

Appointment or removal of a commercial and private agent nominee

Use this form to add or remove a nominee from a commercial and private agent licence in accordance with the [Commercial and Private Agents Licensing Act 1979](#).

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

Application type					
Remove officer	Yes / No	New officer	Yes / No		
Licence details					
Licencee name:					
Licence number:		Expiry date:			
contact person:		Phone number:			
Former officer details					
Surname:		Date of birth:			
Given name/s:					
Date ceased:					
New officer details					
Date commenced:					
Surname:		Date of birth:			
Given name/s:					
Other name/s (if applicable):					
Position held:	Director	Yes / No	Secretary	Yes / No	
	Legal officer	Yes / No	Principle Executive Officer	Yes / No	
Postal address:					
Suburb:		State:		Postcode:	
Phone number:		Mobile number:			
Email address:					
Residency					
Are you an Australian citizen?			Yes / No		
If no, how long have you lived in Australia?					
Country of origin:					
Note: if you have lived in Australia for less than 6 months you may be required to provide a criminal history check from your country of origin.					

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, provide details 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, provide details 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:	
Proof of identity (ID)	
The applicant must attach either one of the following combinations:	
<ul style="list-style-type: none"> • One primary and two secondary documents; or • Two primary and one secondary documents from the list below. 	
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.	
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 birth certificate/card	Yes / No
Australian citizenship certificate	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

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 My 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 is made at: (location)		on: (date)	
Applicant signature:			
<p>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.</p>			
Supporting documents checklist			
Prescribed application fee – See the commercial and private agent licences page for fees.			Yes / No
Complete and signed applicant declaration.			Yes / No
Proof of identity (ID) documents attached.			Yes / No
Safe NT criminal history fingerprint check results attached.			Yes / No
<p>Note:</p> <ul style="list-style-type: none"> Criminal history fingerprint check results can take up to 6 weeks to be processed by SAFE NT. Interstate applicants need to attend their local police station to have their fingerprints taken. The original copy of the fingerprints must then be mailed with your completed application and the relevant fee to Safe NT for processing. 			
A passport sized photo not more than 6 months old attached. Alternatively a photo can be taken at the Territory Business Centre.			Yes / No
Privacy statement			
The Northern Territory Government complies with the Information Privacy Principles scheduled by the <i>Information Act 2002</i> .			

Disclaimer

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 *Northern Territory Information Act 2002*.

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.

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.

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 *Northern Territory Information Act 2002*, or the [Office of the Information Commissioner NT](#).

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