

Application for variation of an individual licence or change of particulars

Use this form to notify of a change to your commercial and private agents licence in accordance with Section 17C the *Commercial and Private Agents Licensing Act 1979*.

Changes must be notified to this office within 28 days of the change occurring. See the [motor vehicle dealer licences](#) webpage for further information on applicant requirements.

Reason for variation							
Business/trading name change		Yes / No		Principle place of business change		Yes / No	
Contact details change		Yes / No		Other place of business change		Yes / No	
Licence details							
Licensee name:							
Licence number:							
Business name:							
Applicant details							
Surname:				Date of birth:			
Given name/s:							
Other name/s (if applicable):							
Residential address:							
Suburb:		State:		Postcode:			
Is your postal address the same as above? If no, complete below:							
Postal address:							
Suburb:		State:		Postcode:			
Contact details							
Phone number:				Mobile number:			
Email address:							
Principle place of business (primary car yard)							
Dealer manager name:							
Business address:							
Suburb:		State:		Postcode:			
Other place of business details (additional car yard details - If more than one other place of business, copy and attach to application)							
Dealer manager name:							
Business address:							
Suburb:		State:		Postcode:			

Applicant declaration			
I, (full name):			
Of (address):			
Solemnly and sincerely declare that:			
<ul style="list-style-type: none"> All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and I have read and understood the information contained in this application; and My declaration is true and correct; and I know that it is an offence to make a declaration that is false in any material particular. 			
This declaration is made at: (location)			on: (date)
Applicant signature:			
Note: Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.			
Supporting documents checklist			
Prescribed application fee – See the motor vehicle dealer licences page for fees.			Yes / No
Complete and signed applicant declaration.			Yes / No
Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo attached. For example: Drivers licence, passport, evidence of age card, firearms licence, working with children's card etc.			Yes / No
Evidence of name change attached (if applicable) i.e. marriage certificate, deed poll etc.			Yes / No
Current business name extract attached (if applicable)			Yes / No
Change of address – if applicable			
Proof of ownership, copy of lease of premises or letter of consent/approval of owner to run a motor vehicle dealership at the nominated address attached.			Yes / No
Proof that these premises are appropriately zoned to carry on the business of a motor vehicle dealer attached.			Yes / No
Privacy statement			
The Northern Territory Government complies with the Information Privacy Principals scheduled by the <i>Information Act 2002</i> .			

Disclaimer

The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the *Northern Territory Information Act 2002*.

You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.

The information you provide will be accessible to Racing and Gaming and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.

You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the *Northern Territory Information Act 2002*, or the Office of the Information Commissioner NT.

Lodgement

Complete applications can be lodged in person, email or via post at a Territory Business Centre below:

Darwin:	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah
Katherine:	Big Rivers Government Centre, 5 First Street, Katherine
Tennant Creek:	Shop 2, Barkly House, Cnr Davidson and Paterson Streets, Tennant Creek
Alice Springs:	Ground Floor, The Green Well Building, 50 Bath Street Alice Springs
1800 193 111	territorybusinesscentre@nt.gov.au GPO Box 9800 Darwin NT 0801

Payment details

A fee is payable on lodgement of this application form. Payment can be made by:

- Cash (in person only); or
- Cheque (made out to Receiver of Territory Monies); or
- Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment.

Payment date:	Receipt number:	Amount paid
---------------	-----------------	-------------