



OFFICE USE ONLY
Application No.

ABN: 81 913 830 179

Notification to Local Registration Authority pursuant to cl.19 of the Schedule to the Mutual Recognition (New South Wales) Act 1992

Property Agents, Salespersons and Conveyancers

This form should only be used if you are registered or licensed in another Australian State or Territory and you are applying for recognition of that occupation in New South Wales.

Please note that you will also have to complete the relevant NSW licence or certificate application form (see page 2 for details of how to obtain the correct NSW application form) and lodge it together with this notification.

Online www.onegov.nsw.gov.au and receive a discount See section 4 of this form for details of how to lodge online

How to lodge this document 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.

1. REGISTRATION APPLIED FOR

Before completing this form, check your licence entitlement in New South Wales based on the licence or registration that you currently hold in another Australian State or Territory by visiting www.licencerecognition.gov.au and completing an equivalent licence search.

In some cases you may need to apply for multiple licence types in New South Wales to obtain the equivalence of a single licence type currently held elsewhere.

Type of registration being applied for: (E.g. Business Agent, Real Estate Agent, Salesperson, Conveyancer, etc)

2. APPLICANT DETAILS

Surname: Given Names:

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

Postal Address: Postcode:

Mobile No: Telephone No:

3. DETAILS OF CURRENT EQUIVALENT REGISTRATION OR LICENCE

a) I am currently registered / licensed in the following occupation(s) and attach a certified copy of my current Licence / registration:

Occupation: _____ State/Territory: _____

Occupation: _____ State/Territory: _____

b) If you are unable to attach a copy of your current registration/licence, you must provide a description which accurately identifies your current registration/licence:

c) If you are the subject of any special conditions that apply to your registration or licence in any other State or Territory please provide details below.

4. COMPLETE AND ATTACH REQUIRED NSW LICENCE OR CERTIFICATE APPLICATION

In addition to this notification, you must also complete the application form specific to the type of registration that you are seeking in New South Wales. This completed and witnessed notification and the specific application form must be lodged together with NSW Fair Trading.

Please refer to the table below to work out which application form you must complete. These application forms are available on www.fairtrading.nsw.gov.au – Home > About Us > Our Services > Forms > Property services forms.

If applying online, go to www.onegov.nsw.gov.au and complete the online version of the specific application form detailed below AND ATTACH a copy of this completed notification, ensuring that your declaration has been witnessed by a JP, in the Qualification section of the online form.

Type of registration being sought	Application form that must be completed
Real estate agent Stock and station agent Business agent Strata managing agent	<i>Property, Stock and Business Agents Act 2002</i> Application for a licence – Individual
On-site residential property manager	<i>Property, Stock and Business Agents Act 2002</i> Application for a licence – Individual On-site Residential Property Manger
Certificate of registration as a: Real estate salesperson Stock and station salesperson Business salesperson Registered strata manager Registered on-site residential property manager	<i>Property, Stock and Business Agents Act 2002</i> Application for a Certificate of Registration
Conveyancer licence	<i>Conveyancers Licensing Act 2003</i> Application for licence - Individual

5. STATUTORY DECLARATION BY APPLICANT - (Your signature must be witnessed by a Justice of the Peace)

In relation to the occupation for which registration is sought, I DECLARE THAT

1. I am licensed / registered for the occupation(s) listed in section 3 above.
2. I am seeking to be licensed / registered in accordance with the mutual recognition principle.
3. I have specified in section 3 all of the participating States and Territories in which I have a substantive licence or registration that is equivalent to the New South Wales licence or registration.
4. I am not the subject of disciplinary proceedings in any State or Territory (including preliminary investigations or action that may lead to disciplinary proceedings) in relation to the occupation(s) listed in section 3 above.
5. My registration / licence listed in section 3 is not cancelled or currently suspended as a result of disciplinary proceedings in any participating State or Territory.
6. I am not otherwise personally prohibited from carrying on the occupation listed in section 3, or an equivalent occupation in any participating State or Territory.
7. I am not subject to any special conditions in carrying out such an occupation listed in section 3, or an equivalent occupation in any participating State or Territory, as a result of any criminal, civil or disciplinary proceedings.
8. I consent to the making of inquiries, and the exchange of information with, the authorities of any State or Territory regarding my activities in the occupations listed in section 3 above, or in any equivalent occupation, and otherwise in respect of matters relevant to my notice.
9. The accompanying document(s) attached is the original or a complete and accurate copy of the original in relation to my current registration and / or licence(s) held as listed in section 3 above.
10. I authorise 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 authority.
11. I acknowledge that information will be placed on a register open to the public in accordance with the legislation that the licence or registration applied for will be held under.
12. I have a right to seek access to and correction of information supplied.

I,
[full name of applicant]

the applicant described in this notification, do solemnly and sincerely declare that the contents of this Notification (pursuant to cl.19 of the Schedule to the *Mutual Recognition (New South Wales) Act 1992*) and any and all attachments are true and correct and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1900* (as amended).

Signature _____
[signature of registration applicant]

Declared at _____ on _____
[place] [date]

in the presence of an authorised witness, who states:

I, , a
[name of authorised witness] [qualification of authorised witness]

certify the following matters concerning the making of this statutory declaration by the person who made it:
[* please cross out any text that does not apply]

1. *I saw the face of the person OR *I did not see the face of the person because the person was wearing a face covering, but I am satisfied that the person had a special justification for not removing the covering, and
2. *I have known the person for at least 12 months OR *I have not known the person for at least 12 months, but I have confirmed the person's identity using an identification document and the document I relied on was

.....
[describe identification document relied on]

.....
[signature of authorised witness]

.....
[date]

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.

How to lodge your completed notification and NSW licence or certificate application:

Online

www.onegov.nsw.gov.au

and receive a discount

See section 4 of this form for details of how to lodge online

Mail

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Locked Bag 5104
PARRAMATTA NSW 2124

Service NSW Service Centre

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If lodging online **attach a copy of this completed notification (ensure your declaration has been witnessed by a JP) to the Qualification section of your online application for a licence or certificate.**

If lodging by post or in person **attach your completed NSW application for a licence or certificate of registration (see section 4 for details) to this notification.**

Fees are specified in the NSW application for a licence or certificate that is being submitted with this notification and must be paid on lodgment of this notification.

Fees are GST exempt and include a non-refundable processing component.

For any enquiries regarding this application contact the Property Licensing unit:

Tel: (02) 9619 8799

TTY: (02) 9619 8673

PROFESSIONAL INDEMNITY INSURANCE REQUIREMENTS

Property, stock and business agents:

Clause 10 of the *Property, Stock and Business Agents Regulation 2014* requires a licensee to be insured under a policy of professional indemnity insurance in force with respect to the licence, or the licensee's employer, that complies with the requirements of the clause.

The Regulation may be viewed on www.legislation.nsw.gov.au.

Conveyancers:

Clause 6 of 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.

Clause 6 of the *Conveyancers Licensing Order 2015* (see www.legislation.nsw.gov.au) defines the professional indemnity insurance policy approved by the Minister responsible for Fair Trading.