



# Application for Motor Vehicle Repair Business Licence Individual (Sole Trader)

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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; and
- payment of the prescribed fee is ready to be made.

## Duration of licence

If granted, your Motor Vehicle Repair Business 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](http://www.commerce.wa.gov.au/CP/licensingfees) for the current prescribed fees. The total fee payable depends on the size of your business, and includes a non-refundable application fee. The fees are 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 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
\$	MB	<input type="checkbox"/> New app – Non-refundable – Bus Licence <input type="checkbox"/> New app – Business Lic (1-2 repairers) <input type="checkbox"/> New app – Business Lic (3 repairers) <input type="checkbox"/> New app – Business Lic (4 repairers) <input type="checkbox"/> New app – Business Lic (5-7 repairers) <input type="checkbox"/> New app – Business Lic (8-10 repairers) <input type="checkbox"/> New app – Business Lic (11+ repairers)

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## Who needs to apply for a licence

Anyone who operates a business that includes repairing or servicing motor vehicles is required to hold a Motor Vehicle Repair Business licence. However, business owners must also hold an individual Repairer's Certificate issued by Consumer Protection in order to do repair work personally.

You are reminded that, as a sole trader, it is an offence under the *Motor Vehicle Repairers Act 2003* (the Act) for you to carry out work on motor vehicles unless you also hold a Repairer's Certificate.

A business must ensure that it engages at least one certified repairer for each class of repair work, at each of the premises that the business intends to operate.

**A licence cannot be granted to a Business Name and/or a Trust. Under the Act only a Sole Trader (Individual), Partnership (firm) or Company (body corporate) can be granted a licence.**

## Licence fee

The following table provides the business size categories to determine the fee payable for a Motor Vehicle Repair Business Licence. You must determine the amount based on the number of both certified and uncertified staff engaged in repair work (excluding apprentices, trainees and administration staff).

<b>TOTAL number of repairers, certified and uncertified (excluding apprentices, trainees and admin staff)</b>	1-2 repairers
	3 repairers
	4 repairers
	5-7 repairers
	8-10 repairers
	11+ repairers

## Registration of business name

Any business name(s) that you intend to use when trading must be registered. Although you do not need to submit proof, the National Business Names Register will be checked to verify registration and ownership. A licence may not be issued until registration of a business name in the name of the applicant is confirmed.

You do not need to register a business name if you intend to trade under your first name and surname only.

To register a business name you should contact the: [Australian Securities and Investment Commission](#)  
Level 3, 66 St Georges Terrace Perth. Telephone: 1300 300 630 Website: [www.asic.gov.au](http://www.asic.gov.au)

## False or misleading information

It is important to note that all the information and documents lodged in support of the application must be accurate. Providing false or misleading information is an offence under the *Motor Vehicle Repairers Act 2003*. By signing the declaration on the application form you are confirming that you understand you can be found guilty of a criminal offence if any information is false or misleading in a material particular.

## Return of original documents

The Department does not return documents submitted with applications. If you need a copy of your application or attached documents, please make a copy before you submit your application.

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### Fitness to hold a motor vehicle repair business licence

The *Motor Vehicle Repairers Act 2003* requires that you are of 'good character and repute' and 'a fit and proper person' to hold a licence.

### **National Police Certificate**

All Australian citizens and permanent residents must submit an Australian police check.

To assist the Commissioner in determining your fitness to hold a licence an original or certified copy of an Australian police check must be lodged in support of your application. The certificate must be no more than three (3) months old at the time of application.

An application for a National Police Certificate is available from the WA Police by visiting [www.police.wa.gov.au](http://www.police.wa.gov.au) or approved police check providers are listed at [www.commerce.wa.gov.au/CP/policechecks](http://www.commerce.wa.gov.au/CP/policechecks).

If you reside outside of Western Australia please contact your nearest local police station.

### **Applicants that are not Australian and living overseas**

An Australian police check is not required for a person that lives overseas and is not an Australian Citizen or Permanent Resident.

### Relevant legislation

In addition to the *Motor Vehicle Repairers Act 2003* and Regulations, the following legislation administered by Consumer Protection also applies to your business.

