

Division 1 – Conducting Business as a Sole Trader

Application for Licence



Type of Licence being applied for (*tick one only*)

Real Estate Agent Property Manager General Auctioneer

Applicant Details

Surname: _____ Title: _____
Given Name: _____ Other Name(s): _____
Date of Birth: _____ Place of Birth: _____
Have you been known by another name? _____ Name: _____

Applicant's Personal Address and Contact Details (not PO Box)

Address: _____
Suburb: _____ State: _____ Postcode: _____
Telephone: _____ Mobile: _____
Fax Number: _____
Email: _____

Details of Business

Business Name (*if applicable*) _____
ABN (*if applicable*) _____

Details of authorised place of business

Address: _____
Suburb: _____ State: _____ Postcode: _____
Business phone: _____
Business Fax: _____
Contact Email: _____
Postal Address: _____

Professional Indemnity Insurance

PI Insurance Provider: _____
Policy Number: _____
Policy Details: _____

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Disclosures *(Please answer the following questions)*

1. Have you ever been convicted of, or found guilty of ANY offences anywhere?
(excludes all traffic offences) Yes No
2. Are you presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention? Yes No
3. Have you ever been disqualified from holding a licence/registration by any occupational licensing Board, Agency, other Departments or authorities anywhere? Yes No
4. Have you had any occupational licence/registration or application refused, cancelled or suspended? Yes No
5. Are you undischarged bankrupt or made a composition or arrangement with creditors? Yes No

If the answer to any of the above items was "yes", full details must be provided on a separate attached sheet of paper.

Statutory Declaration under the *Oaths Act 2001* by the Applicant

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 myself 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)*

on: *(date)*

Signature _____

Before me: *(Print name of witness)*

Witness' signature _____

Qualification of witness *(see over for list of authorised persons)*

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Application Notes

This application should be used by an individual to conduct business as a real estate agent, property manager or general auctioneer.

Business Name

An applicant who intends to carry on business under a business name must have that business named registered under the *Business Names Registration Act 2011* with the Australian Securities and Investment Commission (ASIC). For information about business name registration requirements visit: www.asic.gov.au

Fees

A non-refundable assessment fee is payable with the lodgement of this application.

A licence fee is also payable with the lodgement of this application.

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

The Board accepts payment by cheque, cash, EFT (*payment by Credit Card or EFTPOS is unavailable*)

Lodgement options

Post	e-mail	Fax
Property Agents Board Level 2, 15 Victoria Street Hobart Tas 7000	board@propertyagentsboard.com.au	03 6281 3477

National Police Certificate

A National Police Certificate is required to be supplied with this application.

For further information contact Tasmania Police or visit <http://www.police.tas.gov.au/services-online/police-history-record-checks/>

Payment Details

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

Cheques make payable to the Property Agents Board

Professional Indemnity Insurance

Section 131 of the Act provides that certain property agents are to have professional indemnity insurance. For current details of PI insurance requirements please refer to the Board's website.

Checklist (Prior to submitting this application, please ensure you have provided the following:)

Copy of Business Name Registration (ASIC) – <i>if applicable</i>	<input type="checkbox"/>
Copy of current photographic identification	<input type="checkbox"/>
Copy of Franchise agreement or letter granting franchise (<i>if applicable</i>)	<input type="checkbox"/>
Copy of PI Insurance Certificate of Currency	<input type="checkbox"/>
Current National Police Certificate	<input type="checkbox"/>
Details of Qualification and experience	<input type="checkbox"/>
Fees paid	<input type="checkbox"/>

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Qualification – Real Estate Agent

To apply for a real estate agent licence, you must have the following prescribed qualification awarded by a registered training organisation within the meaning of the *Vocational Education and Training Act 1994*:

Diploma of Property (Real Estate) which includes the following compulsory units set by the Board:

BSBMGT515A	Manage operational plan
BSBMGT502B	Manage people performance
BSBFIM501A	Manage budgets and financial plans
BSBHRM405A	Support the recruitment, selection and induction of staff
CPPDSM4005A	Establish and build client-agency relationships
CPPDSM4006A	Establish and Manage Agency Trust Accounts
CPPDSM5009A	Coordinate risk management system in the property industry
CPPDSM5012A	Develop a strategic business plan in the real estate industry
CPPDSM5018A	Ensure a safe workplace in the property industry
CPPDSM5020A	Manage and monitor effective client service in the real estate industry

Please note that proof of having a qualification includes a statement of results and a copy of your certificate or verification letter from the educational institution.

Under the *Property Agents and Land Transactions Act 2016* you are required to have been engaged full-time as a property manager or property representative for a total period of at least 2 years during the 5 year period immediately preceding the application for licence.

Please provide a signed, dated and detailed list of your real estate activities and transactions including:

- details of business transactions such as the sale of businesses;
- sales transaction details such as the date, address of property, value/price, and whether it was a
- property management transaction details such as a description of properties managed (e.g. house, flat or shop);
- leasing transaction details such as a description of properties leased (e.g. retail, commercial or residential);
- a current resume which details your prior employment history for two years preceding this application.

Qualification - Property Manager

To apply for a property manager licence, you must have the following prescribed qualification awarded by a registered training organisation within the meaning of the *Vocational Education and Training Act 1994*:

Diploma of Property (Real Estate) which includes the following compulsory units set by the Board:

BSBMGT515A	Manage operational plan
BSBMGT502B	Manage people performance
BSBFIM501A	Manage budgets and financial plans
BSBHRM405A	Support the recruitment, selection and induction of staff
CPPDSM4002A	Apply knowledge of state or territory legislative framework to complete agency work
CPPDSM4005A	Establish and build client-agency relationships
CPPDSM4006A	Establish and Manage Agency Trust Accounts
CPPDSM5009A	Coordinate risk management system in the property industry
CPPDSM5012A	Develop a strategic business plan in the real estate industry
CPPDSM5018A	Ensure a safe workplace in the property industry
CPPDSM5020A	Manage and monitor effective client service in the real estate industry

Please note that proof of having a qualification includes a statement of results and a copy of your certificate or verification letter from the educational institution.

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Qualification - General Auctioneer

To apply for a general auctioneer licence, you must:

1. Be able to satisfy the Board by examination or inquiry, that you have sufficient knowledge and experience of general auctioneering business to be able to carry on that business: **or**
2. Complete the following compulsory units:

CPPDSM4002A	Apply knowledge of state or territory legislative framework to complete agency work; and
CPPDSM4004A	Conduct auction; and
CPPDSM4006A	Establish and Manage Agency Trust Accounts; and
CPPDSM4038A	Conduct goods, chattel, or equipment clearing sale or auction;

and successfully complete an examination set by the Board.

Authorised persons – for the purposes of the applicant’s declaration

People who are Commissioner for Declaration because of their profession

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> • Chiropractor • Dentist • Legal Practitioner • Medical Practitioner | <ul style="list-style-type: none"> • Nurse • Optometrist • Pharmacist | <ul style="list-style-type: none"> • Physiotherapist • Psychologist • Veterinary Surgeon |
|---|--|---|

Examples of people who are Commissioners for Declaration because of an appointment they hold

- | | | |
|--|---|--|
| <ul style="list-style-type: none"> • Agent or permanent employee of the Australian Postal Corporation Bailiff • Bank, Building Society, Credit Union officer • Clerk of a court • Commissioner for affidavits/Commissioner for declarations • 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, Magistrate, Master of a court • Marriage celebrant • Member of Governance Institute of Australia • Member of the Engineers Australia other than at the grade of student. | <ul style="list-style-type: none"> • 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, the Australian Society of Certified Practising Accountants or 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 <i>Marriage Act 1961</i> | <ul style="list-style-type: none"> • 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 • Police officer • 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. |
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