

Application for renewal of a commercial and private individual licence

Use this form to apply for the renewal of an individual commercial agent, private bailiff, inquiry agent or process server licence in accordance with Section 7 of the [Commercial and Private Agents Licensing Act 1979](#).

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

Licence term (select one)					
3 years		Yes / No		5 years	
		Yes / No			
Licence class (select applicable)					
Commercial agent		Yes / No		Inquiry agent	
				Yes / No	
Private bailiff		Yes / No		Process server	
				Yes / No	
Current licence details					
Licence number:				Expiry date:	
Applicant details					
Surname:			Date of birth:		
Given name/s:					
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:					
Principal place of business					
Is your principal place of business address the same as above?					Yes / No
If no, complete below.					
Business address:					
Suburb:		State:		Postcode:	
Do you intend to use a business or trading name?					Yes / No
If yes, complete below.					
Business name:					
Business number:		Website address:			
Do you intend to carry on business from more than one office?					Yes / No
If yes, complete below. If more than one other place of business, copy and attached to this application.					

Details of other place of business					
Business address:					
Suburb:		State:		Postcode:	
Phone number:		Mobile number:			
Email address:					
Approved manager details (manager must reside in Australia)					
Do you intend to carry on business as an agent on your own account?					Yes / No
If yes, complete below. If no, proceed to employer details.					
ABN:					
Are you the approved manager for this licence?					Yes / No
If no, please provide details of approved manager below.					
Approved manager name:					
Approved manager licence number:					
Employer details/declaration					
Licensed employer name:					
Licence number:		Expiry date:			
Business address:					
Suburb:		State:		Postcode:	
Phone number:		Mobile number:			
Email address:					
I declare that the above applicant is employed by the above business and that I have read and certify the applicant's disclosures.					
Employer signature:				Date:	
Disclosures					
1. Since your last application, 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, please provide details below					
2. Since your last application, 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, please provide details below					

3. Since your last application, have you been found guilty of conduct that renders you unfit to hold a licence of the category for which you have applied?	Yes / No
If yes, please provide details below	
4. Since your last application, 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, please provide details below	
5. Since your last application, have you been convicted of any offence(s) (whether or not in the Territory) for an offence that involves dishonesty, fraud or violence?	Yes / No
If yes, please 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, please provide details below	
7. Have you, as an agent, failed to comply with a provision of the <i>Commercial and Private Agents Licensing Act 1979</i> or found guilty of an offence against this Act?	Yes / No
If yes, please 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, please provide details below	

Proof of identity (ID)

The applicant **must attach** either one of the following combinations:

- 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:

- All statements and information contained in this application are true and correct to the best of my knowledge by virtue of the *Oaths, Affidavits and Declarations Act 2010*; 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 is made at: (location)		on: (date)	
---	--	------------	--

Officer signature:	
--------------------	--

Note: Under the *Oaths, Affidavits and Declarations Act 2010* 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
Completed and signed applicant declaration	Yes / No
Proof of identity (ID) documents attached.	Yes / No
Current business name extract attached (if applicable).	Yes / No
Criminal history name check results attached. Please note: results can take up to 6 weeks to be processed by SAFE NT.	Yes / No
A passport sized passport not more than 6 months old attached. Alternatively photos can be taken at the Territory Business Centre.	Yes / No
Application for approval as an agent's manager attached (If applicable. Note manager must reside in Australia).	Yes / No
Privacy statement	
The Northern Territory Government complies with the Information Privacy Principals 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

A fee is payable on lodgement of this application form. Payment can be made by:

- 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: