# Motor car traders – partnership licence application

***Motor Car Traders Act 1986***

**Important notice:**

* Enter text in spaces provided only. The Business Licensing Authority (BLA) will not accept your form, nor consider it lodged, if you remove or change any questions or other text.
* Mark relevant fields with an ‘X’.
* If completing this form by hand, please complete details in block letters, using a black or blue pen.
* Do not submit this form by email. We cannot accept forms with credit card numbers that are emailed to us.

## Before starting your application

### Eligibility

The partnership is automatically ineligible to be licensed if:

* any of the partners are insolvent under administration; or
* the partnership or any of its partners is currently disqualified from a holding motor car trader's licence (or equivalent) anywhere in Australia or elsewhere, or the subject of an order by any regulatory body disqualifying it/them from acting as a motor car trader or equivalent; or
* any of the partners is a represented person under the *Guardianship and Administration Act 1986* (where a guardian or administrator has been appointed).

The partnership may also be ineligible if the partnership or any of its partners:

* within the last 10 years, has been found guilty of, or convicted of a disqualifying offence involving fraud, dishonesty, drug trafficking or violence which is punishable by imprisonment for three months or more (whether or not a sentence of
* imprisonment was imposed); or
* have ever had a claim admitted from the Motor Car Traders' Guarantee Fund.

### Permission

For disqualifying criminal offences and claims against the Motor Car Traders' Guarantee Fund the partnership can still apply for, and may be granted, a licence. Based on the result of background checks, the partnership or a partner may be required to apply for permission to be licensed. If the partnership or a partner is required to apply for permission, the BLA will write to you. For more information, visit the [Disqualification and permissions page on the Consumer Affairs Victoria website](https://www.consumer.vic.gov.au/mctpermissions) (consumer.vic.gov.au/mctpermissions).

### Records checks

The BLA will conduct checks with the Australian Criminal Intelligence Commission (ACIC) and other agencies to verify the information provided in this application form.

### Fees

The combined application fee and first annual licence fee for 1 July 2021 to 30 June 2022 is $2,580.70.

This fee must be paid at the time of application. The application fee is non-refundable.

### Providing incorrect information

It is a serious offence for a person to knowingly make a false or misleading statement in relation to a licence application. Significant fines apply.

### Unlicensed trading

Unlicensed motor car traders are liable for significant fines.

### Privacy

For privacy information, please refer to the [Information and privacy - Business Licensing Authority page on the Consumer Affairs Victoria website](https://www.consumer.vic.gov.au/blaprivacy) (consumer.vic.gov.au/blaprivacy).

### After you lodge your application

* To avoid delays, please complete the form correctly and attach all necessary documents. The average processing time last quarter was 46 days. You may be required to provide further information.
* If any change occurs in the information you have provided in your licence application, you must notify the BLA in writing within 14 days of becoming aware of the change.
* You may be contacted to complete an interview. To prepare for the interview you must be familiar with the *Motor Car Traders Act 1986*, the Motor Car Trader Regulations 2008,and forms.
* If your application is successful, you will receive a motor car trader’s licence which is ongoing unless surrendered, suspended, or cancelled.
* If your application is not successful, you will be notified in writing. You can appeal the decision by applying to the Victorian Civil and Administrative Tribunal (VCAT) within 28 days of the decision. Once you are licensed, you should familiarise yourself with your ongoing obligations and licensing requirements. For more information, visit the [Motor car traders section of the Consumer Affairs Victoria website](https://www.consumer.vic.gov.au/motorcartraders) (consumer.vic.gov.au/motorcartraders).

## Application

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Partnership details | | | | | | | | | | | | | | |
| 1. **Is:**  * any partner currently insolvent under administration? or * is the partnership or any of its partners currently disqualified from holding a motor car trader's licence (or equivalent) anywhere in Australia or elsewhere, or the subject of an order by any regulatory body disqualifying you from acting as a motor car trader or equivalent?; or * any of the partners a represented person under the *Guardianship and Administration Act 1986* (where a guardian or administrator has been appointed)? | | | | | | | No – go to **question 2** | | | | Yes – in accordance with the *Motor Car Traders Act 1986*, the partnership is ineligible to be licensed. Please do not continue with this application. For further information call 1300 135 452. | | | |
| 1. **Full name of partnership** | |  | | | | | | | | | | | | |
| 1. **Australian Business Number (ABN)** | |  | | | | | | | | | | | | |
| 1. **Postal address** | | | | | | | | | | | | | | |
| Street address line 1 | |  | | | | | | | | | | | | |
| Street address line 2 (if applicable) | |  | | | | | | | | | | | | |
| City/Suburb/Town | |  | | | | | | | | | | | | |
| State | |  | | | | | | Postcode | | | |  | | |
| 1. **Daytime telephone number**   **(Mobiles OK. If a landline, include area code).** | | | | |  | | | | | | | | | |
| 1. **Email address (This will be used to notify you of when your annual statement renewal is due).** | | | |  | | | | | | | | | | |
| Partners List all partners in the partnership. If more than 3 partners, attach a separate sheet. | | | | | | | | | | | | | | |
| 1. **Partner 1** | | | | | | | | | | | | | | |
| Title  Mr/Ms/Mrs/Other |  | | | | | | | | | | | | | |
| Family name / Company name |  | | | | | | | | | | | | | |
| Given names |  | | | | | | | | | | | | | |
| Australian Company Number (ACN)  (If applicable) |  | | | | | | | | | | | | | |
| Email address |  | | | | | | | | | | | | | |
| Daytime telephone number  (Mobiles OK. If a landline, include area code). | | | | |  | | | | | | | | | |
| 1. **Partner 2** | | | | | | | | | | | | | | |
| Title  Mr/Ms/Mrs/Other |  | | | | | | | | | | | | | |
| Family name / Company name |  | | | | | | | | | | | | | |
| Given names |  | | | | | | | | | | | | | |
| Australian Company Number (ACN)  (If applicable) |  | | | | | | | | | | | | | |
| Email address |  | | | | | | | | | | | | | |
| Daytime telephone number  (Mobiles OK. If a landline, include area code). | | | | |  | | | | | | | | | |
| 1. **Partner 3** | | | | | | | | | | | | | | |
| Title  Mr/Ms/Mrs/Other |  | | | | | | | | | | | | | |
| Family name / Company name |  | | | | | | | | | | | | | |
| Given names |  | | | | | | | | | | | | | |
| Australian Company Number (ACN)  (If applicable) |  | | | | | | | | | | | | | |
| Email address |  | | | | | | | | | | | | | |
| Daytime telephone number  (Mobiles OK. If a landline, include area code). | | | | |  | | | | | | | | | |
| Associates Provide details for all associates. If you are unsure if a person or company is an associate, visit the [Associates - Motor car traders page on the Consumer Affairs Victoria website](https://www.consumer.vic.gov.au/mctassociates) (consumer.vic.gov.au/mctassociates). | | | | | | | | | | | | | | |
| 1. **List all directors or company secretaries of company partners.** (If none, go to **question 11**. If more than one person, attach a separate sheet). | | | | | | | | | | | | | | |
| Full name of person |  | | | | | | | | | | | | | |
| Australian Company Number (ACN)  (If applicable) |  | | | | | | | | | | | | | |
