



<b>OFFICE USE ONLY</b> <b>Form PL-31</b>
Application No.

ABN 81 913 830 179

Conveyancers Licensing Act 2003

Application for a Licence - INDIVIDUAL

LICENCE FEE: \$509.00 - applicable from 1 July 2016 to 30 June 2017

Fees are GST exempt and include a non-refundable processing component. For fee payment options see page 5.

Before completing this application, please read the accompanying Licence Application Guidelines.

How to lodge this document

Online

www.onegov.nsw.gov.au

and receive a discount

Mail

Send to: Property Licensing Locked Bag 5104 PARRAMATTA NSW 2124

Service NSW Service Centre

For the location of your nearest Service NSW Service Centre, go to www.service.nsw.gov.au or telephone 13 77 88.

For any enquiries regarding this application contact Property Licensing: Tel: (02) 9619 8799

TTY: (02) 9619 8673

Fair Trading will aim to make a decision on this application within 6 weeks after receiving all relevant information from the applicant and other agencies.

1. APPLICANT DETAILS

Surname: \_\_\_\_\_ Given Names: \_\_\_\_\_

Other names you are, or have been known by, including maiden name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Email Address to which correspondence, including renewal applications, will be sent:

\_\_\_\_\_ @ \_\_\_\_\_

Postal Address - Correspondence will be sent to this address if an email address is not provided:

\_\_\_\_\_ Postcode: \_\_\_\_\_

Driver's Licence No: \_\_\_\_\_ Mobile Telephone No: \_\_\_\_\_

2. PREVIOUS LICENCE HELD

Have you previously held a conveyancer's licence in New South Wales?

YES

NO

If yes, please provide licence number: \_\_\_\_\_.

### 3. IDENTIFICATION

You must attach to this application legible evidence of your identity such as a copy of your driver licence, photo card, passport, birth certificate or change of name certificate.

### 4. BUSINESS ADDRESS

If a licensee is conducting a conveyancing business for fee or reward, the business must be conducted from an address located within New South Wales.

**Street address at which you intend to be employed or conduct your own conveyancing business:**

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

### 5. BUSINESS NAME

If you own the conveyancing business that will be carried on at the above-specified address and that business will be carried on under a business name, you must attach to this application a copy of a document issued by the Australian Securities and Investments Commission that confirms you are the business name holder.

A business name will only be added to your licence record if this document has been provided.

### 6. PARTNERSHIP AND / OR SHARING OF RECEIPTS DETAILS

A licensee must not be in partnership or share receipts with another person unless:

- the other person is a licensee, or
- the partnership and/ or sharing of receipts with that other person is approved by the Commissioner and does not contravene the provisions of the Conveyancers Licensing Act 2003 or regulation.

If you intend to perform conveyancing work in partnership with another person whether the person is licensed or not, or if you intend to share receipts with an unlicensed person, you must complete the *Partnership / Sharing of Receipts Application / Notification* which is available on the Fair Trading website. Go to [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) > Forms > Property Services Forms > Conveyancers.

### 7. QUALIFICATIONS

The approved qualifications, training and experience required for the grant of a conveyancer's licence is set out in the *Conveyancers Licensing Order 2006*. More information about the qualifications is contained in the accompanying "Licence Application Guidelines".

**You must provide with this application** evidence of your qualifications AND a letter from your supervising conveyancer(s) and / or supervising solicitor(s) stating:

- the nature of the conveyancing duties that you have undertaken while under their supervision;
- the number of hours per week that you received supervised practical training and experience; and
- the number of weeks / months / years that you received supervised practical training and experience.

**Note:** You do not have to provide this information if you are applying under mutual recognition legislation.

### 8. PROFESSIONAL INDEMNITY INSURANCE

The Conveyancers Licensing Regulation 2015 requires a conveyancer licensee, when carrying out conveyancing work, to be insured under an approved policy of professional indemnity insurance in force with respect to the licensee or his or her employer. It is a condition of a licence that the holder of the licence be insured as required.

Refer to the accompanying "Licence Application Guidelines" for information on what is an approved policy of professional indemnity insurance.

## 9. DISCLOSURE QUESTIONS

The disclosure questions are to be completed by the applicant in respect of each person nominated on this application form, e.g. applicant, licensee-in-charge and partners.

1	Have you been convicted in NSW or elsewhere of ANY offence that was recorded In the last 10 years?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2	Are you, or have you been in the preceding 3 years an undischarged bankrupt?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3	At any time in the preceding 3 years, did you apply to take the benefit of any law for the relief of bankrupt or insolvent debtors?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4	At any time in the preceding 3 years, did you compound with your creditors or make an assignment of your remuneration for their benefit?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5	Are you a director or person concerned in the management of ANY externally-administered body corporate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
6	At any time in the preceding 3 years were you a director or person concerned in the management of ANY externally-administered body corporate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
7	At any time in the preceding 3 years were you a director or person concerned in the management of ANY body corporate that, within 12 months of you ceasing to be such a director or person, became an externally-administered body corporate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
8	Are you disqualified from holding a licence, certificate, registration or other authority in NSW or elsewhere?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
9	Have you had a licence, certificate, registration or other authority cancelled in NSW or elsewhere for disciplinary reasons?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
10	Do you hold a licence, certificate, registration or other authority in NSW or elsewhere that is suspended?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
11	Have you been declared to be a disqualified person as a result of disciplinary action?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
12	Do you owe a monetary penalty payable as a result of disciplinary action in respect of being or having been a licensed conveyancer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
13	Do you owe an amount due as a debt to the Crown by way of an amount paid out of the Property Services Compensation Fund?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
14	Have you failed to comply with a direction given by the Commissioner under the Act?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
15	Have you been removed (otherwise than at your own request) from the roll of lawyers kept by the Supreme Court or from a corresponding roll of lawyers kept by a superior court of another State or Territory?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
16	Are you disqualified from being employed in a law practice by virtue of an order made under Division 1 of Part 3.9 of the <i>Legal Profession Uniform Law (NSW)</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
17	Are you an Australian legal practitioner?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
18	Are you a disqualified person under the <i>Property, Stock and Business Agents Act 2002</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
19	Are you the holder of a licence or certificate of registration under the <i>Property, Stock and Business Agents Act 2002</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**IF YOU ANSWERED "YES" TO ANY QUESTION, PROVIDE FULL PARTICULARS ON A SEPARATE PAGE**

## 10. DECLARATION BY APPLICANT

I apply for the grant of a licence under the *Conveyancers Licensing Act 2003* and certify that:

1. I have read the document accompanying this application titled "Licence Application Guidelines";
2. the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every details; and
3. I undertake to be insured under an approved policy of professional indemnity insurance as required by clause 6 of the *Conveyancers Licensing Regulation 2015* when carrying out conveyancing work.

### Statement under the *Privacy and Personal Information Protection Act 1998*.

The applicant for this licence:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this licence;
2. acknowledges that information will be placed on a register open to the public in accordance with the *Conveyancers Licensing Act 2003*;
3. accepts that failure to supply information required on this application form may delay the processing of the application and;
4. has a right to seek access to and correction of information supplied.

**NOTE: It is an offence under the Crimes Act 1900 to make a false or misleading statement in this document. The maximum penalty is imprisonment for two years or a fine of \$22,000 or both.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Full Name: \_\_\_\_\_

**Note:** It is an offence for a person to conduct a conveyancing business for fee or reward if the person is not the holder of a conveyancer's licence.

### How to lodge this document

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