|  |
| --- |
| **Licence term** (select one) |
| 1 year |[ ]  3 years |[ ]  5 years |[ ]
| **Licence class** (select one) |
| Business agent |[ ]  Conveyancing agent |[ ]
| Real estate agent |[ ]  Real estate and business agent |[ ]
| **Applicant details** |
| 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: |  |
| **Qualifications and experience** |
| Do you hold, or have you held, a registration as an agent's representative under the *Agents Licensing Act 1979*?  | Yes / No |
| If yes, please provide relevant details below |
|  |
| To be eligible for a licence you must meet the training or educational qualification requirements set out in s22 (1) (c) of the *Agents Licensing Act 1979*. Please provide details of training or educational qualification(s): |
|  |
| **Principle place of business** |
| Is your principle place of business address the same as your residential address?  | Yes / No |
| If no, complete below |
| Business address: |  |
| Suburb: |  | State: |  | Postcode: |  |
| Do you intend to carry on business as an agent on your own account? | Yes / No |
| If no, proceed to employer details and declaration |
| Do you intend to use a business or trading name?  | Yes / No |
| If yes, provide the business name, business number and website address below |
| 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 in below. If more than 1 other places of business, copy and attach to application |
| **Details of other place of business** |
| Business manager name: |  | Licence number: |  |
| Business address: |  |
| Suburb: |  | State: |  | Postcode: |  |
| Phone number: |  | Mobile number: |  |
| Email address: |  |
| **Employer details** |
| Employer name: |  |
| Licence number: |  |
| Employer address: |  |
| Suburb: |  | State: |  | Postcode: |  |
| Phone number: |  | Mobile number: |  |
| Email address: |  |
| I declare that the above applicant is to be employed as the approved manager and that I have read and certify the applicant’s disclosures. |[ ]
| Business manager name: |  |
| Business manager signature: |  | Date: |  |
| **Referee statement** |
| The following referee statement section is to be completed and signed by an authorised officer |
| Referee name: |  |
| of: (address) |  |
| Suburb: |  | State: |  | Postcode: |  |
| Position title: |  |
| declare that I have known (applicants name): |  |
| For (number of years): |  | year(s) and that in my opinion he/she is a person of good fame and character. |
| Referee signature: |  | Date: |  |
| **Disclosures** |
| In the 10 years immediately before applying for the licence, have you 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 *Kava Management Act 1998*? | Yes / No |
| If yes, please provide details below |
|  |
| 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 details below |
|  |
| Are you mentally incapable of performing duties as an agent? | Yes / No |
| If yes, please provide details below |
|  |
| 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 1990*? | Yes / No |
| If yes, please provide details below |
|  |
| Have you failed to pay a monetary penalty payable under this *Agents Licensing Act 1979*, the *Consumer Affairs and Fair Trading Act 1990* or corresponding law or failed to comply with a direction given by the Agents Licensing Board? | Yes / No |
| If yes, please provide details below |
|  |
| Do you hold, or have previously held, a licence or registration as an agent's representative under the *Agents Licensing Act 1979*?  | Yes / No |
| If yes, please provide licence/registration number below |
|  |
| Do you hold, or have previously held, a licence or registration as an agent's representative under any corresponding law in any other State or Territory?  | Yes / No |
| If yes, please provide licence/registration number and State/Territory below |
|  |
| Do you hold, or have previously held, a licence as an auctioneer under the *Auctioneer's Act 1935*? | Yes / No |
| If yes, please provide licence number below |
|  |
| **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) |  |
| Applicant 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. |
| **Supporting documents checklist** |
| Prescribed application fee – See the real [estate, business and conveyancing agent’s](https://nt.gov.au/industry/licences/real-estate-business-and-conveyancing-agents/fees) page for current fee. |[ ]
| Current photo ID attached - Passport, Australian driver’s licence or evidence of age card |[ ]
| Criminal history name check results attached.**Note:** Criminal history name results can take up to 6 weeks to be processed by SAFE NT. |[ ]
| Evidence of education qualifications and/or experience attached |[ ]
| Current business name extract (if applicable) |[ ]
| Evidence of name change (if applicable) |[ ]
| Completed and signed referee statement |[ ]
| Signed and completed employer declaration |[ ]
| Signed and completed declaration |[ ]
| **Authorised persons** |
| The Referee Statement is a character reference and must be completed by an authorised person who is:* + 1. a person authorised by the *Oaths Act* to administer an oath for any purpose;
		2. a Justice of the Peace;
		3. a commissioner for declarations appointed by the Attorney-General of the Commonwealth under the *Statutory Declaration Act 1959* of the Commonwealth;
		4. a legal practitioner;
		5. a member of the Northern Territory Police Force;
		6. a bank manager;
		7. a judge;
		8. a magistrate;
		9. a notary public;
		10. a Registrar appointed under the *Local Court Act 2015;*
		11. a master appointed under the *Supreme Court Act 1935*;
		12. a commissioner for taking affidavits in the Supreme Court of a State or Territory;
		13. a licensed agent;
		14. a person registered or enrolled under the *Health Practitioners Act 2004*, (e.g. Medical Practitioner, Pharmacist, Dentist, Registered Nurse etc.);
		15. a person registered as a teacher under the *Teachers Registration (Northern Territory) Act 2004*;
		16. a person who holds an office, appointment or authority in a State or Territory equivalent to any of those specified in (i) to (xv).

The person completing the Referee Statement **must not be a relation** as defined under Regulation 17(2) of the agents licensing regulations and must have known the person to whom the testimonial relates for a period of not less than 12 months. |
| **Privacy statement** |
| The Northern Territory Government complies with the Information Privacy Principals scheduled by the *Information Act 2002*. |
| **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 | 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: |  |