairers	
<input type="checkbox"/> 4 repairers	
<input type="checkbox"/> 5-7 repairers	
<input type="checkbox"/> 8-10 repairers	
<input type="checkbox"/> 11+ repairers	

PAYMENT

Cheques should 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					
Licence No:		Department Code	MB	Chart Description	<input checked="" type="checkbox"/> Renewal - Non-refundable – Business Licence <input type="checkbox"/> (1-2) repairers or <input type="checkbox"/> (3) repairers or <input type="checkbox"/> (4) repairers or <input type="checkbox"/> (5-7) repairers or <input type="checkbox"/> (8-10) repairers or <input type="checkbox"/> (11+) repairers
Total Fee	\$	Link to Licence	Yes		

GENERAL INFORMATION

To enable the renewal application to be assessed prior to your licence expiring, please complete **all pages** of this form and return it at least **28 days before the expiry date of the licence**. Incomplete applications are not accepted and will be returned. **Applications received after the expiry date cannot be accepted.**

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

Certified copies of supporting documents will be accepted and original documents will not be returned. A list of occupations that are authorised to certify documents can be found at www.commerce.wa.gov.au/CP/authorisedwitness.

If you intend to change any licence details please complete the relevant application. Forms can be downloaded at 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

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

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

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:

The supervision ratio of certified repairers to uncertified repairers is one as to three. Therefore you will require at least one certified repairer (for each class of repair work) for every three uncertified repairers that you employ at each of the premises from which you operate, including mobile premises. (I.e. if you employ six uncertified repairers, you will require at least two certified repairers to supervise them).

Name and Certificate number of Certified Repairers employed by your business	Number
	MR
	MR
	MR
	MR

The *Motor Vehicle Repairers Act 2003* requires that you are of 'good character and repute', 'a fit and proper person', and that you have sufficient resources to hold a licence. To assist the Commissioner in determining these factors, please answer the following items.

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

If the answer to any of the above items was 'Yes', please provide full details on a separate attached sheet of paper.

Does the applicant referred to in this application have sufficient financial resources to enable it to carry on the business to which this renewal application relates?	
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AUTHORISATION AND DECLARATION - *if insufficient space, please copy this page for additional signatures. (This declaration must be completed by the sole trader or each individual partner/director of the Licensee)*

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, 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.**

Licensee Name: _____

Full Name:	Full Name:
Signature:	Signature:
Date:	Date:
 Full Name:	 Full Name:
Signature:	Signature:
Date:	Date: