

12216 (2/2019)



APPLICATION FOR MOTOR VEHICLE SERVICE LICENCE

Department of Public Safety
Motor Vehicle Branch
PO Box 6000
Fredericton, NB E3B 5H1

For complete *Motor Vehicle Act* - <http://www.gnb.ca/0062/acts/acts/m-17.htm>
Motor Vehicle Act Regulations - <http://www.gnb.ca/0062/regs/m-17reg.htm>

Note: Please print clearly

Check appropriate box

<input type="checkbox"/>	New Licence
<input type="checkbox"/>	Relocation (indicate previous licence number)

Prev. Licence No.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Date premises will be ready

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>
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dd / mm / yyyy

1. Business Name:

<input type="text"/>

2. Physical Address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postal Code <input type="text"/>

Business Phone:(506)

Cell: (506)

3. Mailing Address - if different from physical address

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Postal Code <input type="text"/>

Business Fax:(506)

Approved:
Registrar of Motor Vehicles

4. Check List (shaded area Head Office use only)

<input type="checkbox"/>	Business No. / Corporate Affairs No.
<input type="checkbox"/>	Service Contract (dealers)
<input type="checkbox"/>	Bond (dealers)
<input type="checkbox"/>	Zoning

Contact Person

Email:

Date:

(shaded area Head Office use only)

5. Dealer <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td>New Motor Vehicle</td></tr> <tr><td></td><td>Sub-Dealer</td></tr> <tr><td></td><td>Used Dealer</td></tr> <tr><td></td><td>Motorcycle</td></tr> <tr><td></td><td>*Transit -heavy equip / farm machinery</td></tr> <tr><td></td><td>Transit - trailers (utility & recreational)</td></tr> <tr><td></td><td>Off-Road Vehicles</td></tr> <tr><td></td><td>*Wrecker</td></tr> </table> <p><small>* No Service Contract required</small></p>			New Motor Vehicle		Sub-Dealer		Used Dealer		Motorcycle		*Transit -heavy equip / farm machinery		Transit - trailers (utility & recreational)		Off-Road Vehicles		*Wrecker	6. Inspection (check type below) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 5%;"></td><td>Light Vehicle</td></tr> <tr><td></td><td>School Bus</td></tr> <tr><td></td><td>Heavy Vehicle</td></tr> <tr> <td></td> <td> Fleet only <input type="checkbox"/> regular <input type="checkbox"/> heavy </td> </tr> <tr> <td></td> <td> Trailer only <input type="checkbox"/> utility <input type="checkbox"/> commercial </td> </tr> </table>			Light Vehicle		School Bus		Heavy Vehicle		Fleet only <input type="checkbox"/> regular <input type="checkbox"/> heavy		Trailer only <input type="checkbox"/> utility <input type="checkbox"/> commercial	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left;">7. New/Relocation Fee Table</th> <th style="text-align: left;">Fees Due</th> </tr> <tr> <td style="width: 10%;">\$150.00</td> <td style="width: 60%;">Dealer Motor Vehicle Act</td> <td style="width: 30%;"></td> </tr> <tr> <td>\$38.00</td> <td>Dealer Off Road Vehicle Act</td> <td></td> </tr> <tr> <td>\$150.00</td> <td>Dealer Motor Vehicle Act & Off Road Vehicle Act</td> <td></td> </tr> <tr> <td>\$76.00</td> <td>Inspection Station</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Pay this amount</td> <td></td> </tr> </table> <div style="text-align: right; font-size: small;"> Cheque or Money Order made payable to the "Minister of Finance" </div>			7. New/Relocation Fee Table		Fees Due	\$150.00	Dealer Motor Vehicle Act		\$38.00	Dealer Off Road Vehicle Act		\$150.00	Dealer Motor Vehicle Act & Off Road Vehicle Act		\$76.00	Inspection Station		Pay this amount		
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<p><small>If Dealer only - include Service Contract in lieu of # 8</small></p> <table style="width: 100%;"> <tr> <td style="width: 33%; vertical-align: top;"> 8. Service Technicians <div style="text-align: center;">Automobile</div> Names & Certification # <table border="1" style="width: 100%; height: 60px; border-collapse: collapse;"></table> </td> <td style="width: 33%; vertical-align: top;"> <div style="text-align: center;">Suspension Steering & Brake</div> Names & Certification # <table border="1" style="width: 100%; height: 60px; border-collapse: collapse;"></table> </td> <td style="width: 33%; vertical-align: top;"> <div style="text-align: center;">Truck & Transport</div> Names & Certification # <table border="1" style="width: 100%; height: 60px; border-collapse: collapse;"></table> </td> </tr> <tr> <td style="vertical-align: top;"> <div style="text-align: center;">Commercial Trailer Technician #</div> Names & Certification # <table border="1" style="width: 100%; height: 60px; border-collapse: collapse;"></table> </td> <td style="vertical-align: top;"> <div style="text-align: center;">Apprenticeship Licence</div> Names & Certification # <table border="1" style="width: 100%; height: 60px; border-collapse: collapse;"></table> </td> <td></td> </tr> </table> <div style="text-align: right; font-size: small; margin-top: 10px;"> Attach extra page if necessary </div>					8. Service Technicians <div style="text-align: center;">Automobile</div> Names & Certification # <table border="1" style="width: 100%; height: 60px; border-collapse: collapse;"></table>	<div style="text-align: center;">Suspension Steering & Brake</div> Names & Certification # <table border="1" style="width: 100%; height: 60px; border-collapse: collapse;"></table>	<div style="text-align: center;">Truck & Transport</div> Names & Certification # <table border="1" style="width: 100%; height: 60px; border-collapse: collapse;"></table>	<div style="text-align: center;">Commercial Trailer Technician #</div> Names & Certification # <table border="1" style="width: 100%; height: 60px; border-collapse: collapse;"></table>	<div style="text-align: center;">Apprenticeship Licence</div> Names & Certification # <table border="1" style="width: 100%; height: 60px; border-collapse: collapse;"></table>																																									
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<p>9. I, THE UNDERSIGNED, HEREBY DECLARE THAT THE INFORMATION GIVEN HERE IS CORRECT TO THE BEST OF MY BELIEF.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 20px;"> <div style="width: 45%;"> <p style="margin-top: 20px;">Applicant - Signature _____</p> <p style="margin-top: 10px;">Title _____</p> </div> <div style="width: 50%;"> <p style="margin-top: 20px;">Sworn to before me at _____ of _____</p> <p style="margin-top: 10px;">in the County of _____ Province of New Brunswick.</p> <p style="margin-top: 10px;">THIS _____ DAY OF _____</p> <p style="margin-top: 10px;">COMMISSIONER OF OATHS _____</p> <p style="margin-top: 10px;">My commission expires _____</p> </div> </div>																																																		

