

Application for Registration of Equivalent Occupation Form 2019-2020

Mutual Recognition Act 1992
Trans-Tasman Mutual Recognition Act 1997



Victorian Agent Representatives should contact the Board Office before making application.

Please use a pen and write neatly using BLOCK LETTERS. Tick where appropriate.

Application Requirements

This form must be completed and signed by the applicant.

Your application can not be assessed unless ALL sections are completed and ALL information is provided. It is essential that you DO NOT LEAVE ANY SECTION BLANK – use “N/A” or “Nil” where appropriate.

This application must be accompanied by the prescribed fees and those additional items listed in the form.

The list of current fees is available at www.propertyagentsboard.com.au

1. Details of the Applicant

Title: Mr Mrs Miss Ms Other

Last Name:

Given Name(s):

Date of birth: / /

Place of Birth:

Current Residential Address:

Postal Address:
(If different from above)

Address for the Register:

Work phone: () Mobile:

Email address:

Note: Your nominated email address will be used for contact purposes, please ensure that the email address provided in this application is correct and that you notify the Board of any future changes.

Property Agents Board
Level 1, 15 Victoria Street
Hobart Tas 7000

Phone
03 6281 3480

Fax
03 6281 3477

Email
board@propertyagentsboard.com.au

Web Site
www.propertyagentsboard.com.au

2. Business Details

If you are seeking licence for the purpose of working for another Property Agent, what is the name of the entity/agency which you will be employed or engaged and please outline your role within that business?

Declaration by employing Property Agent

Subject to the granting of this application I verify that the applicant is to be employed by the entity/agency named above.

Name
Signature

Are you seeking a Licence to trade in your own right in Tasmania?

yes

no

If yes, please provide-

Registered Business Name
and ABN:

Business Address in
Tasmania:

Professional Indemnity
Insurance details:

For details of Professional Indemnity Insurance cover levels requirements please refer to the Board's website:
www.propertyagentsboard.com.au/professional-indemnity-insurance

3. Application

I give notice to the Property Agents Board that in accordance with the principles of mutual recognition I am seeking to be licensed for the purposes of the *Property Agents and Land Transactions Act 2016*. I acknowledge for the purpose of this notice that the word "registration" wherever used, includes the appropriate meaning of licensing, approval, admission certification or any other form of registration of a person required under legislation for carrying on of an occupation.

4. Details of current equivalent licence or registration

I am licensed in

(State/ Territory/ New Zealand)

Licence type(s):

Licence number:

Date issued:

Date of expiry:

If you hold registration/licence in another Australian State/Territory or New Zealand in the relevant occupation in addition to the licence stated above please provide details below:

5. Declaration

I am not an undischarged bankrupt nor have I made a composition or arrangement with creditors that is still in force

I am not the subject of disciplinary proceedings in any State/Territory or New Zealand (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to being the holder of a licence for the relevant occupation.

My licence in any State/Territory or New Zealand is not cancelled or currently suspended as a result of disciplinary action.

I am not otherwise personally prohibited from carrying on the relevant occupation, as a result of criminal, civil or disciplinary proceedings in any State/Territory or New Zealand.

My licence is not subject to any special conditions in carry on the relevant occupation, as a result of criminal, civil or disciplinary proceedings in any State/Territory or New Zealand.

I consent to the making of enquiries, and the exchange of information with, the authorities of any State/Territory or New Zealand regarding my activities as the holder of a licence for the relevant occupation or otherwise regarding matters relevant to this notice.

I, sincerely declare that the statements and information in this notice and all attachments are correct to the best of my knowledge and belief; and that I have attached (if relevant) the original or a complete and accurate copy of the licence document from each jurisdiction specified at item 4.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths Act 2001*.

Declared at (address)

Dated this

day of

20

Applicant's Signature

In the presence of:

Witness' Signature

Print Name of Witness

Qualification as such a witness (e.g. JP, Public Servant, etc)

6. National Police Record Check

The Property Agents Board must be satisfied that all applicants hold relevant qualifications and are a fit and proper person to hold a property agent licence.

In order to satisfy the fit and proper person test, the Board with reference to section 16 of the *Property Agents and Land Transactions Act 2016* has determined as follows:

For all **Tasmanian residents** seeking to apply that the Board will only accept National Police Record checks issued by Tasmania Police. Here is a link to the Tasmania Police website: [Tasmania](#)

For all **interstate applicants** who do not have a Tasmanian return address or are not currently residents in Tasmania, those applicants will need to apply to a person in their State or Territory who holds a similar position to the Tasmanian Commissioner of Police. Links below:

[Australian Capital Territory](#)

[New South Wales](#)

[Northern Territory](#)

[Queensland](#)

[South Australia](#)

[Victoria](#)

[Western Australia](#)

Please note that the National Police Check record that accompanies the application must be issued no earlier than 3 months from the date that the application is lodged with the Board.

In completing the relevant form for the National Police Record check, the purpose category for seeking the certificate is "general employment".

7. Fees

An assessment fee is payable with the lodgment of this application.

Licenses are granted for a one (1) year period. A licence fee is also payable with the lodgment of this application.

A list of current fees is available on our website: www.propertyagentsboard.com.au

Cheques should be made payable to the Property Agents Board.

For payment by EFT, please see details below:

Property Agents Board

CBA

BSB 067 002

Account number 0011 0109

Your completed application may be forwarded

by post to: Property Agent Board Level 1, 15 Victoria Street Hobart Tas 7000	by email to: board@propertyagentsboard.com.au
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8. Application Checklist

Prior to submitting your application, please complete this checklist, attaching your application and supporting documentation in the order set out below:

Application Assessment fee and Licence fee (Please pay by EFT or make a cheque payable to the Property Agents Board)	
Copy of Professional Indemnity Insurance Certificate of Currency (if applicable)	
Copy of Business Name Registration (if applicable)	
Copy of Franchise agreement or letter granting franchise (if applicable)	
The original or a complete and accurate copy of the licence document	
Current National Police Record Check	
Certified copy of current photographic identification (eg Driving Licence or passport)	

Please note:

An application for licence will not be considered to be lodged unless the non-refundable application assessment fee and the prescribed licence fee has been paid and it is accompanied by a complete form and supporting documentation.