

LICENSING, REGULATION AND ALCOHOL STRATEGY

Motor Vehicle Dealers Checklist for Licence Application (Individual or Partnership)

- Completion of Form 2, Application by a Natural Person. An incomplete application form will not be considered.
- Completion of Form 4, Business Plan by a Natural Person. 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 Current Identification for each person associated with the application, i.e. Driver’s Licence, Passport or Birth Certificate.
- Applicant(s) must be over 18 years of age.
- Proof of Ownership, copy of lease of premises or letter of consent/approval from owner.
- 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.
- Copy of Certificate of Registration of Business Name.
- Evidence of sufficient material and financial resources to carry on business as a dealer, i.e. banker’s guarantee, bank statement or a statement of personal position for the sole trader and each partner.
- Two Written Referee Statements stating that the applicant, sole trader or each partner is a fit and proper person to be a Licensed Motor Vehicle Dealer.

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