



# APPLICATION FOR A PROPERTY AGENTS AND MOTOR DEALERS REGISTRATION CERTIFICATE

### OFFICE USE ONLY

Date received

### Lodgement details

Lodgement unit no.: .....  
Amount allocated: .....  
CHC amount: .....  
Total amount: .....

### Instructions

Before completing this application, please read the accompanying *PAMD Form 3 Notes* which includes information on fees. Please use BLOCK letters when you fill out this form. Attach extra sheets if necessary. Please note that the licence fees quoted below may be altered at any time by regulation. All dates should be DD/MM/YYYY. If you need help completing this form, please contact the Office of Fair Trading on 13 13 04. No GST payable on the licence fees. Please make sure you sign at the end of this form.

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 granting of your certificate.

### Privacy statement – Please read

The Department of Tourism, Fair Trading and Wine Industry Development is collecting information, including personal information, for the purposes of the *Property Agents and Motor Dealers Act 2000*. In accordance with the legislation, some personal information may be passed to The Queensland Police Service to assist criminal history searches and business information is placed on a register that may be inspected by the public. In other instances, information on this form can be disclosed without your consent where authorised or required by law.

Refer to Notes for fees. No GST payable on the licence fees.

Criminal history check fee of \$35.50 (inclusive of \$1.13 GST) per check.

## Part 1 - Registration certificate details

### Section 1 Category of registration certificate

Please tick the appropriate box.

Registration certificate you're applying for:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Real estate salesperson      | <input type="checkbox"/> Pastoral house salesperson | <input type="checkbox"/> Property developer salesperson |
| <input type="checkbox"/> Motor salesperson            | <input type="checkbox"/> Trainee auctioneer         | <input type="checkbox"/> Commercial subagent            |
| <input type="checkbox"/> Motor salesperson (wrecking) | <input type="checkbox"/> Motor salesperson (broker) |   |

### Section 2 Term of registration

The term of licence I am applying for is:  1 year  3 years

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**Part 2 - Applicant details**

**Section 1  
Name details**

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

Surname .....

Given names .....

**Have you ever been known by any other name?**

No  Yes – Give other name .....

Reason for change of name .....

If yes, you must provide evidence of change for each name change (e.g. original or certified copies of Marriage Certificate, Deed Poll Certificate, Statutory Declaration or Registry of Births, Deaths and Marriage documents).

**Section 2  
Date and place of birth**

You must provide an original of your birth certificate, birth extract, passport or driver's licence with this application or a photocopy certified by a Justice of the Peace as a true copy.

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

Place of birth (Town, State & Country) .....

**Section 3  
Contact details**

Phone (business hours) ..... Fax (business hours) .....

Phone (after hours) ..... Mobile .....

Email .....

Preferred contact method  Phone  Fax  Mobile  Email  Mail

**Section 4  
Postal address**

This is the address your certificate will be sent to.

Address .....

Suburb ..... State  Postcode

**Section 5  
Residential address**

A post office box address is not acceptable.  
Enter 'as above' if the same as postal address.

Home address .....

Suburb ..... State  Postcode

**Section 6  
Photographs**

Two recent passport photographs of the applicant must accompany this application.

The reverse side of the photographs must be certified and signed by a person who has known the applicant for at least 12 months, using the following wording

“This is a true photograph of .....”

Details of the person who certifies the reverse side of the photographs

Full name .....

Postal address .....

Suburb ..... State  Postcode

Phone ..... Fax .....

Mobile .....

Email .....

Signature: .....

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

**Certifier signs here**

**Part 3 - Applicant qualifications**

**Section 1  
Educational or  
other qualification**

The educational and other qualifications are outlined in the accompanying PAMD Form 3 Notes.

Please provide details of educational or other qualifications that meet the requirements for the type of registration applied for.

Have you completed the specified units of competency/modules for the registration certificate for which you are applying?

No  Yes - Provide below the name of the course/training package only. You must also enclose a copy of the certificate of completion, statement of attainment or official transcript from an approved registered training organisation.

Name of course .....

If you answered No above have you passed any courses you think are relevant and that are comparable to the modules listed for the category of registration you are applying for?

No  Yes - Provide the title of the course below. Attach a course summary and enclose a copy of the certificate of completion with this application.

Name of course .....

