



Department of Commerce  
Consumer Protection

MOTOR VEHICLE DEALERS ACT 1973  
(Section 20F)

APPLICATION FOR CERTIFICATE OF NEW OR ADDITIONAL  
AUTHORISED PREMISES

TO: The Commissioner,  
Consumer Protection

1. The following information applies to the licensed dealer known as:

.....  
(Entity Name)

the holder of Dealer's Licence Number MD.....under the Motor Vehicle Dealers Act.

2. New or Additional Premises:  
(Please tick appropriate box.)

NEW

ADDITIONAL

**Address of New or Additional Premises**

.....  
.....  
Date intending to commence at new address: .....

**Address of Ceased Premises (If applicable)**

.....  
.....  
Date ceased trading at this address: .....

**New Business Name (If applicable)**

.....

Name of Proposed Yard Manager	Category of Licence
.....	.....

CATEGORIES OF LICENCE

(A) Vehicle sales:	Buying, selling and auctioning vehicles other than motor cycles, caravans or campervans.
(B) Motorcycle sales:	Buying, selling and auctioning of motor cycles.
(C) Caravan sales:	Buying, selling and auctioning caravans and campervans.
(D) Vehicle wrecker:	Buying any vehicles for the purpose of dismantling them and selling off the parts.
(E) Vehicle broker/agent:	Acting as an agent to facilitate the selling or purchase of any vehicles on behalf of members of the public.
(F) Vehicle hire & sales:	Hiring out vehicles, buying vehicles for hiring out, and selling and auctioning any vehicles that have been hired out by the dealer.
Combination:	Any combination of A, B, C, D, E and F, as nominated by the dealer.

# STATUTORY DECLARATION

## WESTERN AUSTRALIA - OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005 STATUTORY DECLARATION

I, ..... (Full name)  
of ..... (Address)  
Occupation .....

sincerely declare that the statements and information provided in this application are correct to the best of my knowledge and belief.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at ..... (place)

..... (date)

in the presence of -

.....  
(Signature of authorised witness)

.....  
(Print name of authorised witness      Qualification as such a witness \* )

By .....  
(Signature of person making the declaration)

**\*Important This Declaration must be made before any of the following persons:-**

Academic (post-secondary institution), Accountant, Architect, Australian Consular Officer, Australian Diplomatic Officer, Bailiff, Bank Manager, Chartered Secretary, Chemist, Chiropractor, Company Auditor or Liquidator, Court Officer (Judge, Magistrate, Registrar or Clerk), Defence Force Officer (Commissioned, Warrant or NCO with 5 years continuous service), Dentist, Doctor, Engineer, Industrial Organisation Secretary, Insurance Broker, Justice of the Peace, Lawyer, Local Government CEO or Deputy CEO, Local Government Councillor, Loss Adjuster, Marriage Celebrant, Member of Parliament (State or Commonwealth), Minister of Religion, Nurse, Optometrist, Patent Attorney, Physiotherapist, Podiatrist, Police Officer, Post Officer Manager, Psychologist, Public Notary, Public Servant (State or Commonwealth), Real Estate Agent, Settlement Agent, Sheriff or Deputy Sheriff, Surveyor, Teacher, Tribunal Officer, Veterinary Surgeon  
OR Any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a Statutory Declaration may be made.

# CHECKLIST

## MOTOR VEHICLE DEALERS ACT 1973

### NEW OR ADDITIONAL PREMISES

**Please note: This checklist has been prepared to ensure that all required information is forwarded to us. Please use it and return it to us.**

- |    |  |  |                             |
|----|--|--|-----------------------------|
| 1. | Application form completed?  | <input type="checkbox"/> Yes                     | <input type="checkbox"/> No |
| 2. | Correct fee payable attached?  | <input type="checkbox"/> Yes                     | <input type="checkbox"/> No |
| 3. | Current local government planning certificate approving the premises for use intended attached?        | <input type="checkbox"/> Yes                     | <input type="checkbox"/> No |
| 4. | The current Certificate of Authorised Premises held by the person vacating those premises is attached? | <input type="checkbox"/> Yes                     | <input type="checkbox"/> No |
| 5. | Current Dealer's Licence and Certificate/s of Authorised Premised are attached?                        | <input type="checkbox"/> Yes                     | <input type="checkbox"/> No |
| 6. | Category of business? (see categories listed on page 1)  | A B C D E F<br>Please circle applicable Category |                             |
| 7. | Have you changed your Business Name/s? If so, provide copy of Business Names Extract.                  | <input type="checkbox"/> Yes                     | <input type="checkbox"/> No |

If you have not completed and enclosed all relevant information your application **will not** be processed.

Under **no** circumstances are you authorised to carry on your business as a motor vehicle dealer at the new or additional premises until such time as the Commissioner approves the application.

Failure to heed this advice could result in you being **prosecuted** for carrying on business at other than authorised premises.

**If paying by credit card, please complete the credit card payment details on the next page.** →

# LODGING YOUR APPLICATION & PAYMENT

## MOTOR VEHICLE DEALERS ACT 1973

### SCALE OF LICENCE FEES for NEW OR ADDITIONAL PREMISES APPLICATION

**THE FEE FOR A CERTIFICATE OF NEW PREMISES** i.e. (moving the business from one site to another) is **\$125**.

**THE FEE FOR EACH ADDITIONAL PREMISES** is **\$756** per additional premise for the full three (3) year period.

The fee is calculated according to the month of application and the expiry date of the Dealers licence. For an example where the dealers licence has another 20 months before expiry the calculation is:

1. \$756 divided by 36;
2. The answer (= \$21.00 per month) is then multiplied by 20 (the remaining months) (\$21.00 x 20 = \$420.00).

If you are unsure of how to calculate the fee please call the licensing team on (08) 9282 4362

Cheques should be made payable to the Department of Commerce. If paying by credit card, please complete the credit card payment details on this page.

You may lodge your application by facsimile to 08 9282 4363 or;

<p><b>By post</b> addressed to:</p> <p>The Licensing Officer Consumer Protection Locked Bag 14 Cloisters Square PERTH WA 6850</p>	<p><b>In person</b> at:</p> <p>Department of Commerce Consumer Protection Unit 4 / 321 Selby Street (rear) OSBORNE PARK</p>	<p><b>In person</b> at:</p> <p>Department of Commerce Consumer Protection Ground Floor 219 St Georges Terrace PERTH</p>
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### CREDIT CARD PAYMENT DETAILS

#### Application for New or Additional Premises - Motor Vehicle Dealer

#### For Credit Card Payment – applicant to complete

Card Type    Visa        Mastercard        (Only Visa and Mastercard accepted)

Card Number                        

Card Holder        Please print

Expiry Date      /      Amount    \$

Signature / Authorisation        Date   

Motor Vehicle Dealer – New or Additional Premises Application – July 2011