

LICENSING, REGULATION AND ALCOHOL STRATEGY

Motor Vehicle Dealers Checklist for Licence Application (Corporation)

- Completion of Form 1, Application by a Corporation. An incomplete application form will not be considered.
- Completion of Form 3, Business Plan by a Corporation. An incomplete business plan form will not be considered.
- Confirmation of lodgement of your “Authority to Release Criminal History” in the form of a receipt. The form must be lodged directly with a police station and a \$50 fee applies for each criminal history check and must be paid on lodgement. Please note a criminal history form must be completed for each person associated with the application.
- A copy of the newspaper advertisement notifying the public of the application and inviting objections, published in a newspaper circulating throughout the Territory and (if there be one) in a further newspaper circulating in the locality in which you propose to carry on business as a motor vehicle dealer. (Refer to the Guide to Advertising for further details and a pro-forma advertisement).
- Copy of Certificate of Registration of Company.
- Complete list of all current Directors.
- Copy of Current Identification for each director, i.e. Driver’s Licence, Passport or Birth Certificate.
- Each director must be over 18 years of age.
- Application for the Commissioner’s Approval of Manager. *The Consumer Affairs and Fair Trading Act 1998* requires that a manager, approved by the Commissioner, must be present and in charge of the day-to-day conduct of the business where the dealer is a body corporate.
- Two Written Referee Statements for each director stating that they are a ‘fit and proper person’ to be a Licensed Motor Vehicle Dealer (if the director were to apply for a licence personally).
- Proof of Ownership, copy of lease of premises or letter of consent / approval from owner.

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Darwin

Level 1, Enterprise House
28-30 Knuckey Street, Darwin
GPO Box 1154, Darwin, NT 0801
Ph: 08 8999 1800
Fax: 08 8999 1888

Katherine

3/36 Katherine Terrace, Katherine
GPO Box 1154, Darwin, NT 0801
Ph: 08 8972 8906
Fax: 08 8972 8910

Alice Springs

Peter Sitzler Building
67 North Stuart Highway, Alice Springs
GPO Box 8470, Alice Springs NT 0871
Ph: 08 8951 8452
Fax: 08 8951 8591

- Proof that premises are appropriately zoned to carry on the business of a motor vehicle dealer. Please contact the Development Consent Authority who will be able to advise if the trading location you are intending to trade from has the relevant zoning for motor vehicle sales.
- A statement, certified by an accountant, of the financial performance and financial position of the corporation for the previous financial year and for the financial year in which the application is made or as near as practicable to that date.