



ABN 81 913 830 179

## Property, Stock and Business Agents Act 2002 Application for a Licence - INDIVIDUAL

OFFICE USE ONLY
Application No.

**Professional Indemnity Insurance**

For information about your obligation to be insured under a policy of professional indemnity insurance, go to [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

**LICENCE FEE: \$520.00** - applicable from 1 July 2017 to 30 June 2018  
 No fee is payable if you hold a current licence and you are applying for an additional licence.  
 (Fees are GST exempt and include a non-refundable processing component)

For payment options please refer to page 4.

**Apply using this form OR apply online at [www.onegov.nsw.gov.au](http://www.onegov.nsw.gov.au) and receive a discount**

**Note:** It is an offence for you to act as or carry on the business of an agent under the *Property, Stock and Business Agents Act 2002* if you do not hold the relevant licence under the Act.

**Fair Trading will aim to make a decision on your application within 6 weeks after receiving all relevant information from you and other agencies.**

**1. LICENCE TYPE BEING APPLIED FOR**

You may apply for one or more of the licences listed below. You must have the approved qualifications for each licence you are applying for (see pages 5 to 9 for details of approved qualifications) unless you are applying under mutual recognition legislation. Please tick the appropriate box(es) below.

Real Estate Agent     
  Business Agent     
  Stock and Station Agent     
  Strata Managing Agent     
  Buyer's Agent (conditional real estate agent's licence)

**2. 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: \_\_\_\_\_ State/Territory of Issue: \_\_\_\_\_

Mobile No: \_\_\_\_\_ Telephone No: \_\_\_\_\_

### 3. CURRENT LICENCE(S) HELD

If you currently hold a licence under the Act and are applying for an additional licence, please indicate the type of licence that you currently hold:

- Real Estate Agent       Business Agent       Stock and Station Agent       Strata Managing Agent       Buyers Agent

Licence number of current licence: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Note: No fee is payable if you are applying for an additional licence

### 4. PREVIOUS LICENCE / CERTIFICATE OF REGISTRATION PARTICULARS

- a) Have you previously held a licence under the *Property, Stock and Business Agents Act 1941* or under the *Property, Stock and Business Agents Act 2002*?      YES       NO
- b) Do you or have you previously held a certificate of registration under the *Property, Stock and Business Agents Act 1941* or under the *Property, Stock and Business Agents Act 2002*?      YES       NO

If YES to either question, provide licence / certificate number: \_\_\_\_\_

If you hold a current certificate of registration, you may wish to surrender it upon the granting of the licence. To download a Notice of Surrender form, visit the Fair Trading website - [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) - select *Forms* in the *Quick Links* box on the home page and follow the prompts to *Forms* under the *Property, Stock and Business Agents Act* or call 13 32 20.

### 5. BUSINESS ADDRESS

**A licensee MUST have a registered office in New South Wales** – the address specified below will be taken to be the registered office of the licensee. If the applicant intends to carry on business at more than one place of business, the address nominated below will be taken to be the principal place of business and the registered office of the licensee for the purposes of the Act.

**New South Wales street address at which you intend to be employed or propose to carry on business:**

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

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

**Please provide details of any additional places of business on a separate page and submit with this application.**

### 6. BUSINESS NAME

If you own the 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.

### 7. IDENTIFICATION REQUIREMENTS

**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.**

## 8. PARTNERSHIP DETAILS

If you intend to carry on business in a partnership under the *Property, Stock and Business Agents Act 2002*, you must also complete a *Notification of Partnership Particulars* form.

To download the form, visit the Fair Trading website - [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) - select *Forms* in the *Quick Links* box on the home page and follow the prompts or call 13 32 20.

## 9. AUCTIONEER ACCREDITATION

Licensed real estate agents and stock and station agents must not act as an auctioneer unless they are accredited as an auctioneer.

If you wish to apply for an accreditation as an auctioneer you must have the specified qualifications (refer to page 8 of this application form for details) and must also complete an *Application for ACCREDITATION AS AN AUCTIONEER* form. For all Property Licensing forms, visit the Fair Trading website - [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) - select *Forms* in the *Quick Links* box on the home page and follow the prompts or call 13 32 20.

## 10. DISCLOSURE QUESTIONS

If you answer **Yes** to any of the following questions, please provide full details on a separate sheet.

1. Have you been convicted in NSW or elsewhere of ANY offence that was recorded in the last 10 years? Yes  No
2. Have you had a conviction recorded in the last 5 years for an offence of licence or certificate lending under the *Property, Stock and Business Agents Act 2002*? Yes  No
3. Are you now, or have you been in the preceding 3 years, an undischarged bankrupt? Yes  No
4. Have you in the preceding 3 years applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with your creditors or made an assignment of your remuneration for their benefit? Yes  No
5. In the last 3 years, did you cease to be concerned in the management of, or a director of, ANY corporation that became an externally-administered body corporate within 12 months of the date you ceased? Yes  No
6. Are you now, or were you at any time in the preceding 3 years a director or person concerned in the management of ANY externally-administered body corporate (within the meaning of the *Corporations Act 2001*)? Yes  No
7. Are you disqualified from holding a licence, certificate of registration, permit or other authority under legislation administered by the Minister responsible for Fair Trading or under a corresponding law? Yes  No
8. Do you hold a licence, certificate of registration, permit or other authority that is suspended under legislation administered by the Minister responsible for Fair Trading or under a corresponding law? Yes  No
9. Do you owe an amount to the Crown for the recovery of payments from the Compensation Fund? Yes  No
10. Do you owe a monetary penalty payable in relation to disciplinary proceedings or have you failed to comply with a direction given by the Commissioner under the *Property, Stock and Business Agents Act 2002*? Yes  No

## 11. QUALIFICATIONS

You must attach to this application a clearly legible copy of your qualifications unless applying under mutual recognition legislation. Do not send originals. Please refer to pages 5–9 of this form for details of required qualifications.

## 12. DECLARATION BY APPLICANT

I apply for the grant of a licence under the *Property, Stock and Business Agents Act 2002* and certify that the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every detail.

### 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 *Property, Stock and Business Agents Act 2002*;
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: .....

## How to lodge this document

 **Online**  
[www.onegov.nsw.gov.au](http://www.onegov.nsw.gov.au)  
and receive a discount

Or

 **Service NSW Service Centre**  
For the location of your nearest Service NSW Service Centre, go to [www.service.nsw.gov.au](http://www.service.nsw.gov.au) or telephone 13 77 88.

### Professional Indemnity Insurance

For information about your obligation to be insured under a policy of professional indemnity insurance, go to [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au).

Navigation: Home > Property Agents & Managers > Licensing & certification > Applying for a licence or certificate > Licence conditions

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

For any enquiries regarding this application contact Property Licensing:

**Tel: (02) 9619 8799**

**TTY: (02) 9619 8673**

## **GUIDE TO QUALIFICATIONS**

**You must provide with this application evidence of your qualifications for the licence type being applied for unless you are applying under mutual recognition legislation.**

The qualifications required for the issue of a licence are set out in the *Property, Stock and Business Agents (Qualifications) Order 2009*. The qualifications required for accreditation as an auctioneer are set out in the *Property, Stock and Business Agents (Auctioneers Qualifications) Order 2009*. The Qualifications Orders may be viewed at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

### **Real Estate Agent Licence**

1. A person has the qualifications required for the issue of a real estate agent's licence if a registered training organisation has issued the person with a **CPP40307 Certificate IV in Property Services (Real Estate) demonstrating competency in the following units of competency:**
  - (a) BSBLED401 **or** BSBLED401A—Develop teams and individuals,
  - (b) BSBRKG304, BSBRKG304A **or** BSBRKG304B—Maintain business records,
  - (c) BSBSMB406 **or** BSBSMB406A—Manage small business finances,
  - (d) CPPDSM4003A—Appraise property,
  - (e) CPPDSM4004A—Conduct auction **or** CPPDSM4020A—Present at tribunals,
  - (f) CPPDSM4005A—Establish and build client-agency relationships,
  - (g) CPPDSM4006A—Establish and manage agency trust accounts,
  - (h) CPPDSM4007A—Identify legal and ethical requirements of property management to complete agency work,
  - (i) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work,
  - (j) CPPDSM4009—Interpret legislation to complete work in the property industry **or** CPPDSM4009A **or** CPPDSM4009B—Interpret legislation to complete agency work,
  - (k) CPPDSM4010A—Lease property,
  - (l) CPPDSM4011A—List property for lease,
  - (m) CPPDSM4012A—List property for sale,
  - (n) CPPDSM4013A—Market property for lease,
  - (o) CPPDSM4014A—Market property for sale,
  - (p) CPPDSM4015A **or** CPPDSM4015B—Minimise agency and consumer risk,
  - (q) CPPDSM4016A—Monitor and manage lease or tenancy agreement,
  - (r) CPPDSM4017A—Negotiate effectively in property transactions,
  - (s) CPPDSM4019A—Prepare for auction and complete sale,
  - (t) CPPDSM4022A—Sell and finalise the sale of property by private treaty,
  - (u) CPPDSM4049—Implement maintenance program for managed properties **or** CPPDSM4049A—Implement maintenance plan for managed properties,
  - (v) CPPDSM4056 **or** CPPDSM4056A—Manage conflict and disputes in the property industry,
  - (w) CPPDSM4080A—Work in the real estate industry,
  - (x) at least 1 elective unit of competency of the candidate's own choice from the property sales and management, specialist or common units from CPP40307 Certificate IV in Property Services (Real Estate).
2. A person has the qualifications required for the issue of a real estate agent's licence if the person has held a real estate agent's licence in the 12 months preceding the making of an application for the equivalent licence.

### **Stock and Station Agent Licence**

1. A person has the qualifications required for the issue of a stock and station agent's licence if a registered training organisation has issued the person with a **CPP40407 Certificate IV in Property Services (Stock and Station Agency) demonstrating competency in all of the following units of competency:**
  - (a) BSBLED401 **or** BSBLED401A—Develop teams and individuals,
  - (b) BSBSMB406 **or** BSBSMB406A—Manage small business finances,
  - (c) CPPDSM4005A—Establish and build client-agency relationships,

- (d) CPPDSM4006A—Establish and manage agency trust accounts,
  - (e) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work,
  - (f) CPPDSM4009—Interpret legislation to complete work in the property industry **or** CPPDSM4009A **or** CPPDSM4009B—Interpret legislation to complete agency work,
  - (g) CPPDSM4015A **or** CPPDSM4015B—Minimise agency and consumer risk,
  - (h) CPPDSM4021A—Sell and finalise sale of rural property by private treaty,
  - (i) CPPDSM4024A—Advise clients on livestock sale and purchase options,
  - (j) CPPDSM4030A—Appraise rural property,
  - (k) CPPDSM4039A—Conduct livestock sale by auction,
  - (l) CPPDSM4051A—Lease rural property,
  - (m) CPPDSM4052A—List and market rural property for sale or lease,
  - (n) CPPDSM4056 **or** CPPDSM4056A—Manage conflicts and disputes in the property industry,
  - (o) CPPDSM4067A—Plan for and complete sale of rural property by auction,
  - (p) CPPDSM4068A—Prepare livestock for sale at saleyards,
  - (q) CPPDSM4073A—Provide rural property management services,
  - (r) CPPDSM4075A—Select livestock for sale,
  - (s) CPPDSM4077A—Sell livestock by private sale,
  - (t) CPPDSM4081A—Work in the stock and station agency sector.
2. A person has the qualifications required for the issue of a stock and station agent's licence if the person has held a stock and station agent's licence in the 12 months preceding the making of an application for the equivalent licence.

### Business Agent Licence

1. A person has the qualifications required for the issue of a business agent's licence if a registered training organisation has issued the person with a **CPP40507 Certificate IV in Property Services (Business Broking) demonstrating competency in all of the following units of competency:**
- (a) BSBCUS401, BSBCUS401A **or** BSBCUS401B—Co-ordinate implementation of customer service strategies,
  - (b) BSBLED401 **or** BSBLED401A—Develop teams and individuals,
  - (c) BSBSMB406 **or** BSBSMB406A—Manage small business finances,
  - (d) CPPDSM4006A—Establish and manage agency trust account,
  - (e) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work,
  - (f) CPPDSM4015A **or** CPPDSM4015B—Minimise agency and consumer risk,
  - (g) CPPDSM4029A—Appraise business,
  - (h) CPPDSM4053A—List business for sale,
  - (i) CPPDSM4060A—Negotiate sale and manage sale to completion or settlement,
  - (j) CPPDSM4061A—Obtain prospects for listing,
  - (k) CPPDSM4069A—Promote and market listed business,
  - (l) CPPDSM4079A—Work in the business broking sector.
2. A person has the qualifications required for the issue of a business agent's licence if the person has held a business agent's licence in the 12 months preceding the making of an application for the equivalent licence.

### Strata Managing Agent Licence

1. A person has the qualifications required for the issue of a strata managing agent's licence if a registered training organisation has issued the person with a **CPP40516 Certificate IV in Strata Community Management demonstrating competency in the following units of competency:**
- (a) BSBFIA402—Report on financial activity,
  - (b) BSBLED401—Develop teams and individuals,
  - (c) BSBRKG304—Maintain business records,
  - (d) CPPCMN4008—Read plans, drawings and specifications for residential buildings,
  - (e) CPPDSM3016—Work in the property industry,
  - (f) CPPDSM3017—Work in the strata community management sector,

- (g) CPPDSM3019—Communicate with clients in the property industry,
- (h) CPPDSM4009—Interpret legislation to complete work in the property industry,
- (i) CPPDSM4028—Identify and analyse risks and opportunities in the property industry,
- (j) CPPDSM4034—Negotiate and implement strata community management agreement,
- (k) CPPDSM4044—Coordinate maintenance and repair of properties and facilities,
- (l) CPPDSM4045—Facilitate meetings in the property industry,
- (m) CPPDSM4047—Implement and monitor procurement process,
- (n) CPPDSM4048—Implement customer service strategies in the property industry,
- (o) CPPDSM4056 or CPPDSM4056A—Manage conflict and disputes in the property industry,
- (p) CPPDSM4057—Monitor a safe workplace in the property industry,
- (q) CPPDSM4063—Participate in developing and establishing property or facility contracts,
- (r) CPPDSM4074—Select and appoint contractors in the property industry,
- (s) CPPDSM4084—Administer insurance for strata communities,
- (t) CPPDSM4085—Handle strata community funds held on trust.

2. A person has the qualifications required for the issue of a strata managing agent's licence if a registered training organisation has issued the person with a qualification demonstrating successful completion of:

(a) CPP40609 or CPP40611 Certificate IV in Property Services (Operations) demonstrating competency in the following units:

- (i) BSBFIA402 or BSBFIA402A—Report on financial activity,
  - (ii) BSBREL401 or BSBREL401A—Establish networks,
  - (iii) BSBLED401 or BSBLED401A—Develop teams and individuals,
  - (iv) BSBKRG304, BSBKRG304A or BSBKRG304B—Maintain business records,
  - (v) BSBSMB402 or BSBSMB402A—Plan small business finances,
  - (vi) BSBSMB406 or BSBSMB406A—Manage small business finances,
  - (vii) CPPDSM4006A—Establish and manage agency trust accounts,
  - (viii) CPPDSM4028 or CPPDSM4028A—Identify and analyse risks and opportunities in the property industry,
  - (ix) CPPDSM4034—Negotiate and implement strata community management agreement or CPPDSM4034A—Assess and implement strata/community management agreement,
  - (x) CPPDSM4044 or CPPDSM4044A—Coordinate maintenance and repair of properties and facilities,
  - (xi) CPPDSM4045 or CPPDSM4045A—Facilitate meetings in the property industry,
  - (xii) CPPDSM4047 or CPPDSM4047A—Implement and monitor procurement process,
  - (xiii) CPPDSM4048, CPPDSM4048A or CPPDSM4048B—Implement customer service strategies in the property industry,
  - (xiv) CPPDSM4056 or CPPDSM4056A—Manage conflict and disputes in the property industry,
  - (xv) CPPDSM4057 or CPPDSM4057A—Monitor a safe workplace in the property industry,
  - (xvi) CPPDSM4063 or CPPDSM4063A—Participate in developing and establishing property or facility contracts,
  - (xvii) CPPDSM4072 or CPPDSM4072A—Provide leadership in the property industry,
  - (xviii) CPPDSM4074 or CPPDSM4074A—Select and appoint contractors in the property industry,
- and**

(b) the following units:

- (i) CPPDSM3016 or CPPDSM3016A—Work in the property industry,
- (ii) CPPDSM3017 or CPPDSM3017A—Work in the strata community management sector,
- (iii) CPPDSM3019—Communicate with clients in the property industry or CPPDSM3019A or CPPDSM3019B—Communicate with clients as part of agency operations.

3. A person has the qualifications required for the issue of a strata managing agent's licence if the person has held a strata managing agent's licence in the 12 months preceding the making of an application for the equivalent licence.

## Buyer's Agent Licence

1. A person has the qualifications required for the issue of a real estate agent's licence subject to the condition that the holder of the licence act only as a buyer's agent, if a registered training organisation has issued the person with a **statement of attainment or a qualification demonstrating competency in all of the following units of competency:**

- (a) BSBLED401 or BSBLED401A—Develop teams and individuals,
  - (b) CPPDSM3019—Communicate with clients in the property industry or CPPDSM3019A or CPPDSM3019B—Communicate with clients as part of agency operations,
  - (c) CPPDSM4001A—Act as a buyer’s agent,
  - (d) CPPDSM4003A—Appraise property,
  - (e) CPPDSM4005A—Establish and build client-agency relationships,
  - (f) CPPDSM4008A—Identify legal and ethical requirements of property sales to complete agency work,
  - (g) CPPDSM4015A or CPPDSM4015B—Minimise agency and consumer risk,
  - (h) CPPDSM4022A—Sell and finalise the sale of property by private treaty,
  - (i) CPPDSM4080A—Work in the real estate industry.
2. A person has the qualifications required for the issue of a real estate agent’s licence subject to the condition that the holder of the licence act only as a buyer’s agent if the person has held a real estate agent’s licence subject to the condition that the holder of the licence act only as a buyer’s agent, or a real estate agent’s licence, in the 12 months preceding the making of an application for the equivalent licence.

### Auctioneer Accreditation

To be accredited as an auctioneer, applicants will need to satisfy qualification requirements in connection with the conduct of auctions and the functions of auctioneers. The qualification requirements are:

#### **For a real estate agent to be accredited as an auctioneer:**

The holder of a real estate agent’s licence has approved qualifications for accreditation as an auctioneer if:

- (a) a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating competency in both of the following units of competency:
  - (i) CPPDSM4004A—Conduct auction, and
  - (ii) CPPDSM4019A—Prepare for auction and complete sale, or
- (b) before 1 June 2012, a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating competency in PRD01 Unit of Competency PRDRE26A—Conduct property sale by auction.

#### **For a stock and station agent to be accredited as an auctioneer:**

The holder of a stock and station agent’s licence has approved qualifications for accreditation as an auctioneer if:

- (a) a registered training organisation has issued the person with a statement of attainment or qualification demonstrating competency in both of the following units of competency:
  - (i) CPPDSM4039A—Conduct livestock sale by auction, and
  - (ii) CPPDSM4037A—Conduct auction of rural property, or
- (b) before 1 June 2012, a registered training organisation has issued the person with a statement of attainment or a qualification demonstrating competency in both of the following units of competency:
  - (i) PRD01 Unit of Competency PRDSSA23A—Conduct auction sale, and
  - (ii) PRD01 Unit of Competency PRDSSA32A—Conduct livestock sale by auction.