

Application for a Conveyancing Licence

IMPORTANT INFORMATION

Completing this form online: To ensure that you provide all the necessary information this form may prompt you for additional information based on the responses you provide.

In order for your application to be assessed you will need to provide:

- An original National Police Record dated within the last 30 days
- Bankruptcy Report dated within the last 30 days
- Evidence of successful completion of the prescribed qualifications*
- Evidence of Professional Indemnity Insurance in accordance with Section 13 of the *Conveyancing Act 2004*
- Correspondence from the Property Agents Board certifying that you are not the holder of a licence under the *Property Agents and Land Transactions Act 2005*

Please note: This form cannot be used to add or amend details on a current licence. Please complete an [Application to Amend Registered Details - Conveyancing Licence](#).

*A list of the prescribed qualifications can be obtained from our website www.consumer.tas.gov.au.

APPLICANT DETAILS

Surname

Given Names

Have you been known by any other name? No Yes

Place of Birth: State Country

Date of Birth: Gender Male Female

Were you born overseas? No Yes

RESIDENTIAL ADDRESS

Residential Address

Suburb State Pcode

Is the business address the postal address? Yes No

CONTACT DETAILS

Email

Work Home Mobile

BUSINESS OR COMPANY NAME licensee plans to carry on business under:

Name

ACN

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BUSINESS OR COMPANY ADDRESS

Business Address

Suburb State Pcode

Is this the registered address according to ASIC? Yes No

Registered Address

Suburb State Pcode

SUITABILITY

Have you become an undischarged bankrupt or have you entered into any composition or arrangement with their creditors that is still continuing? No Yes

Have you been convicted of ANY offence anywhere in the world? (Not traffic charges) No Yes

Have you been found guilty (without a conviction recorded) anywhere in the world? (not traffic charges) No Yes

Have you any matters still to be dealt with in any country? No Yes

PREVIOUS LICENCE

Have you previously held a licence under the Conveyancing Act 2004? No Yes

DECLARATION

I, _____
declare that the particulars in this application and any attachments are true and correct and I make this declaration knowing that if I wilfully supply details that are incorrect or omit to furnish particulars that are required that I may be ineligible for a licence.

Signature of Applicant _____ Date signed _____

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APPLICANTS IDENTIFICATION

Select any ONE of the following:

- Birth Certificate or Extract
- Current Australian Passport
- Current document of identity issued by Passport Office
- Current Defence Force or Police Service Photo ID card

OR Select any TWO of the following:

- Current Australian Photo Driver Licence
- Current Overseas Passport, with current entry permit
- School or educational report, less than 12 mths old
- Current Medicare card
- Current credit card, account card, passbook account statement
- Naturalisation/citizenship/immigration papers by the Department of Immigration
- Current entitlement card issued by the Commonwealth Government
- Current student identity card or statement of enrolment

PAYMENT DETAILS

Fees increase 1 July each year. The relevant fee must be submitted with this form.

NATIONAL POLICE CHECK

To obtain a National Police check you will need to apply to the Tasmanian Police Criminal History Service. Contact 03 6230 2929 or refer to their website <http://www.police.tas.gov.au/services-online/police-history-record-checks/>

Tick 'Schedule 1' on the Tasmanian Police form.

BANKRUPTCY REPORT

You can obtain a bankruptcy report from the following organisations:

Insolvency and Trustee Service (ITSA)

Phone: 1300 364 785 Website: www.itsa.gov.au

Address: Level 4, 22-26 Elizabeth Street, Hobart

Espreon

Phone: 1300 305 205 Website: www.espreon.com

Australian Business Research

Phone: 1300 366 402 Website: www.abr.com.au

Confirm

Phone: 1800 773 773 Website: www.confirm.com.au

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HOW TO APPLY FOR A CONVEYANCING LICENCE

You must complete all relevant parts of this form and lodge with:

- An original National Police Record dated within the last 30 days
- Bankruptcy Report dated within the last 30 days
- Evidence of successful completion of the prescribed qualifications*
- Evidence of Professional Indemnity Insurance in accordance with Section 13 of the *Conveyancing Act 2004*
- Correspondence from the Property Agents Board certifying that you are not the holder of a licence under the *Property Agents and Land Transactions Act 2005*
- the required identification
- payment.

By Post:

Send the form with your cheque, money order or credit card details to:
Consumer Affairs and Fair Trading,
GPO Box 1244, Hobart, Tasmania, 7001.

In Person:

You may apply and pay for your certificate at any Service Tasmania shop. Click here for a list of [Service Tasmania shops](#).

Processing time frames:

Average processing times for a complete application is between 2 to 6 weeks. Please allow 6 weeks from the date of lodgement before enquiring on the progress of an application.

Enquiries:

For processing times and details about who can apply for a licence please see our [website](#), phone 1300 654 499 or [email us](#).

PERSONAL INFORMATION PROTECTION STATEMENT

In line with the *Personal Information Protection Act 2004*, Consumer Affairs and Fair Trading is collecting this information so that it can determine your eligibility to obtain the requested licence. You are required to provide this information by the *Conveyancing Act 2004*. If you do not provide all of the information requested then your application may not be processed. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to law enforcement agencies, courts and other organisations authorised to collect it. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information. Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to CAFT. You may be charged a fee for this service.