

Property Agent

Application for a Licence as an Individual / Sole Trader

Term of Licence		
<input type="checkbox"/> 1 Year	<input type="checkbox"/> 3 Years	<input type="checkbox"/> 5 Years
Class of Licence		
Please select licence the applicant is applying for (select only one):		
<input type="checkbox"/> Business Agent	<input type="checkbox"/> Conveyancing Agent	<input type="checkbox"/> Real Estate Agent <input type="checkbox"/> Real Estate and Business Agent
Applicant Details		
Surname:	Title:	
Given Name(s):	Other Names:	
Date of Birth:	Place of Birth:	
Postal Address and Contact Details		
Unit/Building Number:	Street Number:	
Street Name:		
Suburb:	State:	Postcode:
Country:		
Telephone:	Mobile:	
Fax Number:		
Email:		
Qualifications and Experience		
Do you hold, or have you held, a registration as an agent's representative under the <i>Agents Licensing Act</i> ? If yes, please provide relevant details:		<input type="checkbox"/> Yes <input type="checkbox"/> No
To be eligible for a licence you must meet the training or educational qualification requirements set out in s22 (1) (c) of the <i>Agents Licensing Act</i> . Please provide details of training or educational qualification(s):		
Disclosures		
1. In the 10 years immediately before applying for the licence, have you been found guilty (whether or not in the Territory) of an offence that involves dishonesty or violence or an offence against the <i>Misuse of Drugs Act</i> or the <i>Kava Management Act</i> ?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
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?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
3. Are you mentally incapable of performing duties as an agent?		<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
4. Are you disqualified from holding a licence, certificate of registration or had a licence, certificate or other authority suspended under the <i>Consumer Affairs and Fair Trading Act</i> ?		<input type="checkbox"/> Yes <input type="checkbox"/> No

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<i>(If yes, please provide relevant details)</i>		
5. Have you failed to pay a monetary penalty payable under this <i>Agents Licensing Act</i> , the <i>Consumer Affairs and Fair Trading Act</i> or corresponding law or failed to comply with a direction given by the Agents Licensing Board?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
6. Do you hold, or have previously held, a licence or registration as an agent's representative under the <i>Agents Licensing Act</i> ? If yes, please provide licence/registration number.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
7. Do you hold, or have previously held, a licence or registration as an agent's representative under any corresponding law in any other State or Territory? If yes, please provide licence/registration number and State/Territory.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
8. Do you hold, or have previously held, a licence as an auctioneer under the <i>Auctioneer's Act</i> ? If yes, please provide licence number.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>(If yes, please provide relevant details)</i>		
Principal Place of Business		
Do you intend, if the licence is granted, to carry on business as an agent on your own account? <i>(If yes, please answer question below. If no, proceed to Employer Details and Employer Declaration)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you intend to use a Business or Trading Name? <i>(If yes, fill in all details. If no, fill in all details except Business Name, Business Number, and Website)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Business Name:		
Business Number:		
Website:		
Unit/Building Number:	Street Number:	
Street Name:		
Suburb:	State:	Postcode:
Country:		
Do you intend to carry on business from more than one office? <i>If Yes, fill in details in section: Details of Other Place of Business</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Details of Other Place of Business (1)		
Unit/Building Number:	Street Number:	
Street Name:		
Suburb:	State:	Postcode:
Country:		
Telephone:	Mobile:	
Fax Number:		

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Email:		
Name of Business Manager:		
Business Manager Licence Number:		
Details of Other Place of Business (2)		
Unit/Building Number:	Street Number:	
Street Name:		
Suburb:	State:	Postcode:
Country:		
Telephone:	Mobile:	
Fax Number:		
Email:		
Name of Business Manager:		
Business Manager Licence Number:		
<i>If more than 2 other places of business please complete the details on a separate sheet and attach to this application</i>		
Employer Details		
Name of current Employer:		
Licence Number:		
Unit/Building Number:	Street Number:	
Street Name:		
Suburb:	State:	Postcode:
Country:		
Telephone:	Mobile:	
Fax Number:		
Email:		
Employer Declaration		
<input type="checkbox"/> Employer declares that they are to be employed as the Approved Manager for the above referred licence.		
<input type="checkbox"/> Employer certifies that they have read applicant's disclosures.		
Date Employer Signed:	Employer Signature	
Referee Statement		
The following Referee Statement section is to be completed and signed by an Authorised Person (refer to page 6).		
Referee Statement provided by: <i>(Full Name)</i>		
of: <i>(Address)</i>		
Suburb:	State:	Postcode:
Position Title:		
declare that I have known: <i>(Applicant Name)</i>		

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for <i>(insert number of years)</i> year(s) and that in my opinion he/she is a person of good fame and character.	
Date of Declaration:	Referee Signature.....
Unattested Declaration under the Oaths, Affidavits and Declaration Act	
I, <i>(Full Name)</i>	of: <i>(Address)</i>
solemnly and sincerely declare that:	
<ol style="list-style-type: none">1. All statements and information contained in 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. My declaration is true and correct; and4. I know that it is an offence to make a declaration that is false in any material particular;5. I authorise the Department of the Attorney General and Justice to make any enquiries and to receive and disclose any information relevant to this application;6. I acknowledge that specific information will be placed on a public register in accordance with the <i>Agents Licensing Act</i>;7. I accept that failure to supply information required on this application form may delay the processing of the application;8. I acknowledge that if licensed, I will be required to be insured under an approved indemnity insurance policy within the meaning of section 108A of the Act, for the whole period of the licence, unless exempted;9. I acknowledge that if licensed, I will be required to open a trust account(s) at an ADI or the Territory Insurance Office within 7 days of the grant of the licence and provide the Registrar with notification of the account(s), unless exempted.	
This declaration is made at: <i>(Location)</i>	on: <i>(Date)</i>
Signature	
Note: A person wilfully making a false statement in a statutory declaration is guilty of a crime and is liable to a penalty or imprisonment, or both.	
Supporting Documents	
The following documents are required to be lodged with the application:	
<input type="checkbox"/> Evidence of educational qualifications and/or experience required with this application.	
<input type="checkbox"/> Evidence of the NT News advertisement, a copy of the full page of the newspaper with the date must be provided.	
<input type="checkbox"/> Evidence of lodgement of a Criminal History Name Check Application.	
<input type="checkbox"/> Current photographic identification (e.g. Driving licence or a passport)	
<input type="checkbox"/> A completed referee statement	
<input type="checkbox"/> A completed Employer Declaration if you are not carrying on business under your own account.	
Application Notes	
There are a number of steps you must complete to apply for a new licence as an individual or sole trader. Please read the below notes to ensure you complete all the required steps before you submit your application.	
<ol style="list-style-type: none">1. You must satisfy the requirements of Section 22 of the Agents Licensing Act to be granted a Property Agents Licence as an individual or sole trader in the Northern Territory.	

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2. Before applying for a licence as an individual, you must take out an advertisement in the NT News to inform the public of your application and allow a 14 day period for people to object to the licence being granted. For Northern Region applicants, the ad must be placed in the 'public notices' section of the NT News Saturday edition. Southern Region applicants must place the ad in the 'public notices' section of the Friday edition of the Centralian Advocate.
- The licence application must be lodged with the registrar within 14 days of the notice being published. An example of the wording of the public notice is:
- Notice of intention to apply for Real Estate Agents Licence. (Full name of applicant), of (full address of applicant) intends to apply for the above licence under the Agents Licensing Act. Any objection to this application is to be made in writing to the Registrar of Land, Business and Conveyancing Agents, GPO Box 1154, Darwin, 0801 and received within 14 days of this notice.*
3. The following supporting documents must be supplied with your application:
- a certified copy of the certificate of completion for any training or educational qualifications you've relied on to demonstrate your eligibility for this licence.
 - a statement of attainment or other transcript from the registered training organisation.
 - a copy of the full page from the NT News (including the publication date) containing the advertisement of the notice of intent.
 - evidence that a [Criminal History Check Application](https://nt.gov.au/industry/licences/police-and-probity-checks-for-licensing) (<https://nt.gov.au/industry/licences/police-and-probity-checks-for-licensing>) has been lodged; a charge applies for this application.
 - a copy of your current drivers licence or passport.
 - a referee statement completed by an authorised person as defined in Regulation 17 of the [Agents Licensing Regulations](http://www.austlii.edu.au/au/legis/nt/consol_reg/alr273/) (http://www.austlii.edu.au/au/legis/nt/consol_reg/alr273/) and listed below.
 - if you are not carrying on business under your own account you must provide a completed and signed "Employer Declaration", available in the 'Employer Declaration' section above.
 - a completed and signed unattested declaration, available in the 'Unattested Declaration' above.
4. More information and a schedule of **FEES** is available at <https://nt.gov.au/industry/licences/real-estate-business-and-conveyancing-agents>.

Privacy Statement

The Northern Territory Government complies with the Information Privacy Principles scheduled by the *Information Act*.

Fees and Payment

Contact your local Territory Business Centre for the relevant schedule of fees.

Cash – Territory Business Centre

Cheque - payable to **Receiver of Territory Monies (RTM)**

Credit card Visa MasterCard

Name on Card

Credit Card Number -----

Credit Card Expiry Date __ / __ (MM/YY)

I hereby authorise the Territory Business Centre to debit the above credit card for the amount of \$

Amount in words

Signature

Date

Contact Phone Number

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Authorised Persons

The Referee Statement is a character reference and must be completed by an authorised person who is:

- I. a person authorised by the Oaths Act to administer an oath for any purpose;
- II. a Justice of the Peace;
- III. a commissioner for declarations appointed by the Attorney-General of the Commonwealth under the Statutory Declaration Act 1959 of the Commonwealth;
- IV. a legal practitioner;
- V. a member of the Northern Territory Police Force;
- VI. a bank manager;
- VII. a judge;
- VIII. a magistrate;
- IX. a notary public;
- X. a Registrar appointed under the Local Court Act;
- XI. a master appointed under the Supreme Court Act;
- XII. a commissioner for taking affidavits in the Supreme Court of a State or Territory;
- XIII. a licensed agent;
- XIV. a person registered or enrolled under the Health Practitioners Act , (e.g. Medical Practitioner, Pharmacist, Dentist, Registered Nurse etc.);
- XV. a person registered as a teacher under the Teaches Registration (Northern Territory) Act;
- XVI. a person who holds an office, appointment or authority in a State or Territory equivalent to any of those specified in (i) to (xv).

The person completing the Referee Statement **must not be a relation** as defined under Regulation 17(2) of the Agents Licensing Regulations and must have known the person to whom the testimonial relates for a period of not less than 12 months.

Lodgement Options

Applications can be lodged at a Territory Business Centre with the prescribed fee at:

Darwin

Darwin Corporate Park
Ground Floor, Building 3
631 Stuart Highway
Berrimah
GPO Box 9800
Darwin NT 0801
t: (08) 8982 1700
f: (08) 8982 1725
Toll free: 1800 193 111

e: territory.businesscentre@nt.gov.au

Katherine

Shop 1, Randazzo Building
18 Katherine Terrace
Katherine
PO Box 9800
Katherine NT 0851
t: (08) 8973 8180
f: (08) 8973 8188

e: territory.businesscentre@nt.gov.au

Tennant Creek

Shop 2, Barkley House
Cnr Davidson and Paterson Streets
Tennant Creek
PO Box 9800
Tennant Creek NT 0861
t: (08) 8962 4411
f: (08) 8982 1725

e: territory.businesscentre@nt.gov.au

Alice Springs

Ground Floor, The Green Well Building
50 Bath Street
Alice Springs
PO Box 9800
Alice Springs NT 0871
t: (08) 8951 8524
f: (08) 8951 8533

e: territory.businesscentre@nt.gov.au