**Fair Trading Act 2010** (Australian Consumer Law) includes

- General protections against deceptive and unconscionable conduct, false or misleading representations and unfair contract terms;
- Guarantees for consumers as to acceptable quality of supplied goods, repairs and spare parts, remedies if goods are not acceptable, and a guarantee of a reasonable time for supply;
- Laws setting out rights relating to unsolicited consumer agreements;
- Product safety mandatory standards.

### **Retail Trading Hours Act 1987**

- applies to retail shops in Western Australia south of the 26th parallel.
- sets the maximum hours a retail store is authorised to carry on business.

### Further information

For further information about general consumer protection legislation, please contact the Consumer Protection General Advice Line on 1300 304 054 or email [consumer@dmirs.wa.gov.au](mailto:consumer@dmirs.wa.gov.au).

The Small Business Development Corporation is also available to assist small businesses through its Specialist Advice Service on 133 140 or by visiting [www.smallbusiness.wa.gov.au](http://www.smallbusiness.wa.gov.au).

Western Australian Legislation is available from the Department of Justice at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au).

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## 1. Applicant

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:

Phone:  Email:

MV Repairer Certificate Number (if applicable)  Business Name/s under which you intend to trade (if applicable)

Eg. Smith Smash Repairs

## 2. Contact details for the business

### Address for the Service of Notices (must be a street address and is publicly available)

Street address:

Suburb:  State:  Postcode:

### Postal address

As above Street address:

Suburb:  State:  Postcode:

Email address for the business:  Phone:  Phone (mobile):

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.

## 3. Credit history report

Rather than requiring that you provide a credit history report with your application, the Department will obtain one on your behalf. The report assists in assessing whether you have sufficient resources (including material, human resources and financial resources) to enable you to meet your obligations under the Act. The report obtained will provide a 'snapshot' of your credit history and other relevant matters and is equivalent to the report that is available to credit providers. You will be given the opportunity to provide additional information should a negative report be obtained. The report will be held by the Department as a confidential document and will only be released to third parties as required under law.

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### 4. Bankruptcy, receivership, administration, liquidation and character

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 each of 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. ever been convicted of, or found guilty of, ANY offences including convictions which resulted in a suspended sentence? (Include all offences which went to Court, including traffic offences. Do not include spent convictions.)  Yes  No
2. aware of **any** legal proceedings pending against you for an offence, including proceedings by way of appeal or review?  Yes  No
3. ever been the subject of an adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?  Yes  No
4. had any application for an occupational licence refused, cancelled or suspended?  Yes  No
5. been disqualified from holding an occupational licence?  Yes  No
6. been subject to disciplinary action by a licensing authority?  Yes  No
7. 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
8. been known by any other name?  Yes  No
9. in liquidation, under official management or an undischarged bankrupt?  Yes  No
10. having affairs administered under bankruptcy laws?  Yes  No
11. a director of a corporation, which has been subject to any form of insolvency administration?  Yes  No

**Do you have sufficient resources to enable you to carry on the business to which this application relates?**  Yes  No

### 5. Staffing

The following information will be used for **calculating your licence fee**.

**How many staff (certified and uncertified) are engaged in repair work** including the owner of the business, if that person does repair work?  
**DO NOT COUNT apprentices, trainees and administrative staff.**

Number of staff:

NOTE: As a sole trader, you **cannot** do repair work unless you are a certified repairer.

A 'certified repairer' means a person who has been granted a Motor Vehicle Repairer's Certificate by the Commissioner for Consumer Protection. It does not mean someone who has a 'Trade Certificate' or other qualification relating to the repairing of motor vehicles.

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

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

### 6. Premises information

If you intend to operate a mobile business only, go to Part B

#### A) Fixed Premises

Please submit the following information about each premise from which you intend to carry out repairs to motor vehicles:

##### Principal place of business address:

Street address:

Suburb:

State:

Postcode:

Each additional address at which the business operates:

(if you have more than 2 extra premises, please add a separate sheet of paper with the details of the additional premises)

Street address:

Suburb:

State:

Postcode:

Street address:

Suburb:

State:

Postcode:

#### B) Mobile Premises (vehicles used for mobile repairs)

If you intend to trade using mobile premises, please provide the following information for each motor vehicle (including trailers, campervans or caravans) involved in the business of repairing vehicles.

Make of vehicle	Model of vehicle	Vehicle colour	Year of manufacture	Registration number

### 7. 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, 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 of Applicant:

Date: