

# Application for approval as a motor vehicle dealer manager

Use this form to apply for approval as a motor vehicle dealer manager in accordance with Section 176 of the *Consumer Affairs and Fair Trading Act 1990*.

You must be 18 years or older to apply.

See the motor vehicle dealer licences webpage for further information and the prescribed fee.

Licence details																							
Licensee name:																							
LMVD number:																							
Applicant details																							
Surname:						Date of birth:																	
Given name/s:																							
Postal address:																							
Suburb:					State:			Postcode:															
Phone number:					Mobile number:																		
Email address:																							
Principal place of business																							
Will you be working at the principal place of business as the agent's manager?								Yes / No															
If no, provide the address below.																							
Business address:																							
Suburb:					State:			Postcode:															
Phone number:					Mobile number:																		
Email address:																							
Referee statement																							
Two referee statements stating that the partner(s) are fit and proper persons to be a pawnbroker and/or second hand dealer or manager. Referees must not be related to the applicant.																							
Referee 1																							
Referee name:																							
of: (address)																							
Suburb:					State:			Postcode:															
Position title:																							
declare that I have known (applicant's name):																							
For (number of years):			year(s) and that in my opinion he/she is a person of good fame and character.																				
Referee signature:						Date:																	

Referee 2					
Referee name:					
of: (address)					
Suburb:		State:		Postcode:	
Position title:					
declare that I have known (applicants name):					
For (number of years):		year(s) and that in my opinion he/she is a person of good fame and character.			
Referee signature:				Date:	
Proof of identity (ID)					
<p>The applicant <b>must attach</b> either one of the following combinations:</p> <ul style="list-style-type: none"> <li>One primary and two secondary documents; or</li> <li>Two primary and one secondary documents from the list below.</li> </ul> <p>ID must include at least one type of primary ID that contains the applicants name and date of birth. If you are unable to provide the required documents please contact Occupational Licensing on 1800 193 111.</p>					
Primary document					Select
Australian passport (note: passports are still valid for 2 years after expiry, unless cancelled)					Yes / No
Australian drivers licence					Yes / No
Licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo i.e HRWL licence, working with children's card etc					Yes / No
Proof of Age Card issued by an Australian State or Territory					Yes / No
Identity document issued by an Aboriginal Land Council that has your photograph					Yes / No
Secondary document					Select
Australian birth certificate/card					Yes / No
Australian citizenship certificate					Yes / No
Photo ID card showing you are a Commonwealth, State or Territory Government employee					Yes / No
Medicare, centrelink or health care card					Yes / No
Council rates notice with your name and current residential address					Yes / No
Utilities notice with your name and current residential address					Yes / No
Foreign drivers licence					Yes / No
Disclosures					
Have you applied for an authorisation (however described), such as a licence or certificate, or registration, under any Act relating to the regulation of any business trade, profession, industry or occupation?					Yes / No
If yes, provide details below:					

Were any of the applications for such authorisation refused or withdrawn?	Yes / No
If yes, provide details below:	
In respect of those authorisations granted, is there any which is no longer in force for any reason?	Yes / No
If yes, provide details below:	
In the last 10 years, have you been subject to action of a disciplinary nature relating to any authorisation referred to above?	Yes / No
If yes, provide details below:	
Are there any investigations or proceedings, pending or current, which may result in action of a disciplinary nature being taken in relation to any authorisation referred to above?	Yes / No
If yes, provide details below:	
Since being licensed, have you been convicted of, or served any part of a term of imprisonment, wherever committed, for an offence involving fraud, dishonesty or physical violence or an offence against the <i>Consumer Affairs and Fair Trading Act 1990</i> ?	Yes / No
If yes, provide details below:	
Is there a charge pending in relation to an offence involving fraud or dishonesty?	Yes / No
If yes, provide details below:	
Have you been known by any other names?	Yes / No
If yes, provide details below:	
Have you assigned your estate for the benefit of creditors or been declared bankrupt?	Yes / No
If yes, provide details below:	

Have you been a secretary, a director, or a person concerned with the management of a body corporate which has been placed under a receiver or manager or would up or which has entered into a compromise or scheme of arrangement with creditors?		Yes / No	
If yes, provide details below:			
<b>Applicant declaration</b>			
I, (full name):			
Of (address):			
Solemnly and sincerely declare that:			
<ul style="list-style-type: none"> <li>• 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</li> <li>• I have read and understood the information contained in this application; and</li> <li>• The declaration is true and correct; and</li> <li>• I know that it is an offence to make a declaration that is false in any material particular.</li> </ul>			
This declaration is made at: (location)			on: (date)
Applicant signature:			
<b>Note:</b> 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.			
<b>Checklist</b>			
Prescribed application fee – See the motor vehicle dealer licences page for current fee.			Yes / No
Criminal history name check results attached.			Yes / No
<b>Note:</b> Results can take up to 6 weeks to be processed.			
Two referee statements completed.			Yes / No
Proof of identity (ID) documents attached.			Yes / No
Signed and completed declaration.			Yes / No
<b>Privacy statement</b>			
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	<a href="mailto:territorybusinesscentre@nt.gov.au">territorybusinesscentre@nt.gov.au</a>	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:	
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