



**Department of Commerce
Consumer Protection**

Application for Motor Vehicle Yard Manager's Licence

Important – you are not to act in the capacity as Yard Manager unless you are the holder of a valid Yard Manager's licence.

Please use a pen and write neatly using BLOCK LETTERS. Tick where required

Details of applicant

Preferred title Mr Mrs Miss Ms Other

Family Name

Given Names

Have you been known by any other name? (Such as name at birth, alias, previous married name)

No Yes Give Details

Family Name

Given Names

Reason for name change Deedpoll Alias Marriage
Other

If you have been known by other names, attach a page giving names and reason for changes

Date of birth / / How long have you lived in Australia? (years)

Place of birth Town/City
Country

Proof of identity must be provided. (See page 2 for further information).

Residential address:

 Postcode

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

 Postcode

Department of Commerce Consumer Protection

Licensing Advice Line

Metro: (08) 9282 4362
Country: 1300 30 40 54
Fax:
(08) 9282 4363

(8.30 – 5.00 Weekdays)
(except for Public Holidays)

Licensing Branch

Head Office
Forrest Centre
219 St Georges Terrace
PERTH

Unit 4 / 321 Selby Street (REAR)
OSBORNE PARK

Postal

The Licensing Officer
Consumer Protection
Locked Bag 14
CLOISTERS SQUARE
PERTH WA 6850

**LICENCE
APPLICATION FEE
\$385**

See also page 6

Web Site:
www.commerce.wa.gov.au

Your contact details

Work telephone	Area Code ()
Home telephone	Area Code ()
Mobile telephone	
Fax	
Email	

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 Commissioner to assess your application **you are required to provide an original National Police Certificate.**

Please answer 'Yes' or 'No' to the following questions.

Have / are you:	Yes or No
(a) ever 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)</i>	
(b) presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention?	
(c) ever been placed on a Community Based Order, Community Service Order, an Intensive Supervision Order or any other order made by a court or tribunal?	
(d) aware of any proceedings pending against them for an offence, including proceedings by way of appeal or review?	
(e) ever been the subject of an adverse finding by a government Board, Tribunal or other agency, eg. the Corruption and Crime Commission?	
(f) had any application for an occupational licence refused?	
(g) had an occupational licence cancelled suspended or disqualified?	
(h) been subject to disciplinary action by a licensing authority?	
(i) had any investigations or proceedings pending or current, which may result in action being taken in relation to any occupational licence currently held?	
(j) been known by another name?	

If the answer to any of the above questions was 'Yes', please provide full details below or on a separate attached sheet of paper.

.....

.....

Qualifications

Do you hold any Australian occupational licences or registrations? (For example – real estate or settlement industry, travel agent, land valuer, credit provider, auctioneer, employment agent, debt collector, finance broker, motor vehicle salesperson / yard manager / dealer)

No Yes (Provide details below)

Type of Licence		State of issue	
Licence number		Expiry Date	

To be eligible for a Yard Manager's licence you must have completed and passed a training course approved by the Commissioner. Please contact the Motor Trade Association of W.A. on 9453 7900 to enrol or make enquiries.

Have you recently attended a training course approved by the Commissioner? No Yes
If 'Yes', you must include a copy of your certificate.

If you are currently attending or enrolled in an approved course, please provide documentary evidence of enrolment and the name and date of the Course below.

Name and Date of Course

Employer Statement – FOR ALL APPLICANTS

The Commissioner can **not** grant you a licence unless you are employed, or have been offered employment by a licensed Motor Vehicle Dealer.

Employer to complete the following:

I declare that the applicant has completed or will complete an approved training course and I intend to employ the applicant as a Motor Vehicle Yard Manager.

I understand that if the applicant has not worked in the industry as a licensed Motor Vehicle Yard Manager in the last 5 years, the applicant will only be granted a licence after successfully completing the relevant course.

Dealer Principal's Name	<input style="width: 600px; height: 25px;" type="text"/>		
Dealer's Licence Number	<input style="width: 600px; height: 25px;" type="text"/>		
Name of Dealership	<input style="width: 600px; height: 25px;" type="text"/>		
Address	<input style="width: 600px; height: 25px;" type="text"/>		
	Postcode		
Date of Training Course	/ /	<input style="width: 400px; height: 25px;" type="text"/>	
Dealer's Signature	<input style="width: 600px; height: 25px;" type="text"/>		
Email	<input style="width: 250px; height: 25px;" type="text"/>	Telephone	<input style="width: 100px; height: 25px;" type="text"/>

AUTHORISATION TO COMMISSIONER

AUTHORISATION TO THE COMMISSIONER FOR CONSUMER PROTECTION

In order to assist the Commissioner with assessment of this application, I give authorisation to the Commissioner, or person(s) they direct, to make such further enquiries as he or she deems necessary, to obtain:

- (a) verification of my qualifications from the training organisation, within Australia or New Zealand, that has granted the qualification;
- (b) copies of any court transcript or records for proceedings to which I or an associated entity, have been a party;
- (c) copies of any decision in proceedings before any Board to which I, or an associated entity, have been a party;
- (d) copies of any other document or file relating to another occupational licence that I have held or for which I, or an associated entity, have applied; and/or
- (e) any other document or file that may be necessary to assist the Commissioner with assessment of this application.

I further agree to provide any additional information requested by the Commissioner and acknowledge that the Commissioner can use any or all of the information or documentation he or she receives pursuant to this authority for the purpose of assessing my application.

Full Name:

Signature:

Date:

Documentation you must provide with this application

- [] **Original National Police Certificate** (not more than three (3) months old at the time of application). *(Apply at participating Australia Post outlets in Western Australia on provision of identification and payment of the fee).*
- [] **If you have not lived in Australia continuously for the last three (3) years** you will require both the equivalent clearance from the country you previously lived in and the above police clearances.
- [] **Certified copy of your photographic proof of identity.** (For example, drivers licence, proof of age card or passport). Your dealer can certify this identification, but it cannot be faxed as it must be clear enough to be able to recognise you. If you are unable to provide photographic proof of identity a certified copy of your birth certificate can be lodged.
- [] **Copy of Certificate of Competency on completion of the Motor Vehicle Yard Manager Training Course.**
- [] **Application fee of \$385 is payable at the time of lodging an application** for a Motor Vehicle Yard Manager's Licence with the Motor Vehicle Industry Board.

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 my application for a **Motor Vehicle Yard Manager's Licence** 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.

PAYMENT DETAILS

APPLICATION FEE *

Licences are issued for a period of **three years**.

An **application fee of \$385 is payable at the time of lodging an application** for a Motor Vehicle Yard Manager's Licence with the Commissioner.

(* Fees payable for applications made in the period 1 July 2011 to 30 June 2012)

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

MOTOR VEHICLE DEALERS ACT 1973

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

State Law Publisher
10 William Street
Perth WA 6000
Telephone: (08) 9426 0000

The Act can also be viewed on the State Law Publishers website at www.slp.wa.gov.au

LODGING YOUR APPLICATION

Your application can **only** be processed if **all** the relevant information and supporting documentation is provided.

You may lodge, and pay the fee for, your application:

By post addressed to:

The Licensing Officer
Consumer Protection
Locked Bag 14
Cloisters Square
PERTH WA 6850

In person at:

Department of Commerce
Consumer Protection
Unit 4 / 321 Selby Street (rear)
OSBORNE PARK

In person at:

Department of Commerce
Consumer Protection
Ground Floor
219 St Georges Terrace
PERTH

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

CREDIT CARD PAYMENT DETAILS

Application for Motor Vehicle Yard Manager's Licence

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



**Department of Commerce
Consumer Protection**