

Office Use Only			
Client ID		Licence/Registration No	
Application fee		Registering Officer	
Pre-grant fee		OLS Updated	



**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

**Second-hand Vehicle Dealers Act 1995**

## Section 14 Application for New, Additional or Change of Premises

[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

If there is information regarding new, additional or change of premises, you must notify the Commissioner by filling this form.

To ensure that we can process this application promptly, please name a contact person, telephone and facsimile number:

**Name of contact person** \_\_\_\_\_  
**Daytime telephone number** ( ) \_\_\_\_\_  
**Facsimile number** ( ) \_\_\_\_\_

**Please**  Change of premises  New or additional premises

### Section 1 Details of Licensee

Title      Mr     Mrs     Ms     Miss     Company

Surname/ Company name \_\_\_\_\_  
Full given names \_\_\_\_\_  
Residential address/  
registered office \_\_\_\_\_  
Postcode \_\_\_\_\_

Telephone (home) ( ) \_\_\_\_\_ Telephone (work) ( ) \_\_\_\_\_  
Mobile \_\_\_\_\_ Facsimile ( ) \_\_\_\_\_

Postal address \_\_\_\_\_  
Postcode \_\_\_\_\_

### Section 2 Details of Premises

**From old premises (if applicable)**

Number and street name \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

**To new or additional premises**

Number and street name \_\_\_\_\_  
Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

**Continued over ...**

### Section 3 Declaration

I, the applicant (individual/director of company) described in this form, do solemnly and sincerely declare that the contents of this application from and any attachment are true and correct, and that I understand that providing false or misleading information is an offence under section 41 of the *Second-Hand Vehicle Dealers Act 1995*. I also authorise the Commissioner to make any inquiries necessary for the purposes of determining this application.

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Of applicant or director of the company*

### Section 4 Additional Information Required

	Please ✓
Local Council's written approval for the use of the trading premises <i>(Please attach council's approval to this form)</i>	<input type="checkbox"/>
Application fee	<input type="checkbox"/>
If lodging application for additional premises, Pro-rata Compensation Fund Fee <i>(Please refer to fee schedule below for amount payable)</i>	<input type="checkbox"/>

### Section 5 Fee Schedule

Application fee for change or additional premises **\$44.75**

Pro-rata Compensation Fund fee when adding premises

**Please note:**

The fee varies depending on the month the application is lodge and when your licence is due for renewal

#### ***Vehicle Dealers Fees Only***

Number of whole months until licence expires	Fund fee required	Number of whole months until licence expires	Fund fee required
1	\$379.00	7	\$204.00
2	\$408.00	8	\$233.00
3	\$88.00	9	\$263.00
4	\$117.00	10	\$292.00
5	\$146.00	11	\$321.00
6	\$175.00	12	\$350.00

#### ***Motorcycle Dealers Fees Only***

Number of whole months until licence expires	Fund fee required	Number of whole months until licence expires	Fund fee required
1	\$108.00	7	\$58.00
2	\$117.00	8	\$67.00
3	\$25.00	9	\$75.00
4	\$33.00	10	\$83.00
5	\$42.00	11	\$92.00
6	\$50.00	12	\$100.00

*Please continue over the page for details of payment and lodging this form...*

## Section 6 Credit card payment

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I hereby authorise the Commissioner for Consumer Affairs to debit my **Visa** or **MasterCard** (circle whichever is applicable) in the amount of \$ \_\_\_\_\_






*Credit card number*




















*Expiry date*

Signature \_\_\_\_\_ Date / /

Name of card holder \_\_\_\_\_

Cardholder's contact number \_\_\_\_\_

## Where to lodge this form

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### In person

Consumer and Business Services  
Licensing and Registration  
Level 3 Chesser House  
91-97 Grenfell Street  
ADELAIDE SA 5000

### Post

Consumer and Business Services  
Licensing and Registration  
GPO Box 1719  
ADELAIDE SA 5001

### Telephone

Commercial Licensing: 131 882  
Translating and Interpreting Service (TIS)  
Telephone 131 450

### The Act and Regulations can be obtained from

Service SA, Customer Service Center  
108 North Terrace  
Adelaide SA 5000  
Telephone 13 23 24

Or download from the Parliamentary website:

[www.parliament.sa.gov.au](http://www.parliament.sa.gov.au)

### Visit us on the web

[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)