| 1. **List spouses/domestic partners of each director and company secretary of company partners.** (If none, go to **question 12**. If more than one person, attach a separate sheet). | | | | | | | | | | | | | | |
| Full name of spouse/domestic partner |  | | | | | | | | | | | | | |
| Full name of director/company secretary to which this associate is a spouse/domestic partner |  | | | | | | | | | | | | | |
| 1. **List all persons/companies who holds any relevant financial interest in the motor car trading business.** (If none, go to **question 13**. If more than one person/company, attach a separate sheet). | | | | | | | | | | | | | | |
| Full name of person/company |  | | | | | | | | | | | | | |
| Australian Company Number (ACN)  (If applicable) |  | | | | | | | | | | | | | |
| 1. **List all individual and company business partners of the motor car trading business.** (If none, go to **question 14**. If more than one person/company, attach a separate sheet). | | | | | | | | | | | | | | |
| Full name of person/company |  | | | | | | | | | | | | | |
| Australian Company Number (ACN)  (If applicable) |  | | | | | | | | | | | | | |
| 1. **List all persons or companies who are concerned in the management of the motor car trading business.** (If none, go to **question 15**. If more than one person/company, attach a separate sheet). | | | | | | | | | | | | | | |
| Full name of person/company |  | | | | | | | | | | | | | |
| Australian Company Number (ACN)  (If applicable) |  | | | | | | | | | | | | | |
| 1. **List all persons or companies that will in his, her, or its own right or on behalf of another person or company:**  * hold an executive like position * be entitled to exercise a relevant power * be able to exercise a significant influence on the management or operation of the business (If none, go to **question 16**. If more than one person/company, attach a separate sheet). | | | | | | | | | | | | | | |
| Full name of person/company |  | | | | | | | | | | | | | |
| Australian Company Number (ACN)  (If applicable) |  | | | | | | | | | | | | | |
| Business details | | | | | | | | | | | | | | |
| 1. **Date the partnership intends to start trading in motor cars (conditional upon your licence being granted) dd/mm/yyyy** | | | | | |  | | | | | | | | |
| 1. **Business names that the motor car trading business will use.** (List all names. If more than two business names, attach a separate sheet). | | | | | | | | | | | | | | |
| Business name 1 | | |  | | | | | | | | | | | |
| Business name 2 | | |  | | | | | | | | | | | |
| 1. **Is the partnership buying or entering into an arrangement to assume responsibility for an existing motor car trading business?** | | | No – go to **question 19** | | | | | | | Yes – list existing motor car trading business. (If more than one existing motor car trading business names, attach a separate sheet). | | | | |
| Business name of existing motor car trading business. | | |  | | | | | | | | | | | |
| 1. **Does or will the partnership maintain a website address for the purpose of the motor car trading business?** | | | | | | No – go to **question 20** | | | | Yes - list all website addresses. (If more than two website addresses, attach a separate sheet). | | | | |
| Website address 1 | | | | | |  | | | | | | | | |
| Website address 2 | | | | | |  | | | | | | | | |
| 1. **Principal place of business from which the motor car trading business will trade.** | | | | | | | | | | | | | | |
| Same as postal address? | | | | | | No – provide the following details | | | | Yes – go to **question 21** | | | | |
| Street address line 1 | | | | | |  | | | | | | | | |
| Street address line 2 (If applicable). | | | | | |  | | | | | | | | |
| City/Suburb/Town | | | | | |  | | | | | | | | |
| State | | | | | |  | | | | Postcode | | |  | |
| Daytime telephone number (Mobiles ok. If a landline, include area code). | | | | | |  | | | | | | | | |
| Business name(s) associated with this address | | | | | |  | | | | | | | | |
| 1. Besides the principal place of business, will the motor car trading business trade from any other premises in Victoria? | | | | | | No – go to **question 22** | | | | Yes – provide the addresses of all other trading premises.  (If more than one additional trading premises, attach a separate sheet). | | | | |
| **Other motor car trading premises 1** (PO Boxes cannot be accepted). | | | | | | | | | | | | | | |
| Street address line 1 | | | | | |  | | | | | | | | |
| Street address line 2 (If applicable). | | | | | |  | | | | | | | | |
| City/Suburb/Town | | | | | |  | | | | | | | | |
| State | | | | | |  | | | | Postcode | | | |  |
| Daytime telephone number (Mobiles ok. If a landline, include area code). | | | | | |  | | | | | | | | |
| Business name(s) associated with this address | | | | | |  | | | | | | | | |
| 1. **What nature of business will be conducted by the motor trading business?** (Choose all that apply). | | | | | | | | | | | | | | |
| Retail  (Sale of vehicles to the public and/or other licensed motor car traders) | | | | | | | | | | | | | |  |
| Wholesale  (Sale of vehicles only to other licensed motor car traders and not to the public) | | | | | | | | | | | | | |  |
| Conducting public auctions  (Holding auctions at which members of the public can attend and bid) | | | | | | | | | | | | | |  |
| Wrecking  (Buying vehicles from members of the public, licensed motor car traders and registered second-hand dealers for the purpose of dismantling and recycling) | | | | | | | | | | | | | |  |
| New cars | | | | | | | | | | | | | |  |
| Used cars | | | | | | | | | | | | | |  |
| Commercial vehicles | | | | | | | | | | | | | |  |
| Motor cycles | | | | | | | | | | | | | |  |
| Other  (specify below) | | | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | |
| 1. **Maximum number of vehicles the partnership intends to hold in stock** | | | | | |  | | | | | | | | |
| 1. **Total wholesale value of all motor vehicles the partnership intends to hold in stock** | | | | | |  | | | | | | | | |
| 1. **Total number of motor vehicles the partnership expects to sell each year** | | | | | |  | | | | | | | | |
| 1. **Total amount of money it will cost to establish or purchase the proposed motor car trading business** | | | | | |  | | | | | | | | |
| 1. **From where is the partnership getting the money to establish or purchase the proposed motor car trading business?** (Show the breakdown in dollar amounts of funds from each of these sources). | | | | | | | | | | | | | | |
| Partnership’s cash amount (Held under the partnership name). | | | | | |  | | | | | | | | |
| Partner 1 contribution amount | | | | | |  | | | | | | | | |
| Partner 2 contribution amount | | | | | |  | | | | | | | | |
| Partner 3 contribution amount | | | | | |  | | | | | | | | |
| Total of partners’ contribution (e.g. if partner 1 is contributing $10,000 and partner 2 is contributing $20,000, the total of partners’ contributions is $30,000). | | | | | |  | | | | | | | | |
| **Other finance providers**. (Banks/organisations/persons. If more than 2 financiers, attach a separate sheet). | | | | | | | | | | | | | | |
| Name of finance provider 1 | | | | | |  | | | | | | | | |
| Type of finance (e.g. overdraft, loan, floor plan) | | | | | |  | | | | | | | | |
