

APPLICATION FOR LICENCE – PROPERTY AGENT - NOTES

Who can use this form?

The licence application form is for individuals to apply for a real estate agent licence, a property manager licence, a general auctioneer licence or a property representative licence under the *Property Agents and Land Transactions Act 2016*.

Do not use this application form if you require a licence to conduct business.

Applicant details - your 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 Identity and Residential Address – photographic proof of identity and if required a supporting document which provides your current residential address if your current address is not included on the photographic proof of identity document - certified as being a true copy of the original document by a Justice of the Peace, Commissioner for Declarations, Barrister/Solicitor or Notary Public.
- Details of Educational qualifications and experience as necessary.

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. The fees for all licence categories are \$599.86 which includes the non-refundable application assessment fee of \$161.98.

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](#)

Previous licence

An applicant is eligible to obtain a licence if their name has been in the relevant part of the Register within a prescribed period.

Real Estate Agent	Person's name has been in Part 1 of the Register at any time during the 5 year-period immediately preceding the licence application
Property Manager	Person's name has been in Part 2 of the Register at any time during the 5 year-period immediately preceding the licence application
General Auctioneer	Person's name has been in Part 3 of the Register at any time during the 5 year-period immediately preceding the licence application
Property Representative	Person's name has been in Part 4 of the Register at any time during the 2 year-period immediately preceding the licence application.

Educational qualifications and experience

An applicant is eligible to obtain a licence if they have completed the educational qualifications as required for that licence type.

**** Diploma of Property (Agency Management) CPP51119 will be accepted until June 2025**

Licence type	Educational qualification and Experience	
Real Estate Agent	Diploma of Property (Agency Management) CPP51122 ** and <i>during the 5-year period immediately preceding the licence application, been employed as a property manager or property representative for –</i> <i>(A) a period of at least 2 years full-time employment; or</i> <i>(B) periods of part-time employment that total 2 years.</i>	
Property Manager	Diploma of Property (Agency Management) CPP51122 ** and <i>satisfies the Board, by examination or inquiry, that the person has sufficient knowledge and experience of property management business to be able to carry on that business.</i>	
General Auctioneer	Educational qualification Diploma of Property (Agency Management) CPP51122 **; and CPPREP4505 - Value Goods, chattels, plant and equipment; and CPPREP4509 - Auction goods, chattels or equipment.	or Experience <i>satisfies the Board, by examination or inquiry, that the person has sufficient knowledge and experience of general auctioneering business to be able to carry on that business.</i>
Property Representative	Successful completion of the examination for property representatives administered by the Board (within the previous 2 years).	or <i>satisfies the Board, by examination or inquiry, that the person has sufficient knowledge and experience of the functions property representative to be able to carry on that occupation.</i>

Please provide a certificate of completion, statement of attainment or official transcript of the relevant course/training package listing the units/ modules successfully completed.

Some licences have an employment, experience or knowledge element. If you are required to provide evidence to support your application, then a signed and dated statement outlining the relevant information should be provided. **It will not be enough to rely upon having held a licence for a period of time.** For example,

- a detailed list of your real estate activities and transactions might demonstrate sufficient knowledge and experience.
- a current resume which details your prior employment history may satisfy an employment requirement.

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 Declarations

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

NOTE: You are not able to advertise yourself as a property agent or perform any regulated functions of a property agent in Tasmania until a licence has been issued.

APPLICATION FOR LICENCE – PROPERTY AGENT – FORM

VALID UNTIL 31 MARCH 2024

Licence details

Real Estate Agent Property Manager General Auctioneer Property Representative

Applicant details – 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 (if different): _____

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

Contact details

Residential address: _____

Suburb: _____ State: _____ Postcode: _____

Postal address: _____ State: _____ Postcode: _____

Mobile personal: _____ Mobile work: _____

Email personal: _____

Email work: _____

Qualifications and previous licences

Have you completed the relevant educational qualification or previously held the licence in Tasmania?

yes, completed educational qualification Attach copy of evidence of relevant educational qualification

yes, previously held licence in Tasmania Licence number (if known) _____ period from: / / to: / /

Employment details (if appropriate)

Name of employing property agent: _____

Business name: _____

Authorised place of Business: _____

Suburb: _____ State: _____ Postcode: _____

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.

Managing agent's name: _____ Signature: _____

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 an undischarged bankrupt or have you made a composition or arrangement with creditors that is still in force? Yes No

Declaration (to be made before a Commissioner for Declarations)

I, _____ of:
(*your name*) (*your 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.
8. I undertake to advise the Board immediately if my circumstances in relation to my disclosures change subsequently to lodging this application or after a licence is issued.

This declaration is made at:
(*location*)

Signature _____

Date: _____

Before me:
(*Print name of witness*) _____

Witness' signature _____

Date: _____

Witness' qualification
(ie profession/appointment see pg 4)