

Application for approval as a commercial and private agents manager

Use this form to apply to be an approved manager for a commercial and private agents licence in accordance with Section 17E of the [Commercial and Private Agents Licensing Act 1979](#).

Note: you must be over the age of 18 years to apply and reside in Australia.

See the [commercial and private agent licence](#) webpage further information on applicant requirements.

Licence details (if applicable)					
Licensee name:					
Licence number:		Expiry date:			
Licence class (select applicable)					
Commercial agent	Yes / No	Inquiry agent	Yes / No		
Private bailiff	Yes / No	Process server	Yes / No		
Applicant type					
Surname:		Date of birth:			
Given name/s:					
Other name/s (if applicable):					
Residential address:					
Suburb:		State:		Postcode:	
Is your postal address the same as above? If no, complete below:					
Postal address:					
Suburb:		State:		Postcode:	
Contact details					
Phone number:		Mobile number:			
Email address:					
Do you agree to receive correspondence via email?					Yes / No
Employer details/declaration					
Employer name:		Licence number:			
Postal address:					
Suburb:		State:		Postcode:	
Phone number:		Mobile number:			
Email address:					
I declare that the above applicant is employed as the approved manager for the above licence and I have read and certify the applicant's disclosures.					
Employer signature:		Date:			

Proof of identity (ID)	
<p>The applicant must attach either one of the following combinations:</p> <ul style="list-style-type: none"> One primary and two secondary documents; or Two primary and one secondary documents from the list below. <p>ID must include at least one type of primary ID that contains the applicants name and date of birth. If you are unable to provide the required documents please contact Occupational Licensing on 1800 193 111.</p>	
Primary document	Select
Australian passport (note: passports are still valid for 2 years after expiry, unless cancelled)	Yes / No
Australian drivers licence	Yes / No
Licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo i.e HRWL licence, working with children's card etc	Yes / No
Proof of Age Card issued by an Australian State or Territory	Yes / No
Identity document issued by an Aboriginal Land Council that has your photograph	Yes / No
Secondary document	Select
Australian citizenship certificate	Yes / No
Australian birth certificate/card	Yes / No
Photo ID card showing you are a Commonwealth, State or Territory Government employee	Yes / No
Medicare, centrelink or health care card	Yes / No
Council rates notice with your name and current residential address	Yes / No
Utilities notice with your name and current residential address	Yes / No
Foreign drivers licence	Yes / No
Disclosures	
1. Have you been disqualified or suspended from holding a licence similar or the same as applied for in this application either in the Northern Territory or in any other State or Territory of Australia?	Yes / No
If yes, provide details below:	
2. Are you an undischarged bankrupt or have you applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with creditors or made an assignment of your remuneration for their benefit?	Yes / No
If yes, quote the offence(s), relevant date(s), jurisdiction(s) and sentence(s) below.	
3. Have you been guilty of conduct that renders you unfit to hold a licence of the category for which you have applied?	Yes / No
If yes, quote the offence(s), relevant date(s), jurisdiction(s) and sentence(s) below.	

4. Have you contravened or failed to comply with a provision of this Act which may warrant the refusal of a licence?	Yes / No
If yes, provide details below:	
5. In the last 10 years immediately before applying for the licence, have you been found guilty or served a term of imprisonment (whether or not in the Territory) for an offence that involves dishonesty, fraud or violence?	Yes / No
If yes, provide details below:	
6. Have you, as an agent, failed, without reasonable excuse, to obey an order of the Court or the Supreme Court?	Yes / No
If yes, provide details below:	
7. Have you, as an agent, wilfully failed to comply with a provision of the <i>Commercial and Private Agents Licensing Act 1979</i> or of the <i>Local Court Act 2015</i> ?	Yes / No
If yes, provide details below:	
8. Are there any circumstances existing now or that you envisage will occur during the currency of the licence applied for that may restrict or incapacitate your capability to carry out duties required of a licence holder?	Yes / No
If yes, provide details below:	
Applicant declaration	
I, (full name):	
Of (address):	
Solemnly and sincerely declare that: <ul style="list-style-type: none"> All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the <i>Oaths, Affidavits and Declarations Act 2010</i>; and I have read and understood the information contained in this application; and The declaration is true and correct; and I know that it is an offence to make a declaration that is false in any material particular. 	
This declaration was made at (location):	On (date):
Applicant signature:	
Note: Under the <i>Oaths, Affidavits and Declarations Act 2010</i> a person wilfully making a false statement or altering a statement, in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.	

Checklist		
Prescribed application fee – See the commercial and private agent licences page for fees. Note: a granting fee must be paid once your licence is granted. You will be advised of the amount once your application has been approved.		Yes / No
Complete and signed applicant declaration.		Yes / No
Proof of identity (ID) documents attached.		Yes / No
Safe NT criminal history name check results attached. Please note: results can take up to 6 weeks to be processed by SAFE NT.		Yes / No
Privacy statement		
The Northern Territory Government complies with the Information Privacy Principles scheduled by the <i>Information Act 2002</i> .		
Disclaimer		
<p>The Northern Territory Government respects and is committed to safeguarding the confidentiality and privacy of the information that it collects and handles, in accordance with the <i>Northern Territory Information Act 2002</i>.</p> <p>You have been asked to provide personal information necessary for us to meet your application requirements. You do not have to provide your personal information but if you choose not to, this application will be incomplete and we will be unable to process it.</p> <p>The information you provide will be accessible to Occupational Licensing and will only be used to provide a department service or program. We will not disclose your personal information to third parties unless, authorised or required by law to do so you have given us consent to share your personal information for a specific purpose.</p> <p>You may request access to the personal information we hold about you. If you want more information about the Northern Territory's privacy laws, please refer to the <i>Northern Territory Information Act 2002</i>, or the Office of the Information Commissioner NT.</p>		
Lodgement		
Complete applications can be lodged in person, email or via post at a Territory Business Centre below:		
Darwin:	Darwin Corporate Park, Ground Floor, Building 3, 631 Stuart Highway Berrimah	
Katherine:	Big Rivers Government Centre, 5 First Street, Katherine	
Tennant Creek:	Shop 2, Barkly House, Cnr Davidson and Paterson Streets, Tennant Creek	
Alice Springs:	Ground Floor, The Green Well Building, 50 Bath Street Alice Springs	
1800 193 111 territorybusinesscentre@nt.gov.au GPO Box 9800 Darwin NT 0801		
Payment details		
<p>A fee is payable on lodgement of this application form. Payment can be made by:</p> <ul style="list-style-type: none"> • Cash (in person only); or • Cheque (made out to Receiver of Territory Monies); or • Credit card (Visa or MasterCard accepted in person or over the phone). Note: A staff member from the Territory Business Centre will contact you via phone for payment. 		
Payment date:	Receipt number:	Amount paid