



# Application for Motor Vehicle Salesperson's Licence

You cannot act in the capacity of a motor vehicle salesperson unless you are the holder of a valid licence. Doing so is an offence committed by both you and your employer.

## Details of applicant

Preferred title      Mr  Mrs  Miss  Ms  Other

Family Name

Given Names

Date of birth  /  /  *You must have reached the age of 18 years of age to be eligible for this licence.*

## Place of birth

Town/City  Country

## Your contact details

Residential address:   
  
 Postcode

Postal address: *If the same as your residential address, please tick*

Postcode

Home telephone      Area Code (    )

Work telephone      Area Code (    )

Fax

Mobile telephone

Email

**Department of Mines, Industry Regulation and Safety**  
**Consumer Protection Licensing**  
 Level 1, Mason Bird Building  
 303 Sevenoaks Street  
 CANNINGTON WA 6107

**Licensing Advice Line**  
 Telephone: 1300 304 064

**Overseas callers:** +61 (8) 6251 2931

**Email:**  
 cplicensing@dmirs.wa.gov.au

**For the current application fee see**  
[www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees)

**Website:**  
[www.commerce.wa.gov.au/CP/Licences](http://www.commerce.wa.gov.au/CP/Licences)

**Qualifications**

To be eligible for a salesperson's licence you must have sufficient knowledge of the *Motor Vehicle Dealers Act 1973*. To satisfy this requirement you must provide evidence that you have completed and passed the **Salesperson's Course**. For the list of course providers please visit [www.commerce.wa.gov.au/CP/MVTraining](http://www.commerce.wa.gov.au/CP/MVTraining).

**Please attach a copy of your completion Certificate for the course.** Otherwise, if you are currently undertaking or enrolled to undertake the course, please provide the following information.

Attendance Date/s:		Training provider:	
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**Fitness to hold a Salesperson's Licence**

To be eligible to obtain a Motor Vehicle Salesperson's licence, the Commissioner for Consumer Protection (the Commissioner) must be satisfied that you are a 'fit and proper person' to hold a licence. To enable the assessment of your application you must provide an **original or certified copy of an Australian police check not more than three (3) months old**. For information, visit [www.police.wa.gov.au](http://www.police.wa.gov.au) or [www.commerce.wa.gov.au/CP/policechecks](http://www.commerce.wa.gov.au/CP/policechecks).

Certified copies of supporting documents will be accepted, original documents will not be returned. For a list of occupations authorised to witness and certify documents, visit [www.commerce.wa.gov.au/CP/authorisedwitness](http://www.commerce.wa.gov.au/CP/authorisedwitness).

**Please answer either 'Yes' or 'No' to the following questions. If the answer to any of the questions is 'Yes', please provide full details surrounding the matter separately.**

Have / are you:	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 you 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> an 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?	

**EMPLOYER STATEMENT**

To be valid, this section must be completed by a director/partner or the holder of the dealer's licence, or the holder of a yard manager's licence, if that person is the applicant's supervisor. Administrative staff and licensed salespersons should not sign this form. As the representative of the employing dealership, by signing this application you are declaring that you intend to employ the applicant as a Motor Vehicle Salesperson and understand that providing false or misleading information in an application is an offence.

**To be completed by employer.**

Licence # of Employing Dealer: MD .....

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: .....

# GENERAL INFORMATION AND LODGING YOUR APPLICATION

The application can only be processed if all the relevant information and supporting documentation is provided.

## PLEASE CHECK THAT THE FOLLOWING HAS BEEN INCLUDED WITH YOUR APPLICATION:

- Original or certified copy of an **Australian police check** not more than three (3) months old at the time of application.
- Copy of the **Certificate** issued on the successful completion of the Salesperson Licensing Requirements Course.
- Completed form, including all questions and the employer statement.

## APPLICATION FEE

The application fee is payable at the time of applying. If granted the licence will be issued for a period of up to **three (3) years**. Visit [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees) for the current fee.

The application fee is exempt from GST and non-refundable. Part payment cannot be accepted.

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

## LODGING YOUR APPLICATION

You may lodge, and pay the fee for, your completed application:

### By post addressed to:

Consumer Protection Licensing  
Department of Mines, Industry  
Regulation and Safety  
Locked Bag 14  
CLOISTERS SQUARE WA 6850

### In person at:

Department of Mines, Industry  
Regulation and Safety  
Level 2, Gordon Stephenson House  
140 William Street  
PERTH

### In person at:

Consumer Protection Licensing  
Level 1, Mason Bird Building  
303 Sevenoaks Street  
CANNINGTON

### DROP OFF ONLY

## MOTOR VEHICLE DEALERS ACT 1973

Copies of the *Motor Vehicle Dealers Act 1973* and associated Regulations are available from the

State Law Publisher.  
Telephone: (08) 6552 6000  
Website: [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

## CREDIT CARD PAYMENT DETAILS - Application for Motor Vehicle Salesperson's Licence

Card Type	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/>	(Only Visa and Mastercard accepted)
Card Number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Card Holder	<input type="text"/> Please print	
Expiry Date	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	Amount \$ <input type="text"/>
Signature / Authorisation	<input type="text"/>	Date <input type="text"/>