

APPLICATION FOR A TRAVEL AGENTS LICENCE

Travel Agents Act 1987

If insufficient space, attach additional sheets

APPLICANT: Full Name:

Maiden Name, if applicable:

TRADING AS: Business Name, if applicable:

.....

INDIVIDUAL APPLICANT

Residential Address:

.....

Telephone No: Fax No:

Email Address:

Date and Place of Birth:

Professional Association Membership:

Note: See *Character of Applicant* section on page 4 of this form.

CORPORATE APPLICANT

Date and Place of incorporation:

Address of registered office:

Details of directors and other persons involved in the management control or substantial control of the corporation:

Given Names	Surname, & maiden name if applicable	Position Held	Residential Address	Post Code	Date and Place of Birth

PRINCIPAL BUSINESS LOCATION

Address:
 Telephone No: Fax No:
 Email Address:

MANAGER OF PRINCIPAL PLACE OF BUSINESS

Name: Maiden Name:
 Date and Place of Birth:
 Private Address:
 Telephone No:
 Professional Association Membership:
 Employment History (in the travel industry): *(Attach copies of supporting documentation)*

QUALIFICATIONS *Enclose copies of certificates. If certificates are unavailable or applicant is applying to have experience recognised, a detailed CV, a Statement of Duties and written confirmation from relevant employer or certificate provider MUST be supplied.*

Institution	Award	Date Completed

TYPE OF TRAVEL TO BE ARRANGED BY THE TRAVEL AGENCY *(Tick where appropriate)*

Category A business Category B business
 (Sale of International Travel or Travel & Accommodation) (Sale of Domestic Travel or Travel & Accommodation)

Note: *The manager must have qualifications appropriate for the type of travel being arranged. Also see Character of Applicant section on page 4 of this form.*

PARTNERSHIP DETAILS *(Attach additional information if necessary)*

Name of Principal Partner:
 Name of Other Partners:

Note: *All Partners must comply with Character of Applicant section on page 4 of this form.*

BRANCH LOCATION

Address:
 Telephone No: Fax No:
 Email Address:

MANAGER OF BRANCH LOCATION

Name: Maiden Name:
 Date and Place of Birth:
 Private Address:
 Telephone No:
 Professional Association Membership:
 Employment History (in the travel industry): *(Attach copies of supporting documentation)*

QUALIFICATIONS *Enclose copies of certificates. If certificates are unavailable or applicant is applying to have experience recognised, a detailed CV, a Statement of Duties and written confirmation from relevant employer or certificate provider MUST be supplied.*

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TYPE OF TRAVEL TO BE ARRANGED BY THE TRAVEL AGENCY *(Tick where appropriate)*

Category A business
 (Sale of International Travel or Travel & Accommodation)

Category B business
 (Sale of Domestic Travel or Travel & Accommodation)

Note: *The manager must have qualifications appropriate for the type of travel being arranged. Also see Character of Applicant section on page 4 of this form.*

CHARACTER OF APPLICANT

Full details must be provided if any individual person involved in the management of a company or an officer of a company, has in Tasmania or elsewhere:

- within ten (10) years prior to this application, been convicted of any offence involving fraud or dishonesty;
- a charge pending in relation to an offence involving fraud or dishonesty; or
- been refused or withdrawn an application for professional licence, been the subject of disciplinary action or disqualified by any licensing, registration or certification authority.

Applicants must complete a Consent to Check and Release Tasmania and National Police Record Form available from their nearest Police Station to obtain a Criminal History Record. Cost is payable to Tasmania Police. Applicants can arrange for the Criminal History Record to be sent to the Office of Consumer Affairs and Fair Trading directly otherwise include the Criminal History Record with the travel agent application. All information provided in an application is strictly confidential.

Note: *An application will not proceed until this information is provided.*

TRAVEL AGENT LICENSING FEES PAYABLE TO CONSUMER AFFAIRS & FAIR TRADING

Travel Agent licensing and associated transactions are exempt from the GST however price increases are in line with the Fees Unit Act 1997.

Application Fee: \$
 Licence Fee(s): \$
 TOTAL: \$

Note: *A licence fee is applicable for each place of business (branch)*

I declare that the information supplied is true and accurate to the best of my knowledge and that I have lodged an application with the Travel Compensation Fund.

Name of Applicant: Name of Witness:
 Signature of Application: Signature of Witness:
 Date: Date:

Personal Information Protection Statement

Consumer Affairs and Fair Trading (CAFT) will collect personal information from you for the purpose of processing this application. You are required to provide this information by the *Travel Agents Act 1987*. Failure to provide this information may result in your application not being processed. Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other authorised organisations. 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.

Return all completed forms and fee payments to:



Travel Agents Licensing
 GPO Box 1244, Hobart TAS 7001
 W: www.consumer.tas.gov.au
 E: tal@justice.tas.gov.au
 P: 03 6233 4695
 F: 03 6233 4882