



# Application for a Car Market Operator Registration

## CHECK LIST

An incomplete application cannot be processed and will be returned. **Have you:**

• completed all of the relevant sections of the <b>application form</b> ?	<b>X</b>
• attached the <b>correct fee</b> ? If paying by credit card please complete the section below.	
• Signed the <b>authority and declaration</b> , or had all partners/directors sign the authority and declaration?	
• checked to make sure that the application form is complete and that you have provided all relevant <b>supporting documents</b> ?	
• Provided the relevant <b>Police check/s</b> , not more than 3 months old? Approved police check providers are listed at <a href="http://www.commerce.wa.gov.au/cp/policechecks">http://www.commerce.wa.gov.au/cp/policechecks</a>	

## PAYMENT

Cheques should be made payable to the Commissioner for Consumer Protection.

An application fee to operate from one premises plus a fee for each additional premises is payable at the time of lodging this application. For current fees see [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees).

## 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				
Total Fee	\$	Department Code	MO	Chart Description
				Car market operator New Registration

# Application for a Car Market Operator Registration

## WHO NEEDS TO HOLD A CAR MARKET OPERATOR REGISTRATION?

Anyone who carries on the business of providing the premises for a car market, whether or not those premises are used for any other purpose, must hold a car market operators registration.

A car market means a market for the sale, or offer, exposure or display for sale, of second-hand vehicles by persons other than the person providing the premises for the market but does not include an auction. Vehicles displayed for sale at a car market cannot be owned by licensed motor vehicle dealers.

The following are entities to which a registration can be issued:

- Sole proprietor (individual)
- Firm (partnership)
- Body corporate (company)

Please note that a registration cannot be issued to a Business Name and/or a Trust or an entity that holds any other licence issued under the *Motor Vehicle Dealers Act 1973*.

## MOTOR VEHICLE DEALERS ACT 1973

Copies of the *Motor Vehicle Dealers Act 1973* and associated Regulations are available from the Department of Justice at [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au).

## GENERAL INFORMATION

### 1. REGISTRATION OF COMPANY AND/OR BUSINESS NAME

If the application is in the name of a company you must ensure that the company (body corporate) is registered in accordance with the requirements of the Australian Securities and Investment Commission. Although you are not required to submit proof of the registration, a search of the Company Names Register will be carried out to verify the registration and the names of the office holders. A licence cannot be issued until the company's registration is confirmed.

Any business name(s) that the applicant entity intends to use when trading must also be **registered**. 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 only under the name/s of the sole trader or only under the names of the members of the partnership, or in the case of a company only the name of the company.

To register a company or 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)

### 2. RETAIL TRADING HOURS

You must ensure that you comply with the *Retail Trading Hours Act 1987*. The Retail Trading Hours Act applies to retail shops in Western Australia south of the 26th parallel. It is important that retailers know how their businesses are affected by this legislation.

Staff at the Retail Trading Hours Unit of the Automotive, Marine and Trading Hours Branch, Department of Mines, Industry Regulation and Safety can be contacted on **(08) 6251 1406** for further information on the permitted hours of retail trading in the motor vehicle industry.

### 3. PAYMENT AND LODGEMENT

If granted, a registration will be issued for a period of three (3) years from the date of approval.

The application fee to operate from one premises plus a fee for each additional premises is payable at the time of lodging this application. Part payment cannot be accepted. Fees are non-refundable and exempt from the GST.

Please note that all supporting documents required to be lodged with this application can be certified as true copies. If original documents are lodged they will not be returned.

A list of occupations that are authorised to witness and certify documents can be found at [www.commerce.wa.gov.au/CP/authorisedwitness](http://www.commerce.wa.gov.au/CP/authorisedwitness).

***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.***

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  
Overseas Callers

1300 304 064  
+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)

# INFORMATION REQUIRED

**1. NAME OF APPLICANT & TRADING NAME**

**a. Name of Entity applying**

.....  
 eg. Fred Smith (sole proprietor), Fred & Mary Smith (firm or partnership) or Smith Pty Ltd (body corporate)

**b. Business Name/s under which applicant trades (if applicable)**

.....  
 eg. Smith Motors

**2. DETAILS OF INDIVIDUAL/OFFICE HOLDERS**

**Sole proprietor, partners and/or directors**

Person 1			
<b>Full name</b>			
<b>Residential Address</b>			
	Postcode		
<b>Date of Birth</b>		<b>Place of Birth</b>	
<b>Telephone Number</b>		<b>Email Address</b>	

Person 2			
<b>Full name</b>			
<b>Residential Address</b>			
	Postcode		
<b>Date of Birth</b>		<b>Place of Birth</b>	
<b>Telephone Number</b>		<b>Email Address</b>	

Please attach additional copies of this page if required.

**Contact person for this application**

<b>Name</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	

### 3. PREMISES INFORMATION

<b>Principal place of business address</b>	
	Postcode
<b>Additional premises address</b>	
	Postcode
<b>Postal address</b>	
	Postcode
<b>Business telephone</b>	(     ) .....
<b>Business facsimile</b>	(     ) .....
<b>Mobile telephone</b>	(     ) .....
<b>Business email</b>	

### 4. 'FITNESS' AND 'CHARACTER' OF APPLICANT

You must attach an original or certified copy of an Australian police check that is less than three (3) months old for the applicant, or each director or partner.

Applications for National Police Certificates can be made with approved providers listed at:  
<http://www.commerce.wa.gov.au/cp/policechecks>

The Commissioner may refuse an application if the relevant persons (sole trader or all directors/partners) have done or omitted to do anything or engaged in any conduct that renders them unfit to be registered. To assist the Commissioner in determining these factors, please answer the following questions.

Has/is the <u>applicant</u> , or any partner or director of the applicant:	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> 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) not permitted to work and/or remain in Australia?	

If the answer to any of the above items was 'Yes', full details, including the circumstances surrounding the matter, must be provided in a separate attached document or letter.

**5. AUTHORISATION AND DECLARATION**

This authorisation and declaration must be completed by the sole trader or each individual director/partner, if relevant. If there is insufficient space please attach an additional page.

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 registration, 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.

Entity applying for the registration: .....

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

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

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