

APPLICATION FOR LICENCE – VALID UNTIL 31 MARCH 2025

REGISTRATION OF EQUIVALENT OCCUPATION – NOTES

Agent Representatives (Vic) and Assistant Agents (NSW) should contact the Board Office before applying.

WHO CAN USE THIS FORM?

The new licence application form for Registration of Equivalent Occupation Form is for individuals (including those who plan on conducting business) to apply for a real estate agent licence, a property manager licence, a general auctioneer licence or a property representative licence under the *Mutual Recognition Act 1992 and Trans-Tasman Mutual Recognition Act 1997*.

If you are seeking to conduct business as a company, you will also be required to complete the Licence Application Form – Business.

APPLICANT DETAILS

You will need to provide proof of identity and your current residential address.

A photographic proof of identity is required such as a driver's licence, passport or a card which is issued by a state or territory government that includes your photograph.

If you are submitting a photographic identification document that does not include your current residential address, you can include an amenities bill (water, gas or electricity), a council rates bill or a bank statement (you can cover your transactions) which lists your current residential address. Do not send originals. Only photocopies of original documents certified as being a true copy of the original document by the following people can be accepted: Justice of the Peace, Commissioner for Declarations, Barrister/Solicitor or Notary Public.

LODGEMENT

Please lodge the completed application, supporting documentation and applicable fees to the Property Agents Board.

All applications must include

- National Police Record Check – issued not more than three (3) months before the date of lodging the application for licence
- Insolvency Check – this is to be issued not more than seven (7) days before the date of lodging the application for licence.
- Certified Proof of Identification and Residential Address
- Copies of current licence(s) or registration(s) held in other States/Territories.

By mail Property Agents Board, Level 1, 15 Victoria Street, Hobart

Email board@propertyagentsboard.com.au

Please ensure your application is **fully completed** and lodged with supporting documents and fees. If any information is missing or incomplete you will be advised in writing and you will be provided time to submit the missing items.

APPLICATION ASSESSMENT TIMEFRAMES

Your application is acknowledged in writing and at that time you are advised the date your application will be assessed. Normal processing time for new applications is 15 business days.

If your application is refused, you will be advised in writing explaining why it was refused and setting out your rights and the process involved in appealing the decision.

If the licence is not granted, then a refund of fees paid less the application assessment fee will be refunded to you upon request.

FEES

A licence applicant is required to pay an application assessment fee and a licence fee. Listed below are the fees applicable for whether you are applying for a licence to conduct business in your own name (conducting business) or to apply for a licence to be employed (individual).

Conducting business	\$680.68	(includes the non-refundable application assessment fee of \$170.17)
Individual	\$630.19	(includes the non-refundable application assessment fee of \$170.17)

Payment

Payment is accepted by EFT, BPAY, cheque or money order. A cheque or money order can be posted in, together with the application form – make it payable to Property Agents Board.

EFT payments can be made into

Bank Account	CBA
BSB	067 002
Account No.	0011 0109
Your Reference	Your Name



Payments can be made using **BPAY** through your bank or financial institution using the reference details that will be provided to you once the application has been received.

REFUNDS

You can withdraw your application at any time prior to the licence being granted or refused. If the application is withdrawn by you or refused you will receive a refund of the fees paid upon request, less the non-refundable application assessment fee.

CRIMINAL HISTORY CHECK

All applicants must provide a National Police Record Check with the application. In completing the relevant form for the National Police Record Check, the purpose category for seeking the certificate is “general employment”.

For **Tasmanian residents** only a National Police Record check issued by Tasmania Police will be accepted. Here is a link to the Tasmania Police website: [Tasmania](#)

For **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. Here is a link to that jurisdiction:

[Australian Capital Territory](#)
[Queensland](#)
[New South Wales](#)

[Northern Territory](#)
[South Australia](#)
[Victoria](#)

[Western Australia](#)

Please note that the National Police Check that accompanies the application must be issued not more than three (3) months before the date of lodging the application for licence. The Property Agents Board must be satisfied that an applicant holds relevant qualifications and is a fit and proper person to hold a property agent licence.

INSOLVENCY CHECK

An applicant must provide evidence of being a fit and proper person in relation to their solvency. The applicant is to provide an extract or a result report from the National Personal Insolvency Index (NPII) maintained by the Australian Government’s Australian Financial Security Authority.

The extract or result report from the NPII is to be issued not more than seven (7) days before the date of lodging the application for licence. A link to the relevant website is [here](#)

SUITABILITY

The Board must not grant an application for a licence unless it is satisfied that the applicant has the relevant qualifications to be licensed and is a fit and proper person to hold a property agent licence.

An applicant is not a suitable person to hold a licence if the individual is an undischarged bankrupt or if the person has made a composition or arrangement with creditors and the debts have not been paid in full or the terms have not been fulfilled or if the Board otherwise determines that the person is not a fit and proper person.

In considering whether a person is fit and proper the Board takes into consideration the applicant's criminal history. If there is a criminal history the Board will assess the number, frequency and timing of convictions and the nature and seriousness of any offence. The Board has developed a Fit and Proper Person Assessment policy which can be viewed on its website [here](#).

CHANGE OF DETAILS

If at any time your personal details, existing licence details or suitability requirements change, you **must** notify the Board immediately.

PRIVACY DETAILS

The Property Agents Board collects information, including personal information, on this form as required by the *Property Agents and Land Transactions Act 2016* (the Act) to process your application.

In accordance with the Act, some personal information is included in the Board's Register which is published on the Board's website and is available for inspection by the public.

Additionally, information on this form can be disclosed without your consent where authorised or required by law and may also be shared on a confidential basis with other Australian property industry regulators.

COMMISSIONERS FOR DECLARATION

Examples of people who are Commissioners for Declaration because of their profession or an appointment they hold:

- Agent or permanent employee of the Australia Post;
- Bailiff;
- Bank, Building Society, Credit Union officer;
- Chiropractor
- Clerk of a court;
- Commissioner for affidavits;
- Commissioner for declarations;
- Dentist
- Fellow of the National Tax Accountant's Association;
- Finance company officer;
- Holder of a statutory office not specified elsewhere;
- Judge of a court;
- Justice of the Peace;
- Legal Practitioner
- Magistrate;
- Master of a court;
- Marriage celebrant;
- Medical Practitioner
- Member of Governance Institute of Australia;
- Member of the Engineers Australia other than at the grade of student;
- Member of Association of Taxation and Management Accountants;
- Member of the Australasian Institute of Mining and Metallurgy;
- Member of the Australian Defence Force who is
 - (a) an officer; or
 - (b) a non-commissioned officer; or
 - (c) a warrant officer;
- Member of the Institute of Chartered Accountants in Australia;
- Member of the Australian Society of Certified Practising Accountants;
- Member of the Institute of Public Accountants
- Member of
 - (a) the Parliament of the Commonwealth; or
 - (b) the Parliament of a State or
 - (c) a Territory legislature; or
 - (d) a local government authority of a State or Territory
- Minister of Religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961;
- Nurse
- Optometrist
- Permanent employee of:
 - (a) the Commonwealth or Commonwealth authority; or
 - (b) a State or Territory or State or Territory Authority; or
 - (c) a local government authority with 5 or more years continuous service who is not specified elsewhere;
- Pharmacist;
- Physiotherapist;
- Police officer;
- Psychologist
- Registrar or Deputy Registrar of a court;
- RSPCA Inspector;
- Senior Executive Service Officer of
 - (a) the Commonwealth or Commonwealth authority; or
 - (b) a State or Territory or of State or Territory authority;
- Teacher employed on a full-time basis at a school or tertiary education institution.
- Veterinary Surgeon

APPLICATION FOR LICENCE

REGISTRATION OF EQUIVALENT OCCUPATION - FORM

LICENCE DETAILS

Real Estate Agent Property Manager General Auctioneer Property Representative

YOUR DETAILS

Title: Mr Mrs Ms Miss Other (specify)

Surname:

Given names:

Have you been known by another name? Yes No

Previous name:

Reason for change:

