



Guidelines for Licence Applicants

Level 3
Chesser House
91-97 Grenfell Street
Adelaide SA 5000GPO Box 1719
Adelaide SA 5001
DX 225Tel 08 8204 9686
Fax 08 8204 9697www.ocba.sa.gov.au

Information to be provided with your application

Fees

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

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.

Please note

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

Fee Schedule

Second-hand Vehicle Dealers Act 1995

Fees and Charges Effective 1 July 2008

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

	Motor Vehicle	Motorcycle
Application for a licence	\$213.00	\$213.00
Pre-Grant Fee		
For a natural person	\$328.00	\$156.00
For a body corporate	\$491.00	\$228.00
Compensation fund contribution	\$350.00	\$100.00
Periodic Fees		
For a natural person	\$328.00	\$156.00
For a body corporate	\$491.00	\$228.00
Application to register premises	\$40.25	\$40.25
<i>This fee applies where the premises application is separate from a licence application</i>		
Application for additional premise	\$40.25	\$40.25
Other Fees		
Default penalty for periodic returns	\$134.00	\$134.00
Replacement licence / registration	\$20.70	\$20.70

If you would like any further information, please contact Business and Occupational Services Branch Commercial Licensing on (08) 8204 9686 or 131882 (SA country callers only).