



Application for an individual's licence

Real estate agent, property auctioneer, resident letting agent,
motor dealer, chattel auctioneer

Property Occupations Act 2014 • Motor Dealers and Chattel Auctioneers Act 2014

This form is effective from 9 December 2016

ABN: 13 846 673 994

Who can use this form?

New licence application form 1–1 is for individuals to apply for real estate agent, auctioneer (real property), resident letting agent licences under the *Property Occupations Act 2014* and motor dealer and chattel auctioneer licences under the *Motor Dealers and Chattel Auctioneers Act 2014*. If you require a corporation licence, please use the New licence application form 1–2.

If applying for a field agents licence (for collection of debts), use the New licence application form 1–4 for a corporation and form 1–3 for an individual.

Fees payable

The Acts provide for a licence applicant to pay both an application fee and a licence issue fee. These fees are in the *Property Occupations Regulation 2014* and the *Motor Dealers and Chattel Auctioneers Regulation 2014*. Listed below are the current application and licence issue fees for a single licence category of one or three years. Applicants for a single class licence, for either one or three years must pay the listed fee.

Licence category	One year term (One licence category – includes non-refundable application fee of \$154.90)	Three year term (One licence category – includes non-refundable application fee of \$154.90)	Additional licence fee*
Real estate agent, auctioneer (real property), resident letting agent, motor dealer and chattel auctioneer	\$1330.90	\$2494.90	\$154.90

* If you are applying for an additional licence under the *Property Occupations Act 2014* or the *Motor Dealers and Chattel Auctioneers Act 2014* you only need to pay an application fee of \$154.90 for each additional class.

Please note: Applicants for a **Chattel Auctioneer** licence are not required to pay an additional application fee if they already hold or are also applying for an auctioneer (real property) licence. Applicants for an **Auctioneer (real property)** licence are not required to pay an additional application fee if they already hold or are also applying for a Chattel Auctioneer licence.

Criminal history check

A criminal history check (CHC) will be conducted for each person whose name is listed on the application. The fee for each CHC conducted is \$38.80 (inclusive of \$1.13 GST) and processing of the application cannot be progressed until this fee is paid. Criminal history checks are conducted in accordance with the legislation as outlined in the *Property Occupations Act 2014* and *Motor Dealers and Chattel Auctioneers Act 2014*. All applications are subject to mandatory criminal history checks. **CHC fees are not included in the above fees.**

Please note: A CHC is not required if one has been completed under the relevant legislation within the past six months. If it is outside of this timeframe then another one is required.

Total fee = 1 or 3 year fee \$..... + CHC \$..... (\$38.80 x no. required) = \$.....

Part 1—Licence details

Property occupations

Section 1

The following licence classes allow the licensee to perform the activities listed below as an agent for others for reward.

Real estate agent

- buy, sell, exchange or let real property or interests in real property
- buy, sell, exchange or let businesses or interests in businesses
- negotiate for the buying, selling, exchanging or letting of real property or interests in real property
- negotiate for the buying, selling, exchanging or letting of businesses or interests in businesses
- collect rents.

Auctioneer (real property)

- sell or attempt to sell or offer for sale or resale any real property or interest in real property by way of auction
- sell real property by any means during the auction period
- sell or attempt to sell or offer for sale or resale goods by auction if they are directly connected with the auction of a real property holding.

Resident letting agent

- let lots in a building complex
- collect rents for lots in a building complex.

Limited real estate agent (business letting)

- buy, sell, exchange or let businesses or interests in business
- negotiate for the buying, selling, exchanging, letting of businesses or interests in businesses
- collect rents for commercial premises.

Limited real estate agent (affordable housing)

- negotiate for the letting of places of residence in an affordable housing scheme
- collect rents in an affordable housing scheme.

Motor dealer and chattel auctioneer occupations

The following licence classes allow the licensee to perform the activities listed below for reward.

Section 2

Motor dealer

- acquire used motor vehicles primarily for resale
- sell used motor vehicles
- sell used motor vehicles on consignment
- sell leased motor vehicles to the lessee under the terms of the lease
- acquire used motor vehicles, whether or not as complete units, to break up for sale as parts
- sell used motor vehicles as parts
- negotiate, under a consultancy arrangement, for a person who is not a motor dealer or a chattel auctioneer for the purchase or sale of a used motor vehicle for the person.

Motor dealer (wrecker)

- acquire used motor vehicles, whether or not as complete units, to break up for sale as parts
- sell used motor vehicles as parts.

Motor dealer (broker)

- negotiate for the purchase or sale of a used motor vehicle for another person who is not a motor dealer or auctioneer under a consultancy arrangement.

Chattel auctioneer

- sell goods by auction
- sell goods by any means during the auction period.

Part 2—Applicant details

Proof of name and identification

You need to provide proof of identification in your current name. This can be your driver's licence, passport, Australian certificate of citizenship or birth certificate/extract. 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.

If you are lodging your application in person, you can provide your original documents which will be copied and certified by the officer accepting your application.

If your name has changed by marriage or for any other reason, you must provide evidence of each change of name. For example certified copies of marriage certificates, change of name certificates etc.

Eligibility to work in Australia

Every worker from overseas must have a valid Australian visa with work rights. Temporary visas with work rights include working holiday maker visas, student visas and the subclass 457 visa. You can check your own work and visa entitlements at www.immi.gov.au. Enquiries may be made with the Department of Immigration and Border Protection to verify an applicant's work entitlements in Australia.

Part 4—Educational qualifications and previous licences

An applicant is eligible to obtain a licence, if they are at least 18 years of age and if they have completed the educational and other qualifications as approved by the chief executive.

To qualify for a licence you must have:

1. held an equivalent licence within the last two years prior to making an application for a new licence **or**
2. have completed the training qualifications for the specific licence type listed below.

If you have held an equivalent licence under the current *Property Occupations Act 2014*, the *Motor Dealers and Chattel Auctioneers Act 2014* or the repealed *Property Agents and Motor Dealers Act 2000* which expired less than two years ago, list the licence details in Part 4.

Please note: For a licence to be granted your qualifications must meet the relevant requirements exactly.

Please note: There are no educational requirements for applicants applying for a motor dealer (broker) licence.

Real estate agent, limited real estate agent (business letting), limited real estate agent (affordable housing), motor dealer, motor dealer (wrecker), auctioneer (real property), chattel auctioneer and resident letting agent applicants are required to meet the prescribed eligibility requirements for the respective licences which are listed on the next page.

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

For information on training providers:

- visit www.training.gov.au and search by typing in the name of the qualification from the relevant training package
- for general enquiries telephone 1300 369 935
- check with industry associations
- search the yellow pages for training providers.

The prescribed eligibility requirements for the respective licences are:

Real estate agent

To qualify for this licence you must have completed or been assessed as competent in these subjects from the industry-recognised:

Property Services Training Package (CPP07) endorsed by the National Quality Council:

BSBSMB406 (Manage small business finances)

CPPDSM4003A (Appraise property)

CPPDSM4005A (Establish and build client-agency relationships)

CPPDSM4006A (Establish and manage agency trust accounts)

CPPDSM4007A (Identify legal and ethical requirements of property management to complete agency work)

CPPDSM4008A (Identify legal and ethical requirements of property sales to complete agency work)

CPPDSM4009 (Interpret legislation to complete work in the property industry)

CPPDSM4010A (Lease property)

CPPDSM4011A (List property for lease)

CPPDSM4012A (List property for sale)

CPPDSM4013A (Market property for lease)

CPPDSM4014A (Market property for sale)

CPPDSM4015B (Minimise agency and consumer risk)

CPPDSM4016A (Monitor and manage lease or tenancy agreement)

CPPDSM4018A (Prepare and present property reports)

CPPDSM4019A (Prepare for auction and complete sale)

CPPDSM4022A (Sell and finalise the sale of property by private treaty)

CPPDSM4046A (Manage tenancy disputes)

CPPDSM4080A (Work in the real estate industry)

Limited real estate agent (business letting)

To qualify for this licence you must have completed or been assessed as competent in these subjects from the industry-recognised:

Property Services Training Package (CPP07) endorsed by the National Quality Council:

CPPDSM4010A (Lease property)

CPPDSM4011A (List property for lease)

CPPDSM4013A (Market property for lease)

CPPDSM4016A (Monitor and manage lease or tenancy agreement)

Limited real estate agent (affordable housing)

One of the prescribed qualifications for a limited real estate agent's licence (affordable housing) is that the person is a director of an approved non profit corporation, or a person in charge of an approved non profit corporation's business at a place of business. An approved non-profit corporation means a non profit corporation that—

- is a registered provider under the *Housing Act 2003*
- provides a service consisting of letting and collecting rents under an affordable housing rental scheme
- has to provide a copy of the approval from the Department of Housing.

In addition to the above qualification, limited real estate agent licence (affordable housing) applicants must also have completed or been assessed as competent in the following training:

Subjects from the industry-recognised:

Property Services Training Package (CPP07) endorsed by the National Quality Council:

CPPDSM3008A (Maintain and protect condition of managed properties)

CPPDSM4006A (Establish and manage agency trust accounts)

CPPDSM4016A (Monitor and manage lease or tenancy agreement)

Motor dealer

To qualify for a motor dealer licence, you must have successfully completed or been assessed as competent in required units from either of the packages below. You will only need to have completed one set of required units, not both.

Automotive Retail, Service and Repair Training Package AUR:

AURSCA007 (Determine used motor vehicle stock requirements)

AURSCA003 (Apply sales procedures in an automotive workplace)

AURSCA005 (Sell automotive products and services)

AURSLA001 (Comply with legal requirements when selling automotive products and services)

AURSCA010 (Appraise and purchase used motor vehicles for sale)

AURAMA005 (Manage complex customer issues in an automotive workplace) or AURACA003 (Build customer relations in an automotive workplace)

AURASA002 (Follow safe working practices in an automotive workplace)

AURAFSA003 (Communicate effectively in an automotive workplace) or AURAQA001 (Contribute to quality work outcomes in an automotive workplace)

AURACA001 (Respond to customer needs and enquiries in an automotive workplace)

OR

Automotive Industry Retail, Service and Repair Training Package AUR12

AURSCA3007 (Determine used motor vehicle stock requirements)

AURSCA2003 (Apply sales procedures)

AURSCA2005 (Sell products)

AURSLA2001 (Apply legal requirements relating to product sale)

AURSCA3010 (Appraise and purchase used motor vehicles to supplement stock for sale)

AURAMA4005 (Manage complex customer issues)

AURASA2002 (Apply safe working practices in an automotive workplace)

AURAFa2003 (Communicate effectively in an automotive workplace)

AURACA2001 (Establish relations with customers)

Motor dealer (wrecker)

To qualify for a motor dealer (wrecker) licence, you must have successfully completed or been assessed as competent in required units from either of the packages below. You will only need to have completed one set of required units, not both.

Automotive Retail, Service and Repair Training Package AUR:

AURSCA001 (Select and supply automotive parts and products)

AURSCA003 (Apply sales procedures in an automotive workplace)

AURVTN042 (Dismantle vehicle components)

AURSCA010 (Appraise and purchase used motor vehicles for sale)

AURAMA005 (Manage complex customer issues in an automotive workplace) or AURACA003 (Build customer relations in an automotive workplace)

AURASA002 (Follow safe working practices in an automotive workplace)

AURAFa003 (Communicate effectively in an automotive workplace) or AURQA001 (Contribute to quality work outcomes in an automotive workplace)

AURACA001 (Respond to customer needs and enquiries in an automotive workplace)

OR

Automotive Industry Retail, Service and Repair Training Package AUR12

AURSCA2001 (Select automotive parts and products)

AURSCA2003 (Apply sales procedures)

AURVLN2001 (Apply legal requirements for vehicle dismantlers)

AURSCA3010 (Appraise and purchase used motor vehicles to supplement stock for sale)

AURAMA4005 (Manage complex customer issues)

AURASA2002 (Apply safe working practices in an automotive workplace)

AURAFa2003 (Communicate effectively in an automotive workplace)

AURACA2001 (Establish relations with customers)

Auctioneer (real property)

To qualify for an auctioneer licence, you must have completed or been assessed as competent in these subjects from the industry-recognised:

Property Services Training Package (CPP07), endorsed by the National Quality Council:

BSBSMB406 (Manage small business finances)

CPPDSM4004A (Conduct auction)

CPPDSM4006A (Establish and manage agency trust accounts)

CPPDSM4014A (Market property for sale)

CPPDSM4019A (Prepare for auction and complete sale)

Chattel auctioneer

To qualify for a chattel auctioneer licence, you must have completed or been assessed as competent in these subjects from the industry-recognised:

Property Services Training Package (CPP07), endorsed by the National Quality Council:

BSBSMB406 (Manage small business finances)

CPPDSM4004A (Conduct auction)

CPPDSM4006A (Establish and manage agency trust accounts)

CPPDSM4019A (Prepare for auction and complete sale) or

CPPDSM4038A (Conduct goods, chattels or equipment clearing sale or auction)

Resident letting agent

Resident letting agents are not required to provide body corporate approval as part of the licence application process. However, it is a requirement of the licence to hold and maintain current body corporate approval to manage each building complex.

To qualify for this licence you must have completed or been assessed as competent in these subjects from the industry-recognised:

Property Services Training Package (CPP07) endorsed by the National Quality Council:

BSBSMB406 (Manage small business finances)

CPPDSM4006A (Establish and manage agency trust accounts)

CPPDSM4007A (Identify legal and ethical requirements of property management to complete agency work)

CPPDSM4010A (Lease property)

CPPDSM4015B (Minimise agency and consumer risk)

CPPDSM4016A (Monitor and manage lease or tenancy agreement)

Part 5—Trading particulars

You need to tick the appropriate box for your method of trade. You then need to complete the relevant parts of the form as required.

Sole trader

As a sole trader you operate your business on your own and control and manage the business. You are legally responsible for all aspects of the business—debts and losses cannot be shared. You can still employ persons as employees of the business.

Independent contractor

You sub-contract your services as either a sole trader, corporation or partnership to another licensee. You invoice the business that you sub-contract to for the services you provide.

Working director

You work as a licensee for or on behalf of a company of which you are a director. The company must also hold the same class of licence that you hold as the working director. The director's earnings are in substance for personal manual labour or services.

Employed licensee

A licensee who is engaged as an employee of another individual or corporation who holds the same class of licence. You can be engaged to be the person in charge of one of your employer's places of business.

Partnership

A partnership may be comprised of either individual partners or corporation partners or a combination of both.

If an individual is a partner in the business, but they do not perform any activity in the business that is considered a licensable activity (Part 1 of these notes outlines licensable activities), they are not required to be licensed. All corporations in a partnership must be licensed. A corporation cannot be a silent partner.

Part 6—Places of business

Principal place of business

Each licensee must operate an office that is the licensee's principal place of business. There must be a suitably licensed person in charge of the principal place of business. The principal place of business must be a physical address; a post office box is not acceptable.

For resident letting agents, where the individual manages a building complex, the principal place of business must be in the complex. When more than one building complex is managed, the principal place of business must be in one of the complexes.

Other place of business

You can nominate another place of business. There must be a suitably licensed person in charge. Real estate agents that operate another place of business that is not a resident letting agency can engage a real estate salesperson to be the person in charge at another place of business. The real estate salesperson must however not be limited by any conditions on their registration certificate.

Places of business can be either in Queensland or in another state or territory within Australia. Places of business that are not contiguous (separated by a public road) must have a different person in charge for each place of business.

If you have more than two places of business you will need to supply an attachment with the application form which lists your other places of business, the business name (if applicable) used at each place of business and the name and licence number of the licensed person in charge at each place of business.

For resident letting agents, if the individual has more than one place of business, the person in charge at each other place of business can hold either a resident letting agent licence or a real estate agent licence.

Part 11—Suitability checklist

This section of the form relates to an individual who is intending to carry on a business as a sole trader, working director, member of a partnership or an employed licensee and any business associates (partners).

An applicant is not a suitable person to hold a licence if the individual:

- is an insolvent under administration
- has been convicted in the past five years in Queensland or elsewhere of a serious offence
- is currently disqualified from holding a licence or registration certificate
- is subject to a relevant control order (motor dealer licence applicants only).

While an applicant is automatically deemed not suitable to hold a licence if they answer yes to any of the above, there are also a number of other matters which must be considered when determining suitability. **If you answer yes to any of the suitability questions listed on the application form, please provide the full details in writing.**

Relevant Acts include the *Motor Dealers and Chattel Auctioneers Act 2014*, the *Property Occupations Act 2014*, the *Debt Collectors (Field Agents and Collection Agents) Act 2014*, the repealed *Property Agents and Motor Dealers Act 2000* or a corresponding law.

'insolvent under administration' has the meaning as defined in the *Corporations Act 2001*, section 9.

The *Corporations Act 2001* defines insolvent under administration as a person who:

1. under the *Bankruptcy Act 1966* or the law of an external Territory, is a bankrupt in respect of a bankruptcy from which the person has not been discharged
2. under the law of an external Territory or the law of a foreign country, has the status of an undischarged bankrupt; and includes:
 - 2.1. a person any of whose property is subject to control under:
 - 2.1.1. section 50 or Division 2 of Part X of the *Bankruptcy Act 1966*
 - 2.1.2. a corresponding provision of the law of an external Territory or the law of a foreign country; or
 - 2.2. a person who has executed a personal insolvency agreement under:
 - 2.2.1. Part X of the *Bankruptcy Act 1966*
 - 2.2.2. the corresponding provisions of the law of an external Territory or the law of a foreign country, where the terms of the agreement have not been fully complied with.

‘serious offence’ means any of the following offences punishable by three or more years imprisonment:

- an offence involving fraud or dishonesty
- an offence involving the trafficking of drugs
- an offence involving the use or threatened use of violence
- an offence of a sexual nature
- extortion
- arson
- unlawful stalking.

For motor dealer applicants only, a serious offence also includes:

- an offence against the Criminal Code, section 76 (Recruiting person to become participant in criminal organisation)
- an offence mentioned in the Criminal Code, part 2, chapter 9A (Consorting); or
- an offence that is –
 - a prescribed offence within the meaning of the *Penalties and Sentences Act 1992*, section 161N; and
 - committed with a serious organised crime circumstance of aggravation within the meaning of the *Penalties and Sentences Act 1992*, section 161Q

The fact that a sentence for one of the offences was less than three years does not lessen the applicant’s responsibility for disclosure. If in doubt answer ‘Yes’ and provide written details of the conviction. It is an offence to provide incorrect or misleading information.

‘conviction’ includes a plea of guilty or a finding of guilt by a court, but does not include a plea of guilty or a finding of guilt by a court if no conviction is recorded by the court.

‘corresponding law’ means a law of another State, Territory or New Zealand that provides for the same matter as a relevant Act or a provision of a relevant Act.

If you are uncertain about any of the above, you can contact the Office of Fair Trading on 13 QGOV (13 74 68) for information and assistance.

Declaration

All persons relating to this application (including for example: Directors, Executive Officers and Business Associates) must be a suitable person. The applicant must have the consensus of all these persons for a criminal history check to be conducted for this application.

Please note: The criminal history check fee is payable for each check conducted in relation to the application.

Lodgement details

Please ensure your application is fully completed and you have attached proof of identification documents, training certificates, fees and attachments as required. If any details or fees are missing or incomplete our office will be required to write to you which delays the processing of your application and the issue of your licence. If no response is received from you within a reasonable timeframe, your application may be deemed to have been withdrawn by you. In this circumstance a refund of fees paid less the application fee and criminal history check fees (if the checks have been conducted) will be refunded to you. You will then need to resubmit another application if you still require the licence.

Licence approval

Normal processing time for new applications is 4–6 weeks however this can be longer if we need to contact you for missing information or fees. Applications can sometimes be delayed awaiting clearance of police checks which is outside the control of the Office of Fair Trading. If your application is refused we will send an information notice to you explaining your rights and the process involved in appealing the decision.

You are not able to perform the functions of a licensee until a licence has been issued.

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 deemed withdrawn or refused you will receive a refund of the fees paid less a non-refundable application processing fee and any fees paid for criminal history checks that have already been conducted.

New licence application Form 1–1 (IND)



Queensland
Government

Application for an individual's licence

Real estate agent, property auctioneer, resident letting agent,
motor dealer, chattel auctioneer

Property Occupations Act 2014 • Motor Dealers and Chattel Auctioneers Act 2014

This form is effective from 9 December 2016

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

Payment details

Lodgement unit

Application allocation

\$

CHC fee \$

Total allocation \$

Instructions

Before completing this application, please read the accompanying *Form 1–1 Notes*.

- Please complete application in BLOCK letters
- Attach extra pages if necessary
- References to dates should be in DD/MM/YYYY
- Fees quoted in this application/notes may alter at any time by Regulation
- Refer to notes for fees—No GST is payable on licence fees

Criminal history check fee of \$38.80 (inclusive of \$1.13 GST per check)

All applicants and their individual business associates are subject to mandatory criminal history checks. This fee is not included in the application fee and must be included with your payment. Processing of your application will not be progressed until this fee is paid.

Please note: A criminal history check is not required if one has been completed under relevant legislation in the last six months.

Incomplete applications

Failure to complete this form or provide all the information, fees and documents will result in a delay in granting your licence.

Privacy statement—please read

The Office of Fair Trading collects information, including personal information, on this form as required by the *Property Occupations Act 2014* and the *Motor Dealers and Chattel Auctioneers Act 2014* to process your application. In accordance with these Acts, some personal information may be passed on to police services in Australia (including federal, states and territories) for criminal history searches. Enquiries may also be made with the Department of Immigration and Border Protection to verify eligibility to work in Australia. Your name and business address will be placed on a register which may be inspected by the public. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

Change of details

If at any time your licence details and suitability requirements change, you must notify the Office of Fair Trading in writing within 14 days.

Part 1—Licence details

Section 1 Applicant name	Name of applicant
Section 2 Property occupations	<input type="checkbox"/> Real estate agent <input type="checkbox"/> Auctioneer (real property) <input type="checkbox"/> Resident letting agent <input type="checkbox"/> Limited real estate agent (business letting) <input type="checkbox"/> Limited real estate agent (affordable housing)
Section 3 Motor dealer and chattel auctioneer occupations	<input type="checkbox"/> Motor dealer <input type="checkbox"/> Motor dealer (wrecker) <input type="checkbox"/> Motor dealer (broker) <input type="checkbox"/> Chattel auctioneer
Section 4 Licence term	<input type="checkbox"/> 1 Year <input type="checkbox"/> 3 Years

Part 2—Applicant details

Section 1

Applicant details

If you have changed your name you must provide evidence of each change. Certified copies not originals of marriage certificates, change of name certificates etc. must be supplied with this form for each name change.

Preferred title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other (specify)

Surname

Given names

Have you been known by any other name? Yes ☐ No ☐

Previous names

Reason for change

Section 2

Date, place of birth and visa details

* Only photocopies of 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.

If you are lodging this application in person, you may provide an original of your **birth certificate/extract, passport, Australian certificate of citizenship or driver's licence**, which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy **certified as being a true copy***.

Date of birth / /

Place of birth: Town State

Country

Driver licence number Place of issue

Passport number

Passport country

Passport type: Government ☐ Private ☐ UN refugee ☐

Eligibility to work in Australia

Are you an Australian citizen? Yes ☐ No ☐

If you are not an Australian citizen, supply a certified copy of your international passport—**for more information see Notes accompanying this form.**

Part 3—Contact details

Section 1

Contact details

Business phone After hours phone.....

Fax number..... Mobile

Email address.....

Preferred contact method: B/H ☐ A/H ☐ Mobile ☐ Email ☐ Mail ☐

Section 2

Residential address

A post office box address is not acceptable.

Home address

Suburb State Postcode

Section 3

Postal address

Enter 'as above' if the same as residential address.

Address

Suburb State Postcode

Change of address: If you change your address you are required to notify the chief executive in writing within 14 days. You may be issued with a fine if you do not notify Industry Licensing within the required timeframe.

Part 4—Applicant qualifications and previous licences

The educational and other qualifications are outlined in the Notes accompanying this form.

Have you completed the specified units of competency / modules or previously held an equivalent licence in Queensland?

☐

Yes—completed modules

Attach a copy of your training qualifications showing the modules completed.

☐

Yes—previously held an equivalent licence under the current *Property Occupations Act 2014*, *Motor Dealers and Chattel Auctioneers Act 2014* or the repealed *Property Agents and Motor Dealers Act 2000* which expired less than two years ago (provide your licence number/s and licence periods below).

Licence number

Period: from: / / to: / /

Licence number

Period: from: / / to: / /

☐

No—contact a registered course provider and complete training modules before lodging this form—unless applying for a motor dealer (broker) which has no training qualifications.

Office use only

Type	Licence number	Status	Condition	Period	
From	To				

Part 5—Trading particulars

Trading particulars

☐

Sole trader (complete Part 6)

☐

Independent contractor (complete Part 6, then complete Part 7 and Part 8 if applicable)

☐

Working director (complete Parts 6 and 7)

☐

Employed licensee (complete Part 9)

☐

Partnership (complete Parts 6, 8 and 10)

When you have completed the above parts as required, complete this form from Part 11 onwards.

Part 6—Places of business

Section 1

Principal place of business

A post office box address is not acceptable.

Registered National Business Name (if applicable)

.....

Principal place of business

Suburb State Postcode

Name of person in charge

Licence number of person in charge

Section 2

Other places of business

(if applicable)

A post office box address is not acceptable.

A person cannot be in charge at more than one place of business.

Registered National Business Name (if applicable)

.....

Other place of business

Suburb State Postcode

Name of person in charge

Licence number of person in charge

Will you have more than two places of business? Yes ☐ No ☐

If yes, you will need to supply an attachment with this form listing your other places of business, the business name (if applicable) used at each place of business and the name and licence number of the licensed person in charge at each place of business.

Part 7—Corporation

Corporation details

The corporation must be licensed.

Name of corporation

ACN

Corporation licence number

Part 8—Partnership details

Name of partners

If you have more than two partners you will need to supply an attachment with this form listing all your partners and their licence numbers.

Part 10 of this form must be completed for each individual partner.

Partner 1 name.....

ACN (if partner is a corporation)

Partner licence number (if licensed)

Partner 2 name

ACN (if partner is a corporation)

Partner licence number (if licensed)

All corporations in a partnership must be licensed.

Part 9—Employed licensee

Employment details

(If your employer operates the business using a corporation licence, give the corporation name and licence number. If your employer is an individual, give the individual's name and licence number. **DO NOT GIVE A BUSINESS NAME**)

Employer must sign and date

*If employed by a corporation —must be signed by a director or person in charge.

Full name of employer.....

Employer licence number

Employment address

Suburb State Postcode

Will the applicant be employed as a person in charge? Yes ☐ No ☐

Will this be a new place of business operated by your employer? Yes ☐ No ☐

If yes, your employer will need to supply a letter with this form to add your employment address to their licence and to confirm whether you will be the licensed person in charge.

Employer/person in charge name.....

*Signature Date / /
D D M M Y Y Y Y

This area has been intentionally left blank.

Part 10—Business associate (partner) details—Individual partners only

If there is more than one business associate (partner) you will need to print and complete a copy of this section for each person.

Section 1

Individual business associate details

An individual business associate is another individual with whom the licensee carries on business.

* Only photocopies of 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.

Preferred title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other (specify)

Surname

Given names

Have you been known by any other name? Yes ☐ No ☐

Previous names

If you are lodging this application in person, you can provide your original **birth certificate/extract, passport or driver licence**, which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy of one of these documents **certified as being a true copy of the original**.*

(If you have changed your name you must provide evidence of each change **Certified copies not originals** of marriage certificates, change of name certificates etc. must be supplied with this form for each name change).

Date of birth / /
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Place of birth: Town State

Country

Section 2

Residential address

A post office box address is not acceptable.

Home address

Suburb State Postcode

Section 3

Postal address

Enter 'as above' if the same as residential address.

Address

Suburb State Postcode

Section 4

Contact details

Business phone Home phone

Fax number..... Mobile

Email address

Section 5

Any persons that perform any activity in the business that requires a licence must be appropriately licensed.

Does this person perform any activity in the business which will require them to hold a real estate agent, auctioneer, motor dealer, chattel auctioneer or resident letting agent licence?

☐ Yes—Licence number

☐ No

This area has been intentionally left blank.

Part 11—Suitability checklist

Suitability requirements

Please see Notes accompanying this form for explanation.

It is an offence to supply incorrect or misleading information.

Disclosure of previous convictions does not automatically disqualify you from holding a licence. However, failure to disclose convictions may result in your licence being cancelled and prosecution action being commenced.

*Executive officer of a corporation means any person who is concerned, or takes part, in the management of the corporation (director or company secretary

**Relevant Act includes:

- *Property Occupations Act 2014*
- *Motor Dealers and Chattel Auctioneers Act 2014*
- *Debt Collectors (Field Agents and Collection Agents) Act 2014*
- the repealed *Property Agents and Motor Dealers Act 2000*
- a corresponding law.

If you answer Yes to any of these questions, you need to provide full details in writing.

Have you, or any business associates listed in Parts 8 and 10:

Been found guilty of an offence (excluding traffic or misdemeanour offences) in Queensland or elsewhere, within the last five years? Yes ☐ No ☐

Been convicted of an offence and/or disqualified from holding a licence or registration certificate under a relevant Act** or the *Agents Financial Administration Act 2014*? Yes ☐ No ☐

Received an adverse order under the *Property Occupations Act 2014*, the *Motor Dealers and Chattel Auctioneers Act 2014* or the repealed *Property Agents and Motor Dealers Act 2000* from QCAT or the District court in the last five years? Yes ☐ No ☐

Been (or are) insolvent under administration (this includes entering into bankruptcy or a personal insolvency agreement under Part X of the *Bankruptcy Act 1966*)? Yes ☐ No ☐

Been an executive officer* of a corporation licensed under a relevant Act** that has been placed into receivership or liquidation? Yes ☐ No ☐

Been named in the register of persons disqualified from managing corporations under the Corporations Act? Yes ☐ No ☐

Ever had a licence or registration certificate refused, suspended or cancelled under a relevant Act**?

Yes ☐ No ☐

Had an amount paid from the Claim Fund including the Funds established under the repealed *Property Agents and Motor Dealers Act 2000* or the repealed *Auctioneers and Agents Act 1971*, because of an action or omission that gave rise to a claim? Yes ☐ No ☐

Relevant control order in relation to a licence, means a control order or registered corresponding control order that restricts the person to whom the order applies from carrying on a business, engaging in an occupation or performing an activity that requires the licence.

Motor dealer licence applicants only

Control orders

You are not a suitable person to hold a licence under the *Motor Dealers and Chattel Auctioneers Act 2014* if you are subject to a relevant control order as defined under the *Motor Dealers and Chattel Auctioneers Act 2014*.

Part 12—Declaration

Applicant to sign

In submitting this application, I declare I have the consent of all persons relating to this application being subject to a national criminal history check by the Queensland Police Service (QPS) and for QPS and other Australian police services to disclose criminal history information and any impending charges to the Office of Fair Trading.

I understand any disclosure will be subject to applicable Commonwealth, state or territory legislation and/or police policy. Enquiries may also be made with the Department of Immigration and Border Protection to verify eligibility to work in Australia. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

I declare the answers I have given on this form and attachments are true and correct in every detail.

I have read and agree to the terms stated above.

Applicant signature

Date / /
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Lodgement details

Lodgement details

Please lodge the completed application, any supporting documentation and fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Centre.

By mail:

Industry Licensing Unit
Office of Fair Trading
GPO Box 3111
Brisbane QLD 4001

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Centre.

Refunds

If an applicant withdraws an application prior to a licence being issued, or it is refused, the application fee and fees paid for criminal history checks that have already been conducted are not refundable.

Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name

Postal address

Suburb State Postcode

Mobile Fax number

Receipt request Yes ☐ No ☐

A receipt will not be issued unless specifically requested.

Payment information

Do not send cash by post

Cash ☐ Credit card ☐ Money order ☐ Cheque ☐

Make money order or cheque payable to the Office of Fair Trading.

Charge my:

Mastercard ☐ VISA ☐

Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ Expiry date: /
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Cardholder's signature:

.....