



Guidelines for Licence Applicants

If you wish to carry on business as a Second-hand Vehicle dealer or if a company is trading as a Second-hand Vehicle Dealer, you and/or the company must hold a Second-hand Vehicle Dealer's Licence under the *Second-hand Vehicle Dealers Act 1995*.

A **Second-Hand Vehicle Dealer Licence** will allow a person to carry on the business of selling second-hand vehicles in South Australia.

A licensed dealer must register their premises under their name to carry on business as a second-hand vehicle dealer.

Licensing and Registration

Level 3
Chesser House
91-97 Grenfell Street
Adelaide SA 5000

GPO Box 1719
Adelaide SA 5001

Tel 131 882
Fax 08 8204 9697

www.cbs.sa.gov.au

How do I apply for a licence?

To apply for a Second-hand Vehicle Dealer Licence, you can contact Consumer and Business Services (CBS), Commercial Licensing Section, on phone 131 882, or visit CBS (details above) for our service.

What information do I need to provide to complete an application?

Fees

The correct application form, application fee, compensation fund and pre-grant fee - refer to the fees schedule on the next page.

National Police Certificate

A National Police Certificate (NPC) in relation to yourself and/or your partner. In the case of a Body Corporate each director must supply a NPC. It must be an original document and must be no more than 3 months old preceding the date of lodgement of the application for licence. To obtain this certificate, you will need to apply directly to the South Australian Police.

Council Approval

Council approval for the address from which you will be conducting business. To obtain this you will need to contact your local council.

A Nominated Manager (only for Body Corporate applicants).

How do I finalise my application?

Your application will contain all your details. Once you receive the application form, please do the following and return the documents to our office:

- Check your **name**, **address** and **date of birth** are correct and make any corrections (your name must be your full and legal name - i.e. what is on your birth certificate).
- Check you have **signed** and **dated** the application form.
- Attach any other documents requested by the Licensing Officer to complete your application.

Please note: Only original copies of qualifications and documents, or copies certified by a Justice of the Peace will be accepted.

How long will it take to approve my application?

It will take up to 6-8 weeks to process your application.

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Fee schedule

Second-hand Vehicle Dealers Act 1995

Fees and charges effective 1 July 2011

No GST is applicable - our ABN is 15 088 976 178

	Motor Vehicle	Motorcycle
Application for a licence	\$229.00	\$229.00
Pre-grant fee		
For a natural person	\$363.00	\$173.00
For a body corporate	\$544.00	\$253.00
Compensation fund contribution	\$350.00	\$100.00
Periodic fees		
For a natural person	\$363.00	\$173.00
For a body corporate	\$544.00	\$253.00
Application to register premises	\$44.75	\$44.75
<i>This fee applies where the premises application is separate from a licence application</i>		
Application for additional premise	\$44.75	\$44.75
Other fees		
Default penalty for periodic returns	\$149.00	\$149.00
Replacement licence / registration	\$22.90	\$22.90