

# Second-hand vehicle dealers

## Guidelines for Applicants

### Who needs to be licensed?

If you, or your company, buys, offers to buy, sell or offers to sell four or more second hand vehicles during a 12 month period, or it is your intention to do so, you and/or the company will be required to hold a second hand vehicle dealer's licence under the Second-hand Vehicle Dealers Act 1995.

A licensed dealer must register their premises under their name in order to carry on a business as a second hand dealer. If you are a body corporate, you will need to nominate a manager who must also hold a second hand dealers licence in their own name.

All partners in a partnership must hold their own licences, even if they do not physically perform the work. If a licensed dealer, on making application to register premises, satisfies the Commissioner that the dealer is joining in partnership with another licensed dealer and the premises the dealer is applying to register are currently registered in the name of the other dealer, a contribution fund fee is not payable in respect of the premises.

### How do I apply?

Visit our website [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au) and apply on line, or come in to our customer service centre at 91 Grenfell Street Adelaide.

All applications need to be printed, signed and submitted with the appropriate supporting documentation.

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

#### Fees

Application fee, compensation fund and pre-grant fee - refer to the fee schedule on the next page.

#### National Police Certificate

A National Police Certificate is required for each applicant and each director of the applicant company *except* where:

- The applicant company is listed on the Australian Stock Exchange; or
- The applicant or director is a director of a company listed on the Australian Stock Exchange; or
- The applicant is a body established by statute (eg a council or Government authority); or
- The applicant or director has lodged a National Police Certificate with CBS within the previous 12 months; or
- The applicant or director is an overseas resident who has never resided in Australia; or
- The applicant has held a licence/registration within the last 12 months and is applying for an equivalent licence. Note: in the case of a company the director must have been recorded as such at the time the company was last licensed; or
- The applicant or director holds or is associated with another licence issued under this Act for which an NPC has already been supplied.

The certificates must be no more than twelve months old at the time of lodging your application. A National Police Certificate can be obtained through state and territory police departments and the Australian Federal Police. Alternatively, you can obtain National Criminal History/Record Checks from CV Check Pty Ltd (visit [www.cvcheck.biz](http://www.cvcheck.biz)) or a Crimtrac Accredited Agency (visit [www.crimtrac.gov.au](http://www.crimtrac.gov.au) for further information).

**Important note:** Checks that simply verify you are able to work with particular persons (e.g. children) without specifying your criminal history are **not** sufficient.

#### Council Acknowledgement

Evidence from the relevant local council that the premise from which you will be conducting business is suitable for the purpose of operating as a Second-hand Vehicle Dealer from. This may be in the form of a formal development approval, or in the case of a "home office", email confirmation that the council is aware of your intentions in relation to the premise.

**A Nominated Manager (only for Body Corporate applicants)**

The body corporate will need to nominate a manager who holds a second-hand dealers licence in their own name. Licence holders restricted to being “managers only” are not required to register a premises and pay compensation fees.

**Fee schedule**

Fees and charges effective 1 July 2017

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

**Application and pre-grant fees**

<b>Motor Vehicle (also includes motorcycle):</b>	<b>Application Fee</b>	<b>Pre-grant Fee</b>	<b>Total</b>
Registration for a natural person	\$274	\$422.00	\$696.00
Registration as a body corporate	\$274	\$633.00	\$907.00
<b>For all applications</b>			
Compensation fund contribution	\$200.00		

**Annual fees**

For a natural person \$422.00

For a body corporate \$633.00

Compensation fund contribution \$200.00

**Application and pre-grant fees**

<b>Motorcycle only</b>	<b>Application Fee</b>	<b>Pre-grant Fee</b>	<b>Total</b>
Registration for a natural person	\$274.00	\$201.00	\$475.00
Registration as a body corporate	\$274.00	\$294.00	\$568.00
<b>For all applications</b>			
Compensation fund contribution	\$60.00		

**Annual fees**

For a natural person \$201.00

For a body corporate \$294.00

Compensation fund contribution \$60.00

**Other fees (motor vehicle and motorcycle)**

Replacement licence / registration \$26.50

**Payment options**

Credit cards accepted are Visa and MasterCard.

Annual renewal fees can be made online at [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au) or by phone on 1300 668 531.

Cheques should be made payable to the Commissioner for Consumer Affairs.

Eftpos facilities are available at our Customer Service Centre in Adelaide.

Information regarding BPAY is provided on annual renewal notices.

Partial or instalment payment options are not available.

**Please note:** All fees & charges are subject to change without notice and are usually adjusted each financial year.

**For more information**

<b>Email</b>	<b>Website</b>	<b>Phone</b>	<b>In person</b>
occupational@sa.gov.au	<a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a>	Ph: 131 882	Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000