Name for marketing (an abbreviation of your name or a name approved by the Board):

DATE AND PLACE OF BIRTH

Date of birth:

Place of birth: Town State Country

Driver licence number: Place of issue:

Passport number: Passport country:

Other identification (specify)

Are you an Australian citizen? Yes No

YOUR CONTACT DETAILS

Residential address:

Suburb: State: Postcode:

Postal address: State: Postcode:

Mobile personal: Mobile work:

Fax number:

Email personal:

Email work:

DETAILS OF CURRENT EQUIVALENT LICENCE OR REGISTRATION

State/Territory	Licence Type	Licence Number	Date Issued	Date of Expiry
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State/Territory	Licence Type	Licence Number	Date Issued	Date of Expiry
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State/Territory	Licence Type	Licence Number	Date Issued	Date of Expiry
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State/Territory	Licence Type	Licence Number	Date Issued	Date of Expiry
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COPIES OF LICENCE(S)/REGISTRATION(S) HELD IN ANOTHER STATE/TERRITORY

Please attached current copies of licence(s)/registration(s) held in other States/Territories of Tasmania to assist in the processing of your application.

1. ARE YOU APPLYING FOR A LICENCE WITHOUT BEING EMPLOYED IN TASMANIA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. ARE YOU SEEKING A LICENCE TO WORK FOR AN AGENCY IN TASMANIA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. ARE YOU SEEKING TO CONDUCT BUSINESS IN YOUR NAME IN TASMANIA?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

EMPLOYMENT DETAILS – COMPLETE ONLY IF ANSWERED YES TO QUESTION 2 ABOVE

Name of employing Property Agent: _____

Business Name: _____

Authorised place of business: _____

Suburb: _____ State: _____ Postcode: _____

Contact Email: _____

Will the applicant be employed to manage the authorised place of business? Yes No

The Employer confirms that the individual named on this form is to be employed

The Employer confirms that they have read the applicant’s disclosures and to the best of their knowledge it is true and correct.

Nominated Managing agent’s Name: _____ Signature: _____

DETAILS OF BUSINESS – COMPLETE ONLY IF ANSWERED YES TO QUESTION 3 ABOVE

Registered Business Name: _____

ABN: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Business Phone: _____

Business Fax: _____

Contact Email: _____

Postal Address _____

State: _____ Postcode: _____

Professional Indemnity Insurance Provider: _____

Policy Number: _____

Policy Details: _____

DISCLOSURE (if you answer yes to any of these questions, you will need to provide full details in writing)

1. Have you ever been convicted of, or found guilty of ANY offences anywhere? (excludes all traffic offences) Yes No
2. Have you been charged with a criminal offence/crime that is pending or currently before the Courts? Yes No
3. Are you presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention or community service order? Yes No
4. Have you ever been disqualified from holding a licence/registration by any occupational licensing Board, Agency, other Department or authority anywhere? Yes No
5. Have you had any occupational licence/registration or application refused, cancelled or suspended? Yes No
6. Are you, or are you about to become, an undischarged bankrupt or have you applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with creditors or made an assignment for your remuneration for their benefit (eg debt agreement)? Yes No
7. 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. Yes No

DECLARATION

I, _____ of:
(full name) (address)

Do solemnly and sincerely declare that:

1. All statements and information contained in and with this application are true and correct to the best of my knowledge;
2. I have read and understood the information contained in this application; and

I further state that:

3. I know that it is an offence to make a declaration that is false in any material particular;
4. I authorise the Property Agents Board to make any enquiries and to receive and disclose any information relevant to this application;
5. I acknowledge that specific information will be placed on a public register in accordance with the *Property Agents and Land Transactions Act 2016*;
6. I confirm I understand the duties and obligations imposed on me under the *Property Agents and Land Transactions Act 2016*, *Property Agents and Land Transaction Regulations 2017* and Code of Conduct.
7. I accept that failure to supply information required on this application form may delay the processing of the application.

This declaration is made at:
(location)

Signature _____ Date: _____

Before me:
(Print name of witness)

Witness' signature _____ Date: _____

Witness' qualification
(ie profession/appointment)