

Property Agent

Application for Registration as an Agent's Representative

Applicant Details		
Surname:	Title:	
Given Name(s):	Other Names:	
Date of Birth:	Place of Birth:	
Residential Address		
Unit/Building Number:	Street Number:	
Street Name:		
Suburb:	State:	Postcode:
Country:		
Telephone:	Mobile:	
Fax Number:		
Email:		
Education Qualifications		
To apply for a registration as an agent's representative you must have evidence of the completion of the prescribed educational qualification. For further information contact the Licencing Officer on (08) 8999 1800.		
Type of registration sought:		
<input type="checkbox"/> Interim Registration	<ul style="list-style-type: none">Requires successful completion of CPPDSM4009A - Interpret Legislation to complete agency work, andCPPDSM4080A - Work in Real Estate Industry, andevidence of enrolment in the Certificate IV in Property Services (Real Estate)	
<input type="checkbox"/> Full Registration	<ul style="list-style-type: none">Requires completion of 24 units of competency approved by the Agents Licensing Board under CPP40307 - Certificate IV in Property Services (Real Estate)	
Employer Details		
Name of Employer:		
Licence Number:		
Unit/Building Number:	Street Number:	
Street Name:		
Suburb:	State:	Postcode:
Country:		
Telephone:	Mobile:	
Fax Number:		
Email:		
Employer Declaration		
<input type="checkbox"/> Employer declares that applicant is to be employed in their organisation.		
<input type="checkbox"/> Employer certifies that they have read applicant's disclosures.		
Date Employer Signed:		Employer Signature

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Referee Statement

This referee statement is to be completed and signed by an Authorised Person only (refer to page 4).

Referee Statement provided by: *(Full Name)*

of: *(Address)*

Suburb:

State:

Postcode:

Position Title:

declare that I have known: *(Applicant Name)*

for *(insert number of years)* year(s) and that in my opinion he/she is a person of good fame and character.

Date of Declaration:

Referee Signature

Disclosures

1. In the 10 years immediately before applying for the registration, have you been found guilty Yes No (whether or not in the Territory) of an offence that involves dishonesty or violence or an offence against the *Misuse of Drugs Act* or the *Kava Management Act*?

(If yes, please provide relevant details)

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, please provide relevant details)

3. Are you mentally incapable of performing duties as an agent's representative? Yes No

(If yes, please provide relevant details)

4. Are you disqualified from holding a licence, certificate of registration or had a licence, certificate or other authority suspended under the *Consumer Affairs and Fair Trading Act*? Yes No

(If yes, please provide relevant details)

5. Have you failed to pay a monetary penalty payable under this *Agents Licensing Act*, the *Consumer Affairs and Fair Trading Act* or corresponding law or failed to comply with a direction given by the Agents Licensing Board? Yes No

(If yes, please provide relevant details)

6. Do you hold, or have previously held, a registration as an agent's representative under the *Agents Licensing Act*? If yes, please provide registration number. Yes No

(If yes, please provide relevant details)

7. Do you hold, or have previously held, a licence or a registration under any corresponding law in any other State or Territory? If yes, please provide licence/registration number and State/Territory. Yes No

(If yes, please provide relevant details)

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Unattested Declaration under the Oaths, Affidavits and Declaration Act

I, (Full Name)

Of: (Address)

solemnly and sincerely declare that:

1. All statements and information contained in this application 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: (Location)

Signature on: (Date)

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.

Supporting Documents

Please refer to Note No. 3 of the application notes below.

Application Notes

There a number of steps you must complete to apply for a new registration as an agent's representative. Please read the below notes to ensure you complete all the required steps before you submit your application.

1. Under section 39 of the [Agents Licensing Act](http://www.austlii.edu.au/au/legis/nt/consol_act/ala164/) (http://www.austlii.edu.au/au/legis/nt/consol_act/ala164/), a person is entitled to registration as an Agents Representative if the Agents Licensing Board is satisfied that the person:
 - is aged 18 years or older.
 - is a fit and proper person.
 - holds the prescribed educational qualifications.
 - will be employed by, or in the service of, a licensed agent within the Territory.

Licensing NT will check the applicant is not a disqualified person and is fit and proper to hold a licence under the Act.

2. Before applying for a licence as an individual, you must take out an advertisement in the NT News to inform the public of your application and allow a 14 day period for people to object to the licence being granted.

For Northern Region applicants, the ad must be placed in the 'public notices' section of the NT News Saturday edition. Southern Region applicants must place the ad in the 'public notices' section of the Friday edition of the Centralian Advocate.

The licence application must be lodged with the registrar within 14 days of the notice being published.

An example of the wording of the public notice is:

Notice of intention to apply for registration as an Agent's Representative. (Full name of applicant), of (full address of applicant) intends to apply for the above licence under the Agents Licensing Act. Any objection to this application is to be made in writing to the Registrar of Land, Business and Conveyancing Agents, GPO Box 1154, Darwin, 0801 and received within 14 days of this notice.

3. The following supporting documents must be supplied with your application:
 - a copy of your current drivers licence or passport.
 - evidence that a [Criminal History Check Application](https://nt.gov.au/industry/licences/police-and-probity-checks-for-licensing) (<https://nt.gov.au/industry/licences/police-and-probity-checks-for-licensing>) has been lodged; a charge applies for this application.
 - evidence of educational qualifications.
 - a copy of the full page from the NT News (including the publication date) containing the advertisement of

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the notice of intent.

- an employer declaration, available in the 'Employer Declaration' section above.
- a referee statement completed by an authorised person as defined in section 17 of the [Agents Licensing Regulations](http://www.austlii.edu.au/au/legis/nt/consol_reg/alr273/) (http://www.austlii.edu.au/au/legis/nt/consol_reg/alr273/), available in the 'Referee Statement' section above.
- a completed and signed Unattested Declaration, available in the 'Unattested Declaration' section above.

4. More information and a schedule of **FEES** is available at <https://nt.gov.au/industry/licences/agent-representatives>

Privacy Statement

The Northern Territory Government complies with the Information Privacy Principles scheduled by the *Information Act*.

Fees and Payment

Contact your local Territory Business Centre for the relevant schedule of fees.

Cash – Territory Business Centre

Cheque - payable to **Receiver of Territory Monies (RTM)**

Credit card Visa MasterCard

Name on Card

Credit Card Number -----

Credit Card Expiry Date __ / __ (MM/YY)

I hereby authorise the Territory Business Centre to debit the above credit card for the amount of \$

Amount in words

Signature

Date

Contact Phone Number

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