APPLICATION INSTRUCTIONS

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1. **Name of Business** – must match Corporate Affairs listing and Bond
2. **Physical Address** – where the business is or will be located
3. **Mailing address** – where correspondence is to be sent. (if same as section 2, do not complete)
4. **Check list** – if these items are not included with your application, your application will not be processed.
 - a. **Business No.** – indicate your Business Number, the Business Number (BN) is a 15-digit identifier used in Canada to which businesses can register program accounts with the Canada Revenue Agency (CRA). This number should be used when communicating with the CRA about accounts you have or wish to create. Not all businesses require a Business Number (BN). You only need a BN if you require any one of the following business accounts:
 - GST/HST
 - Payroll
 - Corporate income tax
 - Import/Export
 - Toll-free (information): 1-800-959-5525 (Business enquiries and registrations)
 - b. **Corporate Affairs No.** – Corporate Registry incorporates New Brunswick-based business corporations and non-profit companies, and registers partnerships and business names under which sole proprietorships and partnerships operate. For more information 453-2703.
 - c. **Service Contract** – Contract between Dealer and Inspection Station (who is doing inspections and repairs on the vehicles being sold). All dealer categories except Off Road, Motorcycle, and Transit (heavy equipment and farm machinery)
 - d. **Bond** – All dealer categories except Off Road must have a bond in place, this must be sent in with your application form, and the renewal/continuation certificate must be sent in if any changes are made. This bond must be in the Business Name.
 - e. **Zoning** – a letter from the City/Rural Planning/Local Service District, must be provided at time of application showing that there is permitted use for the licence you are applying for. If your business is in an area that does not have any zoning in place, a letter must be submitted from the Rural Planning District, indicating that it is in an area that is not zoned and that the business may run from that location.
5. **Dealer Type** – check off what type of dealer licence you are applying for.
6. **Inspection** – check off what is being applied for. The Inspection licence must identify which type of inspections; your station is qualified to perform.
7. **Fee Table** – be sure to add together all of the amounts required for your total.

i.e. If you are licencing as an off road dealer, inspection station and garage, write the fees in the right hand column and total them at the bottom.

\$150.00	Dealer Motor Vehicle Act	
\$38.00	Dealer Off Road Vehicle Act	\$38.00
\$150.00	Dealer Motor Vehicle Act and Off Road Vehicle Act	
\$76.00	Inspection Station	\$76.00
	Pay this amount	\$114.00

Cheques and money orders must be made payable to the “Minister of Finance”.

8. **Service Technicians** – All Inspection Stations/ Garages must list Service Technicians with their names and their Service Technicians Certificate number.
9. **Must be signed by the applicant, witnessed and stamped by a Commissioner of Oaths.**

For general enquiries email: Government.ServicesSupport@gnb.ca