



Government of **Western Australia**
 Department of **Mines, Industry Regulation and Safety**
Consumer Protection

Application for Motor Vehicle Salesperson's Licence

The application can only be processed if all the relevant information and supporting documentation is provided. Incomplete applications will not be accepted and will be returned.

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

- [] Original document or original certified copy of an **Australian police check** not more than three (3) months old at the time of application. For information on approved providers, visit www.commerce.wa.gov.au/CP/policechecks.
- [] 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 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.

CREDIT CARD PAYMENT DETAILS

Card Type	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"/> <input type="checkbox"/> I authorise the Department to deduct the current prescribed fee*
Signature / Authorisation	<input type="text"/> Date <input type="text"/>

*Fees are subject to change on 1 July of each year

OFFICE USE ONLY					
Total Fee	\$	Department Code	MS	Chart Description	New application

Details of Applicant

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.

Preferred title Mr Mrs Miss Ms Other

Family Name

Give 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:

If the same as your residential address. Please tick

Postal address:

Postcode:

Home telephone

Area Code ()

Work telephone

Area Code ()

Fax

Mobile telephone

Email

As of January 2019 the Department will send courtesy reminders to renew licences via SMS and email only. Please ensure your contact details are kept up to date or you may not receive renewal reminders.

MOTOR VEHICLE DEALERS ACT 1973

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

Parliamentary Counsel's Office

Website: www.legislation.wa.gov.au.

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

Licensing Advice Line 1300 304 064

Overseas Callers +61 8 6251 2931

General Enquiries: 1300 304 054

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

Email: cplicensing@dmirs.wa.gov.au

Web Site 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.

Please attach a copy of your completion Certificate for the course and provide the following course 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 document or original certified copy of an Australian police check not more than three (3) months old**. For information on approved providers, visit www.commerce.wa.gov.au/CP/policechecks or we accept police checks from www.police.wa.gov.au

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.

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, 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 any adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(d) had any occupational licence or application refused, cancelled or suspended?	
(e) been disqualified from holding any occupational licence?	
(f) been subject to any 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 any other name?	

EMPLOYER STATEMENT

To be valid this statement must be completed by the holder of the dealer's licence or the licensed yard manager.

Administrative staff and licensed salespersons cannot sign this statement.

As the representative of the employing dealership, by signing this form you are declaring that you employ or 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.

Employing Dealer Licence #:

Name of Dealership.....

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: