

Application for variation of an individual licence or change of particulars

Use this form to notify of a change to your individual commercial and private agents licence in accordance with Section 17C the *Commercial and Private Agents Licensing Act 1979*.

Changes must be notified to this office within 28 days of the change occurring. See the [commercial and private agent licence](#) webpage for further information on applicant requirements.

Reason for variation													
Address details		Yes / No		Contact details		Yes / No		Approved manager		Yes / No			
Principal place of business change				Yes / No		Other place of business change				Yes / No			
Licence details													
Licensee name:													
Licence number:						Expiry date:							
Select the licence category you are varying:													
Commercial agent				Yes / No		Inquiry agent		Yes / No					
Private bailiff				Yes / No		Process server		Yes / No					
Applicant type													
Surname:						Date of birth:							
Given name/s:													
Other name/s (if applicable):													
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:													
Principle place of business													
Is your principle place of business address the same as above? If no, complete below.													
Business address:													
Suburb:						State:				Postcode:			
Details of other place of business (If more than one other place of business, copy and attach to application)													
Business address:													
Suburb:						State:				Postcode:			
Phone number:						Mobile number:							
Email address:													

Approved manager details (manager must reside in Australia)			
Approved manager name:			
Approved manager licence number:			
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:			
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.			
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
Current licence or permit issued by the Commonwealth, State or Territory government that has your DOB and photo attached. For example: Drivers licence, passport, evidence of age card, firearms licence, working with children's card etc			Yes / No
Evidence of name change attached (if applicable) i.e. marriage certificate, deed poll etc			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

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