

Application for Approval for an Agents Manager

Commercial and Private Agents Licensing Act

Please print in block letters. If there is insufficient space, attach extra sheets. All questions must be answered and full particulars provided.

Once this application form is complete it must be lodged at a Territory Business Centre with the prescribed fee. For any enquiries relating to this application please contact (08) 8999 1800

Application for Approval for an Agents Manager			
1. Licence Details			
Licensee name			
Licence number		Expiry date	
Licence category held:			
Commercial Agent			<input type="checkbox"/>
Private Bailiff			<input type="checkbox"/>
Inquiry Agent			<input type="checkbox"/>
Process Server			<input type="checkbox"/>
Business address			
2. Applicant details			
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/>		
Surname			
Given name(s)			
Date of birth			
Street address			
Postal address			
Telephone		Facsimile	
Mobile		Email	

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3. Declaration by employer			
This section is to be completed and signed by the authorised nominee of the licensee where the applicant is to be employed.			
I, (insert name of authorised nominee)			
Certify that (insert full name of applicant)			
is to be employed at the approved manager for the above referred licence. I certify that I have read the applicant's disclosures in section 4 of this application.			
Signature		Date	
4. Disclosures			
Please complete the following questions. If you answer yes to any of the following questions, please provide full details on a separate sheet as an attachment.			
a) 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 <input type="checkbox"/>	No <input type="checkbox"/>	
b) 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 <input type="checkbox"/>	No <input type="checkbox"/>	
c) Are you under the age of 18 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
d) Have you been involved in harassing tactics?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
e) Have you been guilty of conduct that renders you unfit to hold a licence of the category for which you have applied?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
f) Have you contravened or failed to comply with a provision of this Act which may warrant the refusal of a licence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
g) In the 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 <input type="checkbox"/>	No <input type="checkbox"/>	
h) Have you, as an agent, failed, without reasonable excuse, to obey an order of the Court or the Supreme Court?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
i) Have you, as an agent, wilfully failed to comply with a provision of the <i>Commercial and Private Agents Licensing Act</i> or of the <i>Local Court Act</i> ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
j) 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 <input type="checkbox"/>	No <input type="checkbox"/>	
5. Privacy statement			
The Department of Business complies with the Information Privacy Principles scheduled by the <i>Information Act</i> .			

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6. Unattested Declaration under the <i>Oaths, Affidavits and Declarations Act</i>			
I (insert name):			
Of (insert address):		Postcode	
solemnly and sincerely declare that: 1) all statements and information contained in this application for the purpose of obtaining approval as an agents manager under the <i>Commercial and Private Agents Act</i> 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) this declaration is true and correct; and 4) I know that it is an offence to make a declaration that is false in any material particular.			
This declaration is made at (place)		On (date)	
Signature of applicant			
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.			
7. Supporting documents			
Certified copies of current photographic ID (driver's licence or passport?) Must be over 18 years of age	<input type="checkbox"/>		
Evidence of lodgement of Criminal History Name Check Application. Please note that applications will not be processed until receipt of the Criminal History Report has been received.	<input type="checkbox"/>		
Two copies of current passport photographs	<input type="checkbox"/>		

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8. Fee and Payment options			
Contact your local Territory Business Centre for the relevant schedule of fees.			
Cash - Territory Business Centre			<input type="checkbox"/>
Cheque - payable to RTM (Receiver of Territory Monies)			<input type="checkbox"/>
Credit card <input type="checkbox"/>	Visa <input type="checkbox"/>	MasterCard <input type="checkbox"/>	
Credit card number			
Expiry date			
Name on card			
I hereby authorise the Territory Business Centre to debit the above credit card for the amount of			\$
Amount in words			Dollars
Signature of cardholder		Date	
Contact phone number			
9. 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	