

LICENSING, REGULATION AND ALCOHOL STRATEGY

Motor Vehicle Dealers Application for Approval as a Manager Checklist

- Completion of Form 14 – Application for the Commissioner’s Approval of Manager. An incomplete application form will not be considered.
- Completion of Authority to Release Criminal History Form.
- Payment of the Prescribed Fees* for Manager’s Approval. Cheques to be made payable to RTM. (Please note fees are GST exempt).
- Confirmation of lodgement of your “Authority to Release Criminal History” in the form of 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 must be completed for each person associated with the application.
- Copy of Current Identification, i.e. Driver’s Licence, Passport, Birth Certificate.
- Applicant must be over 18 years of age.
- Two Written Referee Statements stating that applicant is a fit and proper person to hold the position of Manager of a Licensed Motor Vehicle Dealer.

Grounds for Withholding Approval

- The applicant has not attained the age of 18 years.
- The applicant is disqualified from holding a licence.
- The applicant is currently bankrupt or has salary assigned for the benefit of creditors.
- The applicant has, during the past 10 years, been convicted of, or served any part of a prison term for, an offence involving fraud, dishonesty or physical violence.
- The applicant was subject of a charge in relation to such offences at the time of application.
- The applicant is not likely to carry on business as a Manager honestly and fairly.
- The applicant has been convicted of an offence against this Act, the Regulations or any other enactment administered by the Commissioner.

**Please refer to the relevant schedule of fees.*

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