| Amount | | | | | |  | | | | | | | | |
| Name of finance provider 2 | | | | | |  | | | | | | | | |
| Type of finance (e.g. overdraft, loan, floor plan) | | | | | |  | | | | | | | | |
| Amount | | | | | |  | | | | | | | | |
| Total of all funds | | | | | |  | | | | | | | | |
| 1. **Are you conducting another type of business from your trading address?** | | | | | | No – go to **question 29** | | | | Yes – enter the type of business below | | | | |
| Address of trading premises (Include postcode. PO Boxes cannot be accepted) | | | | | |  | | | | | | | | |
| Type of business | | | | | |  | | | | | | | | |
| 1. **Are you sharing the trading premises?** | | | | | | No – go to **question 30** | | | | Yes – enter the sharing details below | | | | |
| For sharing, how will you ensure the businesses are separated so consumers know which business they are dealing with? (e.g. separate signage, separate office, premises delineated, different phone numbers, separate construction). | | | | | |  | | | | | | | | |
| History | | | | | | | | | | | | | | |
| 1. **Does the partnership or any of its partners currently hold, or have previously held, a motor car trader’s licence or equivalent elsewhere in Australia?** (If more than two other licences, attach a separate sheet). | | | | | | No – go to **question 31** | | | | Yes – complete the following details | | | | |
| Full name of partner 1 | | | | | |  | | | | | | | | |
| Licence number | | | | | |  | | | | | | | | |
| Where licensed | | | | | |  | | | | | | | | |
| When licence was held | | | | | | From dd/mm/yyyy | | |  | To dd/mm/yyyy | | |  | |
| Full name of partner 2 | | | | | |  | | | | | | | | |
| Licence number | | | | | |  | | | | | | | | |
| Where licensed | | | | | |  | | | | | | | | |
| When licence was held | | | | | | From dd/mm/yyyy | | |  | To dd/mm/yyyy | | |  | |
| 1. **Describe the partners’ business/employment history in the last 5 years.** (If more than two experiences, attach a separate sheet). | | | | | | | | | | | | | | |
| Full name of partner | | | | | |  | | | | | | | | |
| Name of business/employer 1 | | | | | |  | | | | | | | | |
| Role/Experience/Qualification | | | | | |  | | | | | | | | |
| Business/Employment dates | | | | | | From dd/mm/yyyy | | |  | To dd/mm/yyyy | | |  | |
| Name of business/employer 2 | | | | | |  | | | | | | | | |
| Role/Experience/Qualification | | | | | |  | | | | | | | | |
| Business/Employment dates | | | | | | From dd/mm/yyyy | | |  | To dd/mm/yyyy | | |  | |
| 1. **List associates named in this form who have ever:**  * been refused a motor car trader’s licence or any other type of occupational licence; or * had a licence, registration, or permission to carry on motor car trading or any occupation, profession or business in Australia suspended, cancelled or disqualified; or * been charged with an offence against motor car trader’s legislation in Australia (If none, go to **Acknowledgement**. If more than one person/company, attach a separate sheet). | | | | | | | | | | | | | | |
| Full name of person/company 1 | | | | | |  | | | | | | | | |
| Australian Company Number (ACN) (If applicable). | | | | | |  | | | | | | | | |
| Name of organisation that made the cancellation / disqualification / suspension / refusal / charge? (If more than 1 suspension / cancellation / disqualification / refusal / charge, attach a separate sheet). | | | | | |  | | | | | | | | |
| Where it occurred (Country or Australian State). | | | | | |  | | | | | | | | |
| Date/s of suspension / cancellation / disqualification / refusal / charge | | | | | | From dd/mm/yyyy | | |  | To dd/mm/yyyy | | |  | |

