LICENCE AMENDMENT APPLICATION
Motor Dealers and Repairers Act 2013

Add / Remove Place of Business / Mobile Workshop

Use this amendment application form to add or remove a place of business on a licence or to add or remove a mobile workshop on a motor vehicle repairers licence.

- A fee is payable to add an additional place of business or mobile workshop.
- No fee is payable to change or remove a place of business or mobile workshop.

For information on how much to pay, visit the fees section on the NSW Fair Trading website www.fairtrading.nsw.gov.au/help-centre/fees/motor-dealers-and-repairers-fees

PARTICULARS OF LICENSEE

Licence No:            ACN:

Licensee Name:

CONTACT PERSON

Provide the name of a person that may be contacted if any questions arise during the processing of this amendment application.

Name:                   Position:

Telephone:              Mobile:

Email Address:

How to lodge this form

Email

businesslicensing@finance.nsw.gov.au OR Service NSW Service Centre

For your nearest Service NSW Service Centre, go to: www.service.nsw.gov.au or telephone 13 77 88.
ADD A PLACE OF BUSINESS
Provide particulars below of any changed or additional place of business (other than a mobile workshop).

Business Address:

Postcode:

Telephone No:                               Mobile No:

Local Council Approval

You have an obligation to comply with local government requirements. Those obligations exist in addition to the requirement to hold a licence. Non-compliance may result in you being liable to prosecution. Contact your local council for any questions you may have relating to approvals.

Questions Relating to the Place of Business

1. Do the premises have current local council approval that allows the conduct of the business to which this licence application relates OR has the local council advised that approval is not required for the conduct of the proposed business (e.g. under home occupation guidelines)?  
   □ Yes  □ No

2. Are the premises occupied by another licensee?  
   □ Yes  □ No

   If you answered YES, provide the other licensee's details here.

   Name of other licensee: ___________________________   Licence Number: ____________

   Will you be sharing the premises with the other licensee?  
   □ Yes  □ No

   If you will not be sharing the premises, will the other licensee be vacating the premises?  
   □ Yes  □ No

A fee is payable to add an additional place of business however no fee is payable to add a place of business which is replacing an existing place of business.

REMOVE A PLACE OF BUSINESS
Provide particulars below of any place of business that is to be removed from the licence.

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**ADD MOBILE WORKSHOPS** (Motor Vehicle Repairer’s Licence only)
Provide details below of any motor vehicle that is to be ADDED to a repairer’s licence as a mobile workshop.

<table>
<thead>
<tr>
<th>Add Motor Vehicle # 1</th>
<th>Add Motor Vehicle # 2</th>
<th>Add Motor Vehicle # 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Number:</td>
<td>Registration Number:</td>
<td>Registration Number:</td>
</tr>
</tbody>
</table>

A fee is payable to add an additional mobile workshop however no fee is payable to add a mobile workshop which is replacing an existing mobile workshop.

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**REMOVE MOBILE WORKSHOPS** (Motor Vehicle Repairer’s Licence only)
Provide details below of any motor vehicle that is to be REMOVED FROM a repairer’s licence as a mobile workshop.

<table>
<thead>
<tr>
<th>Remove Motor Vehicle # 1</th>
<th>Remove Motor Vehicle # 2</th>
<th>Remove Motor Vehicle # 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Number:</td>
<td>Registration Number:</td>
<td>Registration Number:</td>
</tr>
</tbody>
</table>

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**PAYMENT METHOD**

**AUTHORITY TO CHARGE CREDIT CARD**

If paying by credit card, only MasterCard and Visa are accepted.

Credit Card payments are subject to a 0.4% merchant fee.

If paying by credit card, provide the credit card particulars below.

- MasterCard ☐ Visa ☐

<table>
<thead>
<tr>
<th>Credit Card Number:</th>
<th>Expiry Date:</th>
<th>Amount $:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Card Holder’s Name (BLOCK LETTERS)

Card Holder’s Signature
DECLARATION

INDIVIDUAL - declaration MUST be signed by the applicant.

BODY CORPORATE - declaration MUST be signed by a Director of the body corporate.

I certify that the particulars specified in this amendment application and all attachments are, to the best of my knowledge, true and correct in every detail.

Statement under the Privacy and Personal Information Protection Act 1998

The licensee:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this licence;

2. acknowledges that information will be placed on a register open to the public in accordance with the Motor Dealers and Repairers Act 2013;

3. accepts that failure to supply information required on this application form may delay the processing of the application; and

4. has a right to seek access to and correction of information supplied.

Signature: ___________________________________________ Date: ______________

Full Name: ___________________________________________