

# New licence application Form 1-1 (IND)



Queensland Government

## Application for an individual's licence

Real estate agent, property auctioneer, resident letting agent, motor dealer, chattel auctioneer, field agent

Property Occupations Act 2014 • Motor Dealers and Chattel Auctioneers Act 2014

• Debt Collectors (Field Agents and Collection Agents) Act 2014

This form is effective from 1 August 2023

ABN: 13 846 673 994

### OFFICE USE ONLY

Date received

### Payment details

Application allocation

\$ .....

CHC fee \$ .....

Total allocation \$ .....

### Instructions

Before completing this application, please read the accompanying *Form 1-1 Notes*.

- Please complete application in BLOCK letters
- Attach extra pages if necessary
- References to dates should be in DD/MM/YYYY
- To find the fees for your licence, visit [www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule](http://www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule)
- No GST is payable on licence fees

### Criminal history check fee

All applicants and their individual business associates are subject to mandatory criminal history checks. This fee is not included in the application fee and must be included with your payment. Processing of your application will not be progressed until this fee is paid.

**Please note:** A criminal history check is not required if one has been completed under a relevant Act in the last six months.

If you were born in New Zealand or have a New Zealand passport, you need to get a copy of your criminal history or a letter indicating you have no criminal history from New Zealand. For more information, visit the New Zealand Ministry of Justice website [www.justice.govt.nz](http://www.justice.govt.nz)

We can only accept original documents dated within one month of the date you send them to us. Please note, it can take up to 20 working days to process a request for a New Zealand criminal history check. There is no fee payable for you to get a New Zealand criminal history check.

### Incomplete applications

Failure to complete this form or provide all the information, fees and documents will result in a delay in granting your licence.

### Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Property Occupations Act 2014*, *Motor Dealers and Chattel Auctioneers Act 2014*, and the *Debt Collectors (Field Agents and Collection Agents) Act 2014* to process your application. In accordance with these Acts, some personal information may be passed on to police services in Australia (including federal, states and territories) for criminal history searches. Enquiries may also be made with the Department of Home Affairs to verify eligibility to work in Australia. Your name and business address will be placed on a register which may be inspected by the public. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the *Fair Trading Act 1989* information may also be shared on a confidential basis with other Australian fair trading agencies.

If you give the OFT an email address to communicate with you, the personal information in these communications will be stored on your email service provider's servers. These servers may be outside of Australia. By giving us your email address, you are consenting to the personal information contained within the emails to and from the OFT to be transferred outside Australia.

### Change of details

If at any time your licence details or suitability requirements change, you must notify the Office of Fair Trading in writing within 14 days.

## Part 1—Licence details

### Section 1

Applicant name

Name of applicant .....

### Section 2

Is this an application to add a class or classes to an existing licence?

Yes  No

Current licence number



## Part 3—Contact details

<p><b>Section 1</b> <b>Contact details</b></p>	<p>Business phone ..... After hours phone.....</p> <p>Fax number..... Mobile .....</p> <p>Email address.....</p> <p>Preferred contact method: B/H <input type="checkbox"/> A/H <input type="checkbox"/> Mobile <input type="checkbox"/> Email <input type="checkbox"/> Mail <input type="checkbox"/></p>
<p><b>Section 2</b> <b>Residential address</b></p> <p>A post office box address is not acceptable.</p>	<p>Home address .....</p> <p>Suburb ..... State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p>
<p><b>Section 3</b> <b>Postal address</b></p> <p>Enter 'as above' if the same as residential address.</p>	<p>Address .....</p> <p>Suburb ..... State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p><b>Change of address:</b> If you change your address you are required to notify the chief executive in writing within 14 days. You may be issued with a fine if you do not notify Industry Licensing within the required timeframe.</p>

## Part 4—Applicant qualifications and previous licences

<p>The educational and other qualifications are outlined in the Notes accompanying this form.</p>	<p>Have you completed the specified units of competency / modules or previously held an equivalent licence in Queensland?</p> <p><input type="checkbox"/> Yes—completed modules Attach a copy of your training qualifications showing the modules completed.</p> <p><input type="checkbox"/> Yes—previously held an equivalent licence under the current <i>Property Occupations Act 2014</i>, the <i>Motor Dealers and Chattel Auctions Act 2014</i>, the <i>Debt Collectors (Field Agents and Collection Agents) Act 2014</i>, or the repealed <i>Property Agents and Motor Dealers Act 2000</i>? If so, provide the licence details below.</p> <p>Licence number <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Period: from: / / to: / /</p> <p>Licence number <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Period: from: / / to: / /</p> <p><input type="checkbox"/> No—contact a registered course provider and complete training modules before lodging this form—unless applying for a motor dealer (broker) or field agent which has no training qualifications.</p>
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Office use only	Type	Licence number	Status	Condition	Period	
					From	To

## Part 5—Trading particulars

<p><b>Trading particulars</b></p> <p>See Notes accompanying this form for information and tick the option which is applicable to you.</p>	<p><input type="checkbox"/> <b>Sole Trader</b> (complete below question and Part 6)</p> <p><input type="checkbox"/> <b>Working Director</b> (complete below question and Part 6 and 7)</p> <p><input type="checkbox"/> <b>Partnership</b> (complete below question and Parts 6, 8, and 10)</p> <p><b>If you have selected sole trader, working director or partnership, do you sub-contract your services to another licence holder?</b></p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><input type="checkbox"/> <b>Employed Licensee</b> (complete Part 9)</p> <p>When you have completed the above parts as required, complete this form from Part 11 onwards.</p>
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## Part 6—Places of business

### Section 1

#### Principal place of business

A post office box address is not acceptable.

This should be the address where you intend on carrying on business once your licence is issued and must be a place where a document can be served personally.

See Notes accompanying this form for further information.

Registered National Business Name (if applicable)  
.....

Principal place of business .....

Suburb ..... State  Postcode

Name of person in charge .....

Licence number of person in charge

### Section 2

#### Other places of business

(if applicable)

A post office box address is not acceptable.

**A person cannot be in charge at more than one place of business.**

Registered National Business Name (if applicable)  
.....

Other place of business .....

Suburb ..... State  Postcode

Name of person in charge .....

Licence number of person in charge

Will you have more than two places of business? Yes  No

If yes, you will need to supply an attachment with this form listing your other places of business, the business name (if applicable) used at each place of business and the name and licence number of the licensed person in charge at each place of business.

## Part 7—Corporation

### Corporation details

The corporation must be licensed.

Name of corporation .....

ACN

Corporation licence number

## Part 8—Partnership details

### Name of partners

If you have more than two partners you will need to supply an attachment with this form listing all your partners and their licence numbers.

Part 10 of this form must be completed for each individual partner.

Partner 1 name.....

ACN (if partner is a corporation)

Partner licence number (if licensed)

Partner 2 name .....

ACN (if partner is a corporation)

Partner licence number (if licensed)

**All corporations in a partnership must be licensed.**

This area has been intentionally left blank.

## Part 9—Employed licensee

### Employment details

(If your employer operates the business using a corporation licence, give the corporation name and licence number. If your employer is an individual, give the individual's name and licence number. **DO NOT GIVE A BUSINESS NAME**)

### Employer must sign and date

\*If employed by a corporation—must be signed by a director or person in charge.

Full name of employer.....

Employer licence number

Employment address .....

Suburb ..... State  Postcode

Will the applicant be employed as a person in charge? Yes  No

Will this be a new place of business operated by your employer? Yes  No

**If yes, your employer will need to supply a letter with this form to add your employment address to their licence and to confirm whether you will be the licensed person in charge.**

Employer/person in charge name.....

\*Signature ..... Date  /  /   
D D / M M / Y Y Y Y

## Part 10—Business associate (partner) details—Individual partners only

If there is more than one business associate (partner) you will need to print and complete a copy of this section for each person.

### Section 1

#### Individual business associate details

An individual business associate is another individual with whom the licensee carries on business.

**NOTE:** Individuals must provide certified identification in their current name.

\*Only photocopies of documents certified as being a true copy of the original document by a Justice of the Peace, Commissioner for Declarations, barrister/solicitor, or Notary Public can be accepted. The photocopy must contain the original signature of the person certifying the identification.

Preferred title: Mr  Mrs  Ms  Miss  Other (specify) .....

Surname .....

Given names .....

Have you been known by any other name? Yes  No

Previous names.....

If you are lodging this application in person, you can provide your original **birth certificate/ extract, passport, Australian certificate of citizenship or driver licence**, which will be copied and certified by the officer accepting your application. If you are lodging this application by mail, please send a photocopy of one of these documents **certified as being a true copy of the original**.\*

Date of birth  /  /   
D D / M M / Y Y Y Y

Place of birth: Town ..... State

Country .....

### Section 2

#### Residential address

A post office box address is not acceptable.

Home address .....

Suburb ..... State  Postcode

### Section 3

#### Postal address

Enter 'as above' if the same as residential address.

Address .....

Suburb ..... State  Postcode

### Section 4

#### Contact details

Business phone ..... Home phone .....

Fax number..... Mobile .....

Email address.....

### Section 5

Any persons that perform any activity in the business that requires a licence must be appropriately licensed.

Does this person perform any activity in the business which will require them to hold a real estate agent, auctioneer, motor dealer, chattel auctioneer, resident letting agent, or field agent licence?

Yes—Licence number

No

## Part 11—Suitability checklist

### Suitability requirements

Please see Notes accompanying this form for explanation.

It is an offence to supply incorrect or misleading information.

Disclosure of previous convictions does not automatically disqualify you from holding a licence. However, failure to disclose convictions may result in your licence being cancelled and prosecution action being commenced.

\*Executive officer of a corporation means any person who is concerned, or takes part, in the management of the corporation (director or company secretary)

\*\*Relevant Act includes:

- *Property Occupations Act 2014*
- *Motor Dealers and Chattel Auctioneers Act 2014*
- *Debt Collectors (Field Agents and Collection Agents) Act 2014*
- the repealed *Property Agents and Motor Dealers Act 2000*
- a corresponding law.

If you answer Yes to any of these questions, you need to provide full details in writing.

### Have you, or any business associates listed in Parts 8 and 10:

Been found guilty of an offence (excluding traffic or misdemeanour offences) in Queensland or elsewhere, within the last five years? Yes  No

Been convicted of an offence and/or disqualified from holding a licence or registration certificate under a relevant Act\*\* or the *Agents Financial Administration Act 2014*? Yes  No

Received an adverse order under the *Property Occupations Act 2014*, the *Motor Dealers and Chattel Auctioneers Act 2014*, the *Debt Collectors (Field Agents and Collection Agents) Act 2014*, or the repealed *Property Agents and Motor Dealers Act 2000* from QCAT or the District court in the last five years? Yes  No

Been (or are) insolvent under administration (this includes entering into bankruptcy or a Personal Insolvency Agreement under Part X of the *Bankruptcy Act 1966* or is a party as a debtor to a debt agreement under Part IX of the *Bankruptcy Act 1966*)? Yes  No

Been an executive officer\* of a corporation licensed under a relevant Act\*\* that has been placed into receivership or liquidation? Yes  No

Been named in the register of persons disqualified from managing corporations under the Corporations Act? Yes  No

Ever had a licence or registration certificate refused, suspended or cancelled under a relevant Act\*\*? Yes  No

Had an amount paid from the Claim Fund including the Funds established under the repealed *Property Agents and Motor Dealers Act 2000* or the repealed *Auctioneers and Agents Act 1971*, because of an action or omission that gave rise to a claim? Yes  No

**Relevant control order** in relation to a licence, means a control order or registered corresponding control order that restricts the person to whom the order applies from carrying on a business, engaging in an occupation or performing an activity that requires the licence.

### Motor dealer licence applicants only

#### Control orders

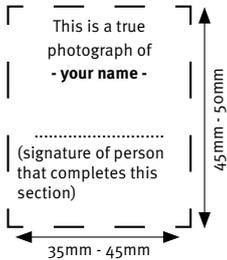
You are not a suitable person to hold a licence under the *Motor Dealers and Chattel Auctioneers Act 2014* if you are subject to a relevant control order as defined under the *Motor Dealers and Chattel Auctioneers Act 2014*.

This area has been intentionally left blank.

## Part 12—Photographs and photograph certification for Field Agents only

### Photographs and photograph certification declaration

**Note:** The photographs should be placed in an envelope and stapled to the front of this application form.



Applicants for a field agent licence must supply two recent passport photographs (**photographs other than passport photographs cannot be accepted**). The reverse side of the photographs must be certified and signed by a person who is at least 18 years of age and has known the applicant for at least 12 months and is not related by birth marriage, or in a de facto relationship to the applicant. The following wording must be used:

**This is a true photograph of << insert applicant's name >>**

**The person certifying the photograph must sign the reverse of each photograph and complete the details below.**

Certifier name .....

Postal address .....

Suburb ..... State  Postcode

Certifier signature: ..... Date  /  /   
D D / M M / Y Y Y Y

## Part 13—Declaration

### Applicant to sign

In submitting this application, I declare I have the consent of all persons relating to this application being subject to a national criminal history check by the Queensland Police Service (QPS) and for QPS and other Australian police services to disclose criminal history information and any impending charges to the Office of Fair Trading.

I understand any disclosure will be subject to applicable Commonwealth, state or territory legislation and/or police policy. Enquiries may also be made with the Department of Home Affairs to verify eligibility to work in Australia. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

I declare the answers I have given on this form and attachments are true and correct in every detail.

I have read and agree to the terms stated above.

Applicant signature .....

Date  /  /   
D D / M M / Y Y Y Y

## Lodgement details

### IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

**Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.**

**By mail:**

Industry Licensing Unit, GPO Box 3111, Brisbane QLD 4001

**In person:**

Visit [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading) or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

### Refunds

If an applicant withdraws an application prior to a licence being issued, or it is refused, the application fee and fees paid for criminal history checks that have already been conducted are not refundable.

### Change of details

If at any time your licence details or suitability requirements change, you must notify the Office of Fair Trading within 14 days.

**This page has been intentionally left blank.**

**Proceed to next section for payment details.**

**If you do not complete the payment section this form will be considered incomplete and may delay processing.**

## Payer details

This section must be completed if payment has been made by another person on behalf of the applicant.

Name .....

Postal address .....

Suburb ..... State    Postcode

Mobile ..... Fax number .....

Receipt request    Yes     No

Email .....

## Payment

### Payment details

Cash—pay in person     Debit/Credit card     Money order     Cheque  
**Do not send cash by mail**

Make money order or cheque payable to the Office of Fair Trading.  
**A receipt will not be issued unless specifically requested.**

### Debit/Credit card

**OFT cannot accept debit/credit card details over the phone or email (including any attachments) in accordance with the Payment Card Industry Data Security Standard. If an email is received containing debit/credit card details, it will be deleted immediately and your application and payment will not be processed.**

Charge my:

Debit/Credit card number:

Cardholder's name:

.....

Amount authorised:

\$ .....    Expiry date:   /      
M M Y Y Y Y

Cardholder's signature:

.....



### By post

A cheque or money order can be posted in, together with the application form.  
**Make money order or cheque payable to the Office of Fair Trading**



### In person

You can also visit a Fair Trading Office or an applicable Queensland Government Service Office to lodge this application and pay the applicable fees over the counter.  
 Visit [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading) or call **13 QGOV** (13 74 68) for your nearest Fair Trading Office or Queensland Government Service Office.

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Proceed to the Notes.**

## Application for an individual's licence

Real estate agent, property auctioneer, resident letting agent,  
motor dealer, chattel auctioneer, field agent

*Property Occupations Act 2014 • Motor Dealers and Chattel Auctioneers Act 2014*

*• Debt Collectors (Field Agents and Collection Agents) Act 2014*

This form is effective from 1 August 2023

ABN: 13 846 673 994

### Who can use this form?

New licence application form 1–1 is for individuals to apply for real estate agent, auctioneer (real property), and resident letting agent licences under the *Property Occupations Act 2014*, motor dealer and chattel auctioneer licences under the *Motor Dealers and Chattel Auctioneers Act 2014*, and field agent licences (for collection of debts) under the *Debt Collectors (Field Agents and Collection Agents) Act 2014*. If you require a corporation licence, please use the New licence application form 1–2.

### Fees payable

The Acts provide for a licence applicant to pay both an application fee and a licence issue fee. These fees are in the *Property Occupations Regulation 2014* and the *Motor Dealers and Chattel Auctioneers Regulation 2014* and the *Debt Collectors (Field Agents and Collection Agents) Regulation 2014*.

To find the fees for your licence, visit [www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule](http://www.publications.qld.gov.au/dataset/office-of-fair-trading-fee-schedule)

\* If you are applying for an additional licence under the *Property Occupations Act 2014*, *Motor Dealers and Chattel Auctioneers Act 2014*, or the *Debt Collectors (Field Agents and Collection Agents) Act 2014* you only need to pay an application fee for each additional class.

**Please note:** Applicants for a **Chattel Auctioneer** licence are not required to pay an additional application fee if they already hold or are also applying for an auctioneer (real property) licence. Applicants for an **Auctioneer (real property)** licence are not required to pay an additional application fee if they already hold or are also applying for a Chattel Auctioneer licence.

### Criminal history check

A criminal history check (CHC) will be conducted for each person whose name is listed on the application. Processing of the application cannot be progressed until this fee is paid. Criminal history checks are conducted in accordance with the legislation as outlined in the *Property Occupations Act 2014*, *Motor Dealers and Chattel Auctioneers Act 2014*, and *Debt Collectors (Field Agents and Collection Agents) Act 2014*. All applications are subject to mandatory criminal history checks.

**Please note:** A CHC is not required if one has been completed under a relevant Act \*\* within the past six months. If it is outside of this timeframe then another one is required.

\*\*A relevant Act includes:

- *Motor Dealers and Chattel Auctioneers Act 2014*,
- *Property Occupations Act 2014*,
- *Debt Collectors (Field Agents and Collection Agents) Act 2014*,
- The repealed *Property Agents and Motor Dealers Act 2000*.

Total fee = 1 or 3 year fee \$..... + CHC \$..... (CHC x no. required) = \$ .....

If you were born in New Zealand or have a New Zealand passport, you need to get a copy of your criminal history or a letter indicating you have no criminal history from New Zealand. For more information, visit the New Zealand Ministry of Justice website [www.justice.govt.nz](http://www.justice.govt.nz)

We can only accept original documents dated within one month of the date you send them to us. Please note, it can take up to 20 working days to process a request for a New Zealand criminal history check. There is no fee payable for you to get a New Zealand criminal history check.

## Part 1—Licence details

### Property occupations

The following licence classes allow the licensee to perform the activities listed below as an agent for others for reward.

#### Real estate agent

- buy, sell, exchange or let real property or interests in real property
- buy, sell, exchange or let businesses or interests in businesses
- negotiate for the buying, selling, exchanging or letting of real property or interests in real property
- negotiate for the buying, selling, exchanging or letting of businesses or interests in businesses
- collect rents.

#### Auctioneer (real property)

- sell or attempt to sell or offer for sale or resale any real property or interest in real property by way of auction
- sell real property by any means during the auction period
- sell or attempt to sell or offer for sale or resale goods by auction if they are directly connected with the auction of a real property holding.

#### Resident letting agent

- let lots in a building complex
- collect rents for lots in a building complex.

#### Limited real estate agent (business letting)

- buy, sell, exchange or let businesses or interests in businesses
- negotiate for the buying, selling, exchanging, letting of businesses or interests in businesses
- collect rents for commercial premises.

#### Limited real estate agent (affordable housing)

- negotiate for the letting of places of residence in an affordable housing scheme
- collect rents in an affordable housing scheme.

### Motor dealer and chattel auctioneer occupations

The following licence classes allow the licensee to perform the activities listed below for reward.

#### Motor dealer

- acquire used motor vehicles primarily for resale
- sell used motor vehicles
- sell used motor vehicles on consignment
- sell leased motor vehicles to the lessee under the terms of the lease
- acquire used motor vehicles, whether or not as complete units, to break up for sale as parts
- sell used motor vehicles as parts
- negotiate, under a consultancy arrangement, for a person who is not a motor dealer or a chattel auctioneer for the purchase or sale of a used motor vehicle for the person.

#### Motor dealer (wrecker)

- acquire used motor vehicles, whether or not as complete units, to break up for sale as parts
- sell used motor vehicles as parts.

#### Motor dealer (broker)

- negotiate for the purchase or sale of a used motor vehicle for another person who is not a motor dealer or auctioneer under a consultancy arrangement.

#### Chattel auctioneer

- sell goods by auction
- sell goods by any means during the auction period.

### Debt Collectors (Field Agents and Collection Agents) occupations

A field agent licence allows the licence holder to perform the activities listed below for reward.

- Find or repossess goods for a person, or any goods or chattels that the person is entitled to repossess under an agreement
- Collect or request debt payments
- Serve a writ, claim, summons application or other process.

A field agent licence is not required where the activity is performed without face-to-face communication with the debtor.

## Part 2—Applicant details

### Proof of name and identification

You need to provide proof of identification in your current name. This can be your driver's licence, passport, Australian certificate of citizenship or birth certificate/extract. Do not send originals. Only photocopies of original documents certified as being a true copy of the original document by the following people can be accepted: Justice of the Peace, Commissioner for Declarations, barrister/solicitor or Notary Public.

If you are lodging your application in person, you can provide your original documents which will be copied and certified by the officer accepting your application.

### Eligibility to work in Australia

Every worker from overseas must have a valid Australian visa with work rights. Temporary visas with work rights include working holiday maker visas, student visas and the subclass TSS visa. You can check your own work and visa entitlements at [www.homeaffairs.gov.au](http://www.homeaffairs.gov.au). Enquiries may be made with the Department of Home Affairs to verify an applicant's work entitlements in Australia.

## Part 4—Educational qualifications and previous licences

An applicant is eligible to obtain a licence, if they are at least 18 years of age and if they have completed the educational and other qualifications as approved by the chief executive.

To qualify for a licence you must have:

1. held an equivalent licence within the last two years prior to making an application for a new licence **or**
2. have completed the approved training qualifications for the specific licence type.

A full list of the approved training units for each class of licence can be found at [www.qld.gov.au/fairtrading](http://www.qld.gov.au/fairtrading)

If you have held an equivalent licence under the current *Property Occupations Act 2014*, the *Motor Dealers and Chattel Auctioneers Act 2014*, the *Debt Collectors (Field Agents and Collection Agents) Act 2014* or the repealed *Property Agents and Motor Dealers Act 2000* which expired less than two years ago, list the licence details in Part 4.

**Please note:** For a licence to be granted your qualifications must meet the relevant requirements exactly.

**Please note:** There are no educational requirements for applicants applying for a motor dealer (broker) licence.

Please provide with your application a certificate of completion, statement of attainment or official transcript of the relevant course/training package listing the units/modules successfully completed.

If you are the holder of a student visa, it is necessary to ensure the training organisation you complete training through holds registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

For information on training providers:

- visit [www.training.gov.au](http://www.training.gov.au) and search by typing in the name of the qualification from the relevant training package
- for general enquiries telephone 1300 369 935
- check with industry associations
- search the yellow pages for training providers.

### Limited real estate agent (affordable housing)

One of the prescribed qualifications for a limited real estate agent's licence (affordable housing) is that the person is a director of an approved non profit corporation, or a person in charge of an approved non profit corporation's business at a place of business. An approved non-profit corporation means a non profit corporation that—

- is a registered provider under the *Housing Act 2003*
- provides a service consisting of letting and collecting rents under an affordable housing rental scheme
- has to provide a copy of the approval from the Department of Housing.

### Resident letting agent

Resident letting agents are not required to provide body corporate approval as part of the licence application process. However, it is a requirement of the licence to hold and maintain current body corporate approval to manage each building complex.

### Field Agent

An applicant is eligible to obtain a field agent licence if they are at least 18 years of age. There are no prescribed educational qualifications for a field agent licence.

If you have held an equivalent licence under the *Debt Collectors (Field Agents and Collection Agents) Act 2014* or the repealed *Property Agents and Motor Dealers Act 2000*, list the licence in Part 4.

## Part 5—Trading particulars

You need to tick the appropriate box for your method of trade. You then need to complete the relevant parts of the form as required.

**Sole trader**—you intend to operate your business under your own name, or any business name of which you are proprietor. You are legally responsible for all aspects of the business—debts and losses cannot be shared. You may employ persons as employees of the business.

**Working director**—you intend to operate your business through a corporation of which you are an executive officer. This corporation is also required to hold the appropriate licence in Queensland.

**Employed licensee**—you intend to be engaged as an employee of another individual or corporation who holds the same class of licence in Queensland.

**Partnership**—you intend to operate your business together with other individuals or corporations. Individual partners who perform licensable activities (see Part 1), and any corporation partners, are required to hold the appropriate licence in Queensland. A corporation cannot be a silent partner.

## Part 6—Places of business

**Principal place of business**—this should be the address where you intend on carrying on business once your licence is issued and must be a place where a document can be served personally.

This address must be a physical location. A post office box or virtual office/mail centre does not satisfy the requirements of the legislation.

There must be a suitably licensed person in charge of the principal place of business, except for field agents who require a licensed person in charge of the regulated business.

**Other place of business**—places of business divided by a public road are considered separate, and each must nominate a different licensed person in charge. If more than two places of business are operated, an attachment must be provided listing all places of business operated, any business names used at each place, and the name and licence number of the licensed person in charge at each place of business.

Places of business must be within Australia, and are not restricted to Queensland. Real estate agents may nominate a real estate salesperson to be person in charge of a place of business other than the principal place.

**Resident letting agents** are not required to supply body corporate approval as part of the application, however, it is a requirement of the licence to hold and maintain current body corporate approval to manage each building complex. Resident letting agents must have an office in the building that is the registered office. A person cannot be in charge of more than one building unless the buildings are not separated by a public road. Resident letting agents may nominate a resident letting agent or a real estate agent to be person in charge.

**Business name**—any business name used in conjunction with a licence issued by the Office of Fair Trading must be appropriately registered with the licence holder as the proprietor. If a trust is listed as a proprietor of the business name, acceptable evidence must be provided that the licence holder is entitled to operate on behalf of the trustees e.g. a photocopy of the relevant page from the trust deed listing the trustees of the trust.

## Part 11—Suitability checklist

This section of the form relates to an individual who is intending to carry on a business as a sole trader, working director, member of a partnership or an employed licensee and any business associates (partners).

An applicant is not a suitable person to hold a licence if the individual:

- is an insolvent under administration
- has been convicted in the past five years in Queensland or elsewhere of a serious offence
- is currently disqualified from holding a licence or registration certificate
- is subject to a relevant control order (motor dealer licence applicants only).

While an applicant is automatically deemed not suitable to hold a licence if they answer yes to any of the above, there are also a number of other matters which must be considered when determining suitability. **If you answer yes to any of the suitability questions listed on the application form, please provide the full details in writing.**

Relevant Acts include the *Motor Dealers and Chattel Auctioneers Act 2014*, the *Property Occupations Act 2014*, the *Debt Collectors (Field Agents and Collection Agents) Act 2014*, the repealed *Property Agents and Motor Dealers Act 2000* or a corresponding law.

**'insolvent under administration'** has the meaning as defined in the *Corporations Act 2001*, section 9.

The *Corporations Act 2001* defines insolvent under administration as:

1. a person who, under the *Bankruptcy Act 1966* or the law of a foreign country has the status of an undischarged bankrupt; or
2. a person who, under the law of an external Territory or the law of a foreign country, has the status of an undischarged bankrupt; or
3. A person whose property is subject to control under:
  - a. Section 50 or Division 2 of Part X of the *Bankruptcy Act 1966*; or
  - b. A corresponding provision of the law of an external Territory or the law of a foreign country; or
4. A person who has executed a personal insolvency agreement under:
  - a. Part X of the *Bankruptcy Act 1966*; or
  - b. The corresponding provisions of the law of an external Territory or the law of a foreign country; Where the terms of the agreement have not been fully complied with; or
5. A person who is a party (as a debtor) to a debt agreement under:
  - a. Part IX of the *Bankruptcy Act 1966*; or
  - b. The corresponding provisions of the law of an external Territory or the law of a foreign country.

**'serious offence'** means any of the following offences punishable by three or more years imprisonment:

- an offence involving fraud or dishonesty
- an offence involving the trafficking of drugs
- an offence involving the use or threatened use of violence
- an offence of a sexual nature
- extortion
- arson
- unlawful stalking, intimidation, harassment or abuse.

For motor dealer applicants only, a serious offence also includes:

- an offence against the Criminal Code, section 76 (Recruiting person to become participant in criminal organisation)
- an offence mentioned in the Criminal Code, part 2, chapter 9A (Consorting); or
- an offence that is –
  - a prescribed offence within the meaning of the *Penalties and Sentences Act 1992*, section 161N; and
  - committed with a serious organised crime circumstance of aggravation within the meaning of the *Penalties and Sentences Act 1992*, section 161Q

The fact that a sentence for one of the offences was less than three years does not lessen the applicant's responsibility for disclosure. If in doubt answer 'Yes' and provide written details of the conviction. It is an offence to provide incorrect or misleading information.

**'conviction'** includes a plea of guilty or a finding of guilt by a court, but does not include a plea of guilty or a finding of guilt by a court if no conviction is recorded by the court.

**'corresponding law'** means a law of another State, Territory or New Zealand that provides for the same matter as a relevant Act or a provision of a relevant Act.

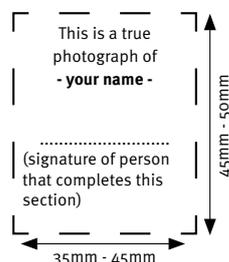
If you are uncertain about any of the above, you can contact the Office of Fair Trading on 13 QGOV (13 74 68) for information and assistance.

## Part 12—Photographs and photograph certification for Field Agents only

Field agents are issued with a photographic identification licence card. This card must be carried on your person while you are working as a field agent.

With your application you must supply two recent passport photographs which have been certified as being a true photograph of you. The photographs should be placed in an envelope and stapled to the front of your application form.

The reverse side of the photographs must be certified and signed by a person who is at least 18 years of age and has known the applicant for at least 12 months and is not related by birth or marriage or in a de facto relationship with the applicant. The following wording must be used:



The person certifying your photographs must also complete the photograph certifiers Part 12 on the application form.

## Declaration

All persons relating to this application (including for example: Directors, Executive Officers and Business Associates) must be a suitable person. The applicant must have the consensus of all these persons for a criminal history check to be conducted for this application.

**Please note:** The criminal history check fee is payable for each check conducted in relation to the application.

## Lodgement details

Please ensure your application is fully completed and you have attached proof of identification documents, training certificates, fees and attachments as required. If any details or fees are missing or incomplete our office will be required to write to you which delays the processing of your application and the issue of your licence. If no response is received from you within a reasonable timeframe, your application may be deemed to have been withdrawn by you. In this circumstance a refund of fees paid less the application fee and criminal history check fees (if the checks have been conducted) will be refunded to you. You will then need to resubmit another application if you still require the licence.

## Licence approval

Normal processing time for new applications is 4–6 weeks however this can be longer if we need to contact you for missing information or fees. Applications can sometimes be delayed awaiting clearance of police checks which is outside the control of the Office of Fair Trading. If your application is refused we will send an information notice to you explaining your rights and the process involved in appealing the decision.

**You are not able to perform the functions of a licensee until a licence has been issued.**

## Refunds

You can withdraw your application at any time prior to the licence being granted or refused. If the application is withdrawn by you or deemed withdrawn or refused you will receive a refund of the fees paid less a non-refundable application processing fee and any fees paid for criminal history checks that have already been conducted.