## Acknowledgement

I declare that I am a partner, or a director of a partner of the partnership, authorised to lodge this information on behalf of the partnership and that the information in this application and any attachments is true and correct. I also acknowledge that it is a serious offence to supply the BLA with false or misleading information. I also agree to receive correspondence from the BLA in relation to this application.

I acknowledge that the BLA may conduct checks of publicly available information held by the Australian Securities and Investments Commission (ASIC) and the Australian Financial Security Authority (AFSA) or other relevant agencies relating to the information contained in this application concerning the company and its directors.

I acknowledge that if I lodge my application online, the BLA will accept this communication as containing my signature for the purposes of the Electronic Transactions (Victoria) Act 2000.

By lodging this form I acknowledge that I consent to give and receive information and notifications in respect of this application by electronic means.

|  |  |
| --- | --- |
| Signature |  |
| Full name of partner |  |
| Date  dd/mm/yyyy |  |

## Documents as part of this application

|  |  |
| --- | --- |
| **For each individual person who is a partner and each director of a company in the partnership, you must attach the following documents** Forms are available from the [Motor car traders section of the Consumer Affairs Victoria website](https://www.consumer.vic.gov.au/motorcartraders) (consumer.vic.gov.au/motorcartraders). | |
| A completed [Consent to criminal history and other records check (Word, 517KB)](https://www.consumer.vic.gov.au/library/forms/businesses/consent-to-national-criminal-history-and-other-record-checks.doc). |  |
| Certified copies of the required identification documents. Details are on the Consent to criminal history and other records check form. |  |
| A completed [Motor car traders proposed business plan, including the declaration of personal finances template (Word, 186KB)](https://www.consumer.vic.gov.au/library/forms/businesses/motor-car-traders/business-plan-including-declaration-of-personal-finances.doc) (Each individual partner, and directors of company partners are required to complete their own declaration of personal finances). |  |
| A copy of a current bank statement confirming availability of funds for each bank account. The statement must show the account holder's name. |  |
| A copy of a current bank statement for any loan account including mortgages or a loan approval letter from the credit provider. |  |
| **For the partnership, you must attach the following documents** Forms are available from the [Motor car traders section of the Consumer Affairs Victoria website](https://www.consumer.vic.gov.au/motorcartraders) (consumer.vic.gov.au/motorcartraders). | |
| A completed [Motor car traders partnership and company deed of indemnity (Word, 1.2MB)](https://www.consumer.vic.gov.au/library/forms/businesses/motor-car-traders/partnership-and-company-deed-of-indemnity.doc) signed by each partner. |  |
| A copy of the last monthly statement for each bank account held by the partnership confirming the availability of funds. |  |
| A copy of a current bank statement for any loan account or a loan approval letter from the credit provider. |  |
| A current copy of the trading statement of the partnership (balance sheet and profit and loss statement) (No older than six months from the date of this application). |  |
| A completed [Motor car traders estimated cash flow projection for the first 12 months of trading template (Excel, 23KB)](https://www.consumer.vic.gov.au/library/forms/businesses/motor-car-traders/estimated-cash-flow-projection-for-the-first-12-months-of-trading-template.xls) or [Motor car traders estimated cash flow projection for the first 12 months of trading template (Word, 116KB)](https://www.consumer.vic.gov.au/library/forms/businesses/motor-car-traders/estimated-cash-flow-projection-for-the-first-12-months-of-trading-template-word.doc). |  |
| If the partnership or a partner is currently trading in any other business (e.g. panel beating, mechanical workshop or non-motor car related business), a copy of the balance sheet and profit and loss statement for the last financial year (A balance sheet is still required even if the partnership was only recently formed). |  |
| Unless a licensed motor car trader has occupied the premises within the last six months prior to this application, for each of the proposed trading premises you must provide a current planning permit or a letter from the appropriate local council indicating that you can lawfully carry on a motor car trading business at each premises. |  |
| Lease agreement or contract of sale (depending on circumstance) |  |
| **For all individual persons named as associates in this form, you must attach the following documents** Forms are available from the [Motor car traders section of the Consumer Affairs Victoria website](https://www.consumer.vic.gov.au/motorcartraders) (consumer.vic.gov.au/motorcartraders). | |
| A completed [Consent to national criminal history and other record checks (Word, 517KB)](https://www.consumer.vic.gov.au/library/forms/businesses/consent-to-national-criminal-history-and-other-record-checks.doc) |  |
| Certified copies of identification documents. Details are on the Consent to national criminal history and other record checks form. |  |

## Payment

**The combined application fee and first annual licence fee for 1 July 2021 to 30 June 2022 is $2,580.70**. There is no GST payable on this fee. The fee can be paid by cheque, money order or credit card. Cheques and money orders are to be made payable to ‘Business Licensing Authority’.

If paying by credit card fill in your credit card details below.

## Credit card details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Credit card type: | Visa |  | Mastercard |  |
| Amount: | **$2,580.70** | | | |
| Card number: |  | | | |
| Expiry date:  mm/yy |  | | | |
| CCV number (3 numbers): |  | | | |
| Name of cardholder: |  | | | |
| Signature of cardholder: |  | | | |
| Date:  dd/mm/yyyy |  | | | |

## How to lodge your application

### Attach all documents required as part of your application and send to:

|  |  |
| --- | --- |
| **Online:** | **Assistance:** |
| Copy and paste the following into your web browser:  https://www.consumer.vic.gov.au/digital%20Submission?FormId=app-mct-part | Telephone: 1300 13 54 52 Web: consumer.vic.gov.au/motorcartraders NRS: 133 677 ABN: 32 790 228 959 |
| **Post:** Business Licensing Authority GPO Box 322B Melbourne VIC 3001 |  |