

# Application for renewal of a property agent firm (partnership) licence

Licence term (select one)					
1 year	<input type="checkbox"/>	3 years	<input type="checkbox"/>	5 years	<input type="checkbox"/>
Licence class (select one)					
Business agent	<input type="checkbox"/>	Conveyancing agent	<input type="checkbox"/>		
Real estate agent	<input type="checkbox"/>	Real estate and business agent	<input type="checkbox"/>		
Licence details					
Licence number:			Expiry date:		
Applicant details					
Firm name:			ABN:		
Given name/s:					
Firm 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:					
Principle place of business					
Is your principle place of business address the same as above				Yes / No	
If no, complete below					
Business manager name:			Licence number:		
Business address:					
Suburb:		State:		Postcode:	
Does the firm intend to use a business or trading name?				Yes / No	
If yes, provide business name, business number and website					
Business name:					
Business number:					
Website address:					
Do you intend to carry on business from more than one office?				Yes / No	
If yes, fill in the details below. If more than 1 other places of business, copy and attach					

Details of other place of business				
Business manager name:		Licence number:		
Business address:				
Suburb:		State:		Postcode:
Phone number:		Mobile number:		
Email address:				
Disclosures				
In the last 12 months has there been a change in the partners, general manager or other principal officer of the firm?				Yes / No
If yes, please provide details below				
In the last 12 months has the firm, a partner or other person concerned in the management of the firm been the subject of a winding-up order or the appointment of a controller or administrator?				Yes / No
If yes, please provide details below				
In the last 12 months has any partner or person concerned in the management of the firm been declared bankrupt?				Yes / No
If yes, please provide details below				
In the last 12 months has any partner or person concerned in the management of the Firm been found guilty (whether or not in the Territory) of an offence that involves dishonesty or violence or an offence against the Misuse of Drugs Act 1990 or the <i>Kava Management Act 1998</i> ?				Yes / No
If yes, please provide details below				
In the last 12 months has any partner or person concerned in the management of the Firm been 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 1990</i> ?				Yes / No
If yes, please provide details below				

Application for renewal of a property agent firm (partnership) licence

Is any partner or person concerned in the management of the Firm mentally incapable of performing duties of a partner or manager?	Yes / No		
If yes, please provide details below			
Has any partner or person concerned in the management of the Firm failed to pay a monetary penalty payable under this <i>Agents Licensing Act 1979</i> , the <i>Consumer Affairs and Fair Trading Act 1990</i> or corresponding law, or failed to comply with a direction given by the Agents Licensing Board?	Yes / No		
If yes, please provide details below			
Has the Firm failed to provide the Board with an auditor's report required under the <i>Agents Licensing Act 1979</i> ?	Yes / No		
If yes, please provide details below			
<b>Applicant declaration</b>			
I, (full name):			
Of: (address)			
<p>Solemnly and sincerely declare that:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• I have read and understood the information contained in this application; and</li> <li>• The declaration is true and correct; and</li> <li>• I know that it is an offence to make a declaration that is false in any material particular.</li> </ul>			
This declaration is made at: (location)		on: (date)	
Applicant signature:			
<p><b>Note:</b> 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.</p>			

Supporting documents checklist	
Prescribed application fee – See the real <a href="#">estate, business and conveyancing agent's</a> page for current fee.	<input type="checkbox"/>
Criminal history name check results for <b>each</b> new partner and each person concerned in the management and control of the firm (unless they hold a current licence under the <i>Agents Licensing Act 1979</i> attached. <b>Note:</b> Criminal history name results can take up to 6 weeks to be processed by SAFE NT.	<input type="checkbox"/>
Current business name extract (if applicable)	<input type="checkbox"/>
Current photo ID for each new partner and each new person concerned in the management and control of the firm - Passport, Australian driver's licence or Australian evidence of age card attached.	<input type="checkbox"/>
Signed and completed declaration	<input type="checkbox"/>
Privacy statement	
The Northern Territory Government complies with the Information Privacy Principles scheduled by the <i>Information Act 2002</i> .	
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, Barkley House, Cnr Davidson and Paterson Streets, Tennant Creek
Alice Springs:	Ground Floor, The Green Well Building, 50 Bath Street Alice Springs
1800 193 111	<a href="mailto:territorybusinesscentre@nt.gov.au">territorybusinesscentre@nt.gov.au</a> GPO Box 9800 Darwin NT 0801
Payment details	
A fee is payable on lodgement of this application form. Payment can be made by: <ul style="list-style-type: none"> <li>• Cash (in person only); or</li> <li>• Cheque (made out to Receiver of Territory Monies); or</li> <li>• 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.</li> </ul>	
Payment date:	Receipt number: Amount paid: