

Mutual recognition application Form 1



Queensland
Government

Application for mutual recognition of occupational licence for real estate agent, resident letting agent, property auctioneer, chattel auctioneer, motor dealer, field agent

Mutual Recognition (Queensland) Act 1992 • Trans-Tasman Mutual Recognition (Queensland) Act 2003

This form is effective from 1 July 2022

ABN: 13 846 673 994

OFFICE USE ONLY

Date received

Entity number.....

Payment details

Application allocation

\$

CHC fee \$

Total allocation \$

Instructions

- 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
- No GST is payable on licence fees

Please note

Under the *Mutual Recognition (Queensland) Act 1992* if you have an occupational licence issued in a state or territory of the Commonwealth you are entitled to have that licence recognised in Queensland under most, but not all, circumstances. Under the *Trans-Tasman Mutual Recognition (Queensland) Act 2003* people registered in New Zealand have the same rights.

Applicants are deemed to be licensed in Queensland once they possess a receipt for the applicable fee and hold a current, equivalent licence. Deemed registration will continue until the licence is either granted or refused, provided that the interstate or New Zealand licence remains current.

Applicants from Tasmania who wish to apply for a motor dealer's licence are not eligible under mutual recognition. A New Licence Application Form 1-1 under the *Motor Dealers and Chattel Auctioneers Act 2014* is required.

Please note: Conditions may be added to your licence in order to achieve equivalency of the occupation.

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.

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

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 correctly complete this form or provide all information, fees and documents requested may result in the application being returned to you by post which will delay the issuing of your licence.

Privacy statement—please read

The Office of Fair Trading (OFT) collects information, including personal information, on this form as required by the *Mutual Recognition (Queensland) Act 1992* and the *Trans-Tasman Mutual Recognition (Queensland) Act 2003* 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 upon payment of a prescribed fee. 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.

Applicant name

Name

Part 1—Licence details

Section 1 Occupation type	I am seeking a licence for the following occupation/s in Queensland in accordance with the mutual recognition principle: (please tick)
Property occupations	<input type="checkbox"/> Real estate agent <input type="checkbox"/> Auctioneer (real property) <input type="checkbox"/> Resident letting agent <input type="checkbox"/> Limited real estate agent (business letting)
Motor dealer and chattel auctioneer occupations	<input type="checkbox"/> Motor dealer <input type="checkbox"/> Motor dealer (wrecker) <input type="checkbox"/> Motor dealer (broker) <input type="checkbox"/> Chattel auctioneer
Debt collection occupations	<input type="checkbox"/> Field agent
Section 2 Licence term	<input type="checkbox"/> 1 Year <input type="checkbox"/> 3 Years

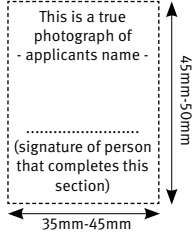
Part 2—Applicant details

Section 1 Applicant details	Preferred title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (specify) Surname Given names Have you been known by any other name? Yes <input type="checkbox"/> No <input type="checkbox"/> Previous names Reason for change
Section 2 Date, place of birth and visa details NOTE: You must provide certified identification in your current name. *Only photocopies of documents certified as being a true copy of the original document by persons listed in Attachment B can be accepted. The photocopy must contain the original signature of the person certifying the identification. If you are not an Australian citizen, you must supply a certified copy of your international passport. See Notes Part 2 for more information.	If you are lodging this application in person you may provide an original of your birth certificate/ extract, passport, Australian citizenship certificate or current driver's 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 certified as being a true copy*. Date of birth <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <small>D D M M Y Y Y Y</small> Place of birth: Town State <input type="text"/> <input type="text"/> <input type="text"/> Country Driver licence number Place of issue Passport number ImmiCard number Passport country Passport type: Government <input type="checkbox"/> Private <input type="checkbox"/> UN refugee <input type="checkbox"/> Eligibility to work in Australia Are you an Australian citizen? Yes <input type="checkbox"/> No <input type="checkbox"/>

Part 3—Contact details

<p>Section 1 Contact details</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>Section 2 Residential address</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>Section 3 Postal address</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>Change of address</p>	<p>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—Photographs and photograph certification for field agents (debt collection) only

<p>Photographs and photograph certification declaration</p> <p>Note: The photographs should be placed in an envelope and stapled to the front of this application form.</p> 	<p>Applicants 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:</p> <p><i>This is a true photograph of <<insert applicants name>></i></p> <p>The person certifying the photograph must sign the reverse of each photograph and complete the details below:</p> <p>Certifier's name</p> <p>Postal 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>Certifier's signature Date <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/> / <input type="checkbox"/><input type="checkbox"/></p>
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Part 5—Licence details

<p>Details of current interstate licence for this occupation</p> <p>Note: registration includes any licence, admission, approval, certificate, etc.</p> <p>Specify all the states (or New Zealand) in which you currently hold or previously held licence for this occupation.</p>	<p>A copy of the current licence documents must accompany this notice.</p> <p>State/Territory/NZType of occupational licence</p> <p>Licence number Date of expiry</p> <hr/> <p>State/Territory/NZType of occupational licence</p> <p>Licence number Date of expiry</p> <hr/> <p>State/Territory/NZType of occupational licence</p> <p>Licence number Date of expiry</p> <hr/> <p>State/Territory/NZType of occupational licence</p> <p>Licence number Date of expiry</p> <p>At least one licence must be current when this form is received by the department.</p>
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Part 6—Conditions

Conditions on your interstate or New Zealand licence

Are there any conditions, limitations or restrictions which apply to your licence in any state or territory of Australia or in New Zealand?

- No
 Yes—Provide details

.....
.....
.....
.....

Part 7—Trading particulars

Trading particulars

Please read each trading particulars option and tick which option or options is applicable to you.

- Sole Trader** (complete Part 8)
 Working Director (complete Parts 8 and 9)
 Partnership (complete below question and Parts 8, 10, and 12)

If you have selected sole trader, working director or partnership, do you sub-contract your services to another licence holder?

Yes No

- Employed Licensee** (complete Part 11)

When you have completed the above parts as required, complete this form from Part 13 onwards.

Part 8—Places of business

Section 1

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.

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

Queensland licence number of person in charge

Section 2

Other places of business (if applicable)

A post office box address is not acceptable.

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 registered business name (if any) used at each place of business and the name and licence number of the licensed person in charge at each place of business.

Part 9—Corporation

Corporation details

If the corporation undertakes Queensland regulated activities, it must hold a Queensland licence.

Name of corporation.....

ACN

Corporation Queensland licence number

Part 10—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 12 of this form must be completed for each individual partner.

Partner 1 name.....

ACN (if partner is a corporation)

Partner Queensland licence number (if licensed)

Partner 2 name.....

ACN (if partner is a corporation)

Partner Queensland licence number (if licensed)

All corporations in a partnership must be licensed. If you propose to trade in a partnership all partners who will be active in the business are required to hold the appropriate licence in Queensland.

Part 11—Employed licensee

Employment details

If your employer undertakes Queensland regulated activities, they must hold the appropriate licence in Queensland. If your employer is a corporation, give the corporation name and Queensland licence number. If your employer is an individual, give the individual's name and Queensland 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 (who must be licensed in Queensland).

Full name of employer.....

Employer Queensland 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

This area has been intentionally left blank.

Part 12—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 persons listed in Attachment B can be accepted. The photocopy must contain the original signature of the person certifying the identification.

If you are not an Australian citizen, you must supply a certified copy of your international passport. See Notes Part 2 for more information.

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 may provide an original of your **birth certificate/ extract, passport, Australian citizenship certificate or current driver's 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 certified as being a true copy (see note).

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 in the business that undertake Queensland regulated activities, must hold the appropriate Queensland licence.

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

Yes—Licence number

No

Part 13—Statutory declaration

Refer to Attachment A and Attachment B

Please have the Statutory Declaration in Attachment A completed and witnessed by a person authorised to do so as listed in Attachment B.

Under the *Mutual Recognition (Queensland) Act 1992* and *Trans-Tasman Mutual Recognition (Queensland) Act 2003*, the Office of Fair Trading can refuse to grant your licence if you provide false or misleading statements or information.

Part 14—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 consent to the making of enquiries of, and the exchange of information with the authorities of any state or territory of Australia or of New Zealand regarding my activities in the relevant occupation and any other matters relevant to this notice.

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

Signatory's name

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 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 area has been intentionally left blank.

**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.**

**This page has been intentionally left blank.
Proceed to next section.**

Commonwealth of Australia
 STATUTORY DECLARATION
Statutory Declarations Act 1959

1 *Insert the name, address and occupation of person making the declaration*

I,¹

make the following declaration under the *Statutory Declarations Act 1959*:

2 *Set out matter declared to in numbered paragraphs*

2 In relation to the occupation for which licence is sought, I declare that:

- (a) I am not the subject of disciplinary proceedings in any state or territory of Australia or in New Zealand (including preliminary investigations or actions that may lead to disciplinary proceedings) in relation to this occupation.
- (b) My licence in any state or territory of Australia or in New Zealand is not cancelled or currently suspended as a result of disciplinary action.
- (c) I am not otherwise personally prohibited from carrying on this occupation in any state or territory of Australia or in New Zealand.
- (d) I am not subject to any special condition in carrying on such occupation as a result of criminal, disciplinary or civil proceedings in any state or territory of Australia or New Zealand.
- (e) The statements and information in the attached notice are correct to the best of my knowledge and belief.
- (f) That any licence document submitted with the attached notice is a complete and accurate copy of the original.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the *Statutory Declarations Act 1959*, and I believe that the statements in this declaration are true in every particular.

3 *Signature of person making the declaration*

3

4 *Place*
5 *Day*
6 *Month and year*

Declared at ⁴ _____ on ⁵ _____ of ⁶ _____

Before me,

7 *Signature of person before whom the declaration is made (see over)*

7

8 *Full name, qualification and address of person before whom the declaration is made (in printed letters)*

8

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the *Statutory Declarations Act 1959*.

Note 2 Chapter 2 of the *Criminal Code* applies to all offences against the *Statutory Declarations Act 1959* — see section 5A of the *Statutory Declarations Act 1959*.

ATTACHMENT B

A statutory declaration under the *Statutory Declarations Act 1959* may be made before—

(1) a person who is currently licensed or registered under a law to practise in one of the following occupations:

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trade marks attorney	Veterinary surgeon

(2) a person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or

(3) a person who is in the following list:

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
Bailiff

Bank officer with 5 or more continuous years of service
Building society officer with 5 or more years of continuous service
Chief executive officer of a Commonwealth court
Clerk of a court

Commissioner for Affidavits
Commissioner for Declarations
Credit union officer with 5 or more years of continuous service
Employee of the Australian Trade Commission who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (d) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Employee of the Commonwealth who is:

- (a) in a country or place outside Australia; and
- (b) authorised under paragraph 3 (c) of the *Consular Fees Act 1955*; and
- (c) exercising his or her function in that place

Fellow of the National Tax Accountants' Association
Finance company officer with 5 or more years of continuous service
Holder of a statutory office not specified in another item in this list
Judge of a court
Justice of the Peace

Magistrate
Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
Master of a court

Member of Chartered Secretaries Australia
Member of Engineers Australia, other than at the grade of student
Member of the Association of Taxation and Management Accountants
Member of the Australasian Institute of Mining and Metallurgy

Member of the Australian Defence Force who is:

- (a) an officer; or
- (b) a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- (c) a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants

Member of:

- (a) the Parliament of the Commonwealth; or
- (b) the Parliament of a State; or
- (c) a Territory legislature; or
- (d) a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- (a) the Commonwealth or a Commonwealth authority; or
 - (b) a State or Territory or a State or Territory authority; or
 - (c) a local government authority;
- with 5 or more years of continuous service who is not specified in another item in this list

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- (a) the Commonwealth or a Commonwealth authority; or
- (b) a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

Mutual recognition application Form 1 Notes



Queensland
Government

Application for mutual recognition of occupational licence for real estate agent, resident letting agent, property auctioneer, chattel auctioneer, motor dealer, field agent

Mutual Recognition (Queensland) Act 1992 • Trans-Tasman Mutual Recognition (Queensland) Act 2003

This form is effective from 1 July 2022

ABN: 13 846 673 994

Who can use this form?

Mutual recognition application Form 1 is for individuals to apply for real estate agent, resident letting agent, motor dealer, property auctioneer, chattel auctioneer and field agent licences under the *Mutual Recognition (Queensland) Act 1992* and *Trans-Tasman Mutual Recognition (Queensland) Act 2003*.

Fees payable

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

Additional licence categories

Individual applicants applying for more than one licence class, pay an additional 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 a property auctioneer licence. Applicants for a property auctioneer 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.

All applications are subject to mandatory criminal history checks. CHC fee is required for the applicant and each business associate (individual partner).

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

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.

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*.

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.

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.

Property auctioneer

- 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.

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 (broker)

- negotiates 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.

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.

Chattel auctioneer

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

Debt collection occupations

The following licence class allows the licensee to perform the activities listed below for reward—

Field agent

- 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.

Part 2—Applicant details

Proof of name and identification

You need to provide proof of identification in your current name. This can be your current driver's licence, passport, Australian citizen certificate or birth certificate/extract. Do not send originals. Only photocopies of original documents certified as being a true copy of the original document by persons listed in Attachment B of the application form can be accepted.

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.

If you are not an Australian Citizen, a certified copy of your international passport is required.

Eligibility to work in Australia

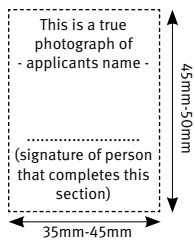
Every worker from overseas must have a valid Australian visa with work rights. Temporary visas with work rights include working holiday maker visas, student visas and the subclass TSS visa. You can check your own work and visa entitlements at www.homeaffairs.gov.au. Enquiries may be made with the Department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

Part 4—Photographs and photograph certification (field agent only)

If your licence is approved, you will be issued a photographic identification licence card. This card must be carried on your person whilst you are working as a field agent.

You must supply with your application two recent passport photographs which have been certified as being a true photograph of you.

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 a de facto relationship. The following wording must be used:



This is a true photograph of

..... (applicants name)

The person certifying your photographs must also complete the photograph certifiers Part 4 on the application form.

Part 5—Registration details

List in this section details of your current equivalent licence/s held in an Australian state or territory or New Zealand. You will need to include copies of your current licence certificates with the application. If your current licence is due to expire soon, you may need to lodge a renewal application to maintain your existing licence until your mutual recognition application is decided. You cannot apply for mutual recognition of your interstate licence if the licence is expired, suspended, cancelled or refused. Do not include training certificates or references.

Part 6—Conditions

State whether there are any conditions imposed on your interstate licence. If you do have conditions on the licence list the conditions in the space provided. You are only entitled to an equivalent licence under mutual recognition. Therefore any conditions on your current licence will be applied to your mutually recognised licence. Enquires will be made to interstate and New Zealand licensing authorities to confirm your licence status and conditions on your licence.

Part 7—Trading particulars

Indicate your method of trade by ticking the appropriate box on the form and completing the relevant sections 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.

If you are working director of a corporation that is not currently licensed in Queensland, an application must be made under Queensland legislation. A corporation cannot apply under mutual recognition

Employee—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 8—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.

Only places of business that undertake Queensland regulated activities should be provided.

Other place of business—places of business divided by a public road are considered separate, and each must nominate a different person in charge who is licensed in Queensland. 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 Queensland 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 who is registered in Queensland 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 Queensland 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 who is licensed in Queensland to be person in charge.

Business name

Any business name used in conjunction with a licence issued by the Office of Fair Trading in Queensland 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 10—Partnership details

Individual partners—If an individual is a partner and they perform any activity in the business that is considered to be a licensable activity, they must also hold a Queensland licence equivalent to all partners. For example, if two individual partners perform the functions of a real estate agent, both partners will be required to hold a current individual Queensland licence.

If an individual is a partner in the business, but they **do not** perform any activity in the business that is considered a licensable activity, they are not required to be licensed.

See Part 1 notes for a full list of licensable activities. All individual partners that are listed in Part 10 must complete Part 12—Business associate (partner) details.

Individual and corporation in partnership—If an individual is in a partnership with one or more corporations, each corporation is required to hold a current Queensland licence. A corporation cannot be a silent partner. If a partner is a corporation and does not hold a current licence in Queensland, an appropriate form will need to be lodged under the Queensland legislation which governs the occupation. Please note: a corporation cannot apply to be licensed under the *Mutual Recognition (Queensland) Act 1992* or *Trans-Tasman Mutual Recognition (Queensland) Act 2003*.

Lodgement details

Please ensure your application is fully completed and you have attached proof of identification documents, licence certificates, fees and attachments as required. Failure to correctly complete this form or provide all information, fees and documents requested may result in the application being returned to you which will delay the processing of your application and the issue of your licence.

Licence approval

As soon as we receive your complete application (including fees, statutory declaration, and a copy of your interstate licence) you can commence and continue to work. You must however continue to hold a current, equivalent licence in another state or territory in Australia or in New Zealand until your Queensland licence is issued.

Normal processing time for new applications is 2–4 weeks however this can be longer if we need to contact you for missing information. Applications can sometimes be delayed awaiting clearance of police checks which is outside the control of the Office of Fair Trading.

If you are deemed ineligible or unsuitable to hold a licence in Queensland, action will commence allowing you the opportunity to provide information before a decision can be made. If your licence application is refused, we will send an information notice to you explaining your rights and the process involved in appealing the decision.