



Application for Motor Vehicle Repairer's Certificate

CHECK LIST

Your application can be processed **only** if **all** the relevant information and supporting documentation is provided. Incomplete applications will not be accepted and will be returned. Please check that:

- all **sections** are **complete**, including the **Authorisation and Declaration**;
- an original or certified copy of your **Australian police check** (not more than three months old) from an approved provider is attached;
- the signed **photographs** and signed **proof of identity** document are **attached**;
- all qualification/assessment **supporting documents** are **attached** and **certified**; and
- the correct non-refundable **fee** is **attached**. If paying by credit card, please complete the section below.

APPLICATION FEE AND DURATION OF CERTIFICATE

An **application fee** is payable at the time of lodging the application. Please refer to our website at www.commerce.wa.gov.au/CP/licensingfees for the current fee. If granted, your Motor Vehicle Repairer's Certificate will be ongoing until it is revoked under relevant legislation.

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 paying by credit card, please provide **credit card details** 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

You may lodge your completed application:

| | | |
|---|---|--|
| By post addressed to: | In person at: | In person (drop off only) at: |
| Licensing Services Department of Mines, Industry Regulation and Safety Locked Bag 100, EAST PERTH WA 6892 | Customer Service Level 1, Mason Bird Building 303 Sevenoaks Street CANNINGTON Hours: 8:30am to 4:30pm Monday to Friday | 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 | General Enquiries 1300 304 054 | |
| Overseas Callers +61 8 6251 2931 | Web Site www.commerce.wa.gov.au/CP/licences | |

OFFICE USE ONLY

| Total Fee | \$ | Department Code | MR | Chart Description | Indvid – 1 new certificate |
|-----------|----|-----------------|----|-------------------|----------------------------|
| | | | | | |



Application for Motor Vehicle - Repairer's 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.

1. PERSON APPLYING FOR THE CERTIFICATE

Preferred title Mr Mrs Miss Ms Other

First Name _____

Other (middle) name/s _____

Surname _____

Date of birth / /

Place of birth Town/City _____

Country _____

Contact details

Residential address: _____

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

Home telephone _____

Work telephone _____

Mobile telephone _____

Email _____

We use email for contact purposes and to provide information to industry members so it is important that you notify the Commissioner should your email contact details change.

INFORMATION REQUIRED

2. 'FITNESS' OF PERSON TO HOLD A REPAIRER'S CERTIFICATE

You must provide an original document or original certified copy of an Australian police check 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.

Please answer either 'Yes' or 'No' to the following items:

| Have you or are you: | Yes or No |
|--|-----------|
| (a) aware of any legal proceedings pending against you for an offence, including proceedings by way of appeal or review? | |
| (b) ever been the subject of an adverse finding by a government Board, Tribunal or other agency, e.g. the Corruption and Crime Commission? | |
| (c) had an occupational licence refused, cancelled or suspended? | |
| (d) been disqualified from holding an occupational licence? | |
| (e) been subject to disciplinary action by a licensing authority? | |
| (f) 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? | |
| (g) been known by any other names? | |

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

3. CURRENT EMPLOYER/BUSINESS DETAILS

Name of current employer/business

.....

Address of employer

.....

.....

Licence number (if applicable): MRB

Telephone Number **Facsimile Number**

PLEASE NOTE: if you are a proprietor of a business 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.

INFORMATION REQUIRED

4. 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 in section 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 | An original of a certified 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 Original or certified evidence of your successful completion of a third party skills assessment* |
| Undertaken a third party skills assessment for a particular class of repair work | Original or certified 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 Original or certified 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 | Original or certified evidence of your successful completion of the in-house training |
| None of the above | Original or certified evidence of your successful completion of a third party skills assessment* |

All documents required to be lodged in support of your application must be the original or a certified copy of the original. The list of occupations authorised to certify documents is available at www.commerce.wa.gov.au/CP/authorisedwitness. Original documents lodged with a completed application will not be returned. Incomplete applications will not be accepted and will 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.

INFORMATION REQUIRED

5. CLASSES OF REPAIR WORK

There are 29 classes of repair work. You may only be granted the class/es of repair work that you are qualified for. Section 4 outlines how to demonstrate that you are sufficiently qualified.

In the left hand column select (**mark an X**) all of the class/es of repair work you are applying for.

| X | Code | Class of Repair Work | Also entitles you to undertake work associated with these classes |
|--|------|--|---|
| Classes of repair work for general trades | | | |
| | LWW | Light vehicle work (GVM of < 8000 kg) | BRW, CHR, CSW, DFE, DSR, DRW, EAF, ESW, HVS, LVS, MAF, MCS, MCW, SSW, TRW, TFL, UNW |
| | HWW | Heavy vehicle work (GVM of > 8000 kg) | BRW, CHR, CSW, DFE, DSR, DRW, EAF, ESW, HVS, LVS, LWW, MAF, MCS, MCW, SSW, TRW, TFH, TFL, UNW |
| | 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 | - |
| | TFH | Tyre fitting (heavy) work | TFL |
| | TFL | Tyre fitting (light) work | - |
| | MCW | Motor cycle work | CHR, CSW, DSR, DRW, EAF, ESW, HVS, LVS, MAF, MCS, TRW |
| Classes of repair work for specialist trades | | | |
| | DFW | Diesel fitting work | CHR, CSW, ERW, HVS, LVS, MAF, MCS |
| | ERW | Engine reconditioning work | CHR, DFW |
| | TRI | Trimming work | MAF |
| | BRW | Brake work | - |
| | DFE | Diesel fuel and engine work | HVS, LVS, MAF, MCS |
| | DRW | Driveline work | DSR, HVS, LVS, MCS, SSW, TRW |
| | CSW | Cooling system work | - |
| | CHR | Cylinder head reconditioning work | - |
| | ESW | Exhaust system work | - |
| | SSW | Steering, suspension and wheel aligning work | - |
| | TRW | Transmission work | DSR, DRW |
| | UNW | Underbody Work | - |
| Classes of repair work for servicing and accessory fitting trades | | | |
| | 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 |
| | DSR | Driveline servicing and repairing work | - |
| | EAF | Electrical accessory fitting work | - |
| | MAF | Mechanical accessory fitting work | - |

The detailed description of each class is available at www.commerce.wa.gov.au/CP/MV/training.

6. PHOTOGRAPHS AND PROOF OF IDENTITY

Repairer's Certificates are issued as a wallet-sized photographic identification card. To obtain your Repairer's Certificate you will need to attach two (2) identical photographs of yourself.

The photographs must be:

- passport size (44mm length x 35mm width);
- a full front view of your head and shoulders;
- less than one month old at the time of submitting the application for a repairer's certificate; and
- certified on the reverse by a person who is over the age of 18 that has known you for at least two (2) years.

The person who witnesses your photographs must also sign a copy of one piece of **your** photographic identification. This can be a copy of your current driver's licence, a current passport or any other photographic identity document issued by a Government department or authority within Australia.

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. Please ensure that the photographs you provide are clear with the image focused. **Video camera, emailed or photocopied images will not be accepted.**

A photograph will also not be accepted if:

- it is not a current image;
- it is unclear; or
- it would not serve its purpose if it were included as part of the certificate.

Photographs remain the property of the Department and will not be returned.

Attach signed photographs here.

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 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.**

Applicants full name:

Applicant signature: Date: