



Application for Motor Vehicle Yard Manager's Licence

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 on the successful completion of the Yard Manager/Dealer Licence 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.

LODGING YOUR APPLICATION

You may lodge, and pay the non-refundable fee for, your completed application in person or by post:

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	MY	Chart Description	New Application

Application for Motor Vehicle Yard Manager's Licence

You cannot act in the capacity of a motor vehicle yard manager 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 Name/s		
Date of Birth	/ /	<i>You must have reached the age of 18 years of age to be eligible for this licence</i>

Place of birth Town / City	Country
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YOUR CONTACT DETAILS

Residential address

	Postcode	

Postal address:

	Postcode	

Home telephone

Area Code ()

Work telephone

Area Code ()

Mobile telephone

Email address

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Are you currently licensed as a Motor Vehicle Salesperson and would you like to surrender that licence, if this application is granted?
If you answer 'yes' to this question you must return your salespersons licence certificate to the Commissioner when you receive your Yard Manager's licence.

Yes / No

QUALIFICATIONS

To be eligible for a yard manager'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 **Dealer/Yard Manager'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.

Attendance Date/s:		Training provider:	
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FITNESS TO HOLD A YARD MANAGER'S LICENCE

To be eligible to obtain a Motor Vehicle Yard Manager'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 Yard Manager 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:

LODGING YOUR APPLICATION

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.

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- [] Copy of the **Certificate** on the successful completion of the Yard Manager/Dealer Licence Requirements Course.
- [] Completed form, including all questions and the employer statement.

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.

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

LODGING YOUR APPLICATION

You may lodge, and pay the non-refundable fee for, 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

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.