**Section 2  
Previous licence/s  
held**

**Have you previously held a registration certificate, either under this Act or the repealed Auctioneers and Agents Act 1971 within the last 2 years?**

- |  |  |
|--|--|
| <input type="checkbox"/> No - go to Part 4                   | <input type="checkbox"/> Yes - please provide details below. |
| <input type="checkbox"/> Real estate salesperson             | <input type="checkbox"/> Pastoral house salesperson          |
| <input type="checkbox"/> Trainee auctioneer                  | <input type="checkbox"/> Provisional auctioneer              |
| <input type="checkbox"/> Motor salesperson                   | <input type="checkbox"/> Commercial subagent                 |
| <input type="checkbox"/> Property developer salesperson      |  |
| <input type="checkbox"/> Other (please supply details) ..... |  |

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Type	Licence/ Certificate no.	Status	Condition	Period	
				From	To
				/ /	/ /
				/ /	/ /
				/ /	/ /

**Part 4 - Employer details (employer to sign)**

**Employment  
Details**

\* Licence issued by the Office of Fair Trading

You must be employed for a registration certificate to be issued to you. Your employer must hold the same category of licence that you are applying for, except in the case of a trainee auctioneer who may be employed by either an auctioneer or real estate agent.

**Employer to sign  
and date**

**What is the name and licence number of your employer? Complete below.**

**Note:** If employer is a corporation, give corporation name and licence number. If employer is an individual, give individual's name and licence number. DO NOT GIVE A BUSINESS NAME.

Full name of employer .....

Licence no.\* .....

Where will you be employed as a registered employee?

- Principal Place of Business of employer (PPOB)  
 Other Place of Business of employer (OPOB)

**What is the address of your employer's place of business at which you will generally report for work? (Either PPOB or OPOB)**

Business name (if applicable) .....

Address .....

Suburb ..... State  Postcode

**I declare that I will be employing the applicant and the information supplied in this Part is true and correct.**

Signature: ..... Date  /  /   
D D / M M / Y Y Y Y

## Part 5 - Trainee auctioneer supervisor details (supervisor to sign)

### Supervisor details

\* Licence issued by the Office of Fair Trading

If you are supervising a trainee auctioneer, please complete the following:

I undertake to supervise auctions conducted by the applicant under this certificate of registration.

Name of auctioneer .....

Licence no.\* .....

Signature: ..... Date   /   /

## Part 6 - Criminal history check and fee

A criminal history check will be conducted on each person whose date and place of birth are requested in this form. The fee for each check conducted is \$35.50 (inclusive of \$1.13 GST) and the processing of the application will not be progressed until this fee is paid.

**Criminal history checks will be conducted in accordance with the legislation as outlined in the *Property Agents and Motor Dealers Act 2000*.**

## Part 7 - Suitability checklist

### Suitability

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

#### Have you:

Been affected by bankruptcy action or have you been an executive officer\* of a corporation that has been placed in receivership or liquidation?  Yes  No

Been convicted of a serious offence in Queensland or elsewhere, within the preceding 5 years?  Yes  No

Been disqualified from holding a licence or registration certificate under the current Act, the repealed *Auctioneers and Agents Act 1971* or a corresponding law?  Yes  No

Held a licence under the current Act, the repealed *Auctioneers and Agents Act 1971* or a corresponding law that has been suspended or cancelled?  Yes  No

Had an amount paid from the Claim Fund under the current Act or the Auctioneers and Agents Fidelity Guarantee Fund under the repealed *Auctioneers and Agents Act 1971*, because you did, or omitted to do something that gave rise to a claim against the Fund?  Yes  No

Been disqualified under the current Act, the repealed *Auctioneers and Agents Act 1971* or a corresponding law from being a licensee or an executive officer of a corporation?  Yes  No

Been convicted of an offence under the current Act, the repealed *Auctioneers and Agents Act 1971* or any corresponding law?  Yes  No

Been named in the register of disqualified directors and other officers under the Corporations Law?  Yes  No

Within the last 5 years, has the Property Agents and Motor Dealers Tribunal, Commercial and Consumer Tribunal or the district court made an order against you because of your involvement as a marketeer of residential property?  Yes  No

*Please attach written details if any of the above questions are answered YES.*

**Part 8 - Checklist and declaration (applicant to sign)**

**Section 1  
Checklist and  
declaration**

**Note:** The photographs should be placed in an envelope and stapled to the front of this application form. It is an offence to supply incorrect or misleading information. Disclosure of previous convictions does not automatically disqualify you from holding a licence/certificate. However, failure to disclose convictions may result in your licence/certificate being cancelled and prosecution action being commenced.

Please check each statement and tick each box if you have met the following requirements:

- I have read all the accompanying *PAMD Form 3 Notes* attached to this form.
- I have completed all relevant parts relating to the type of registration being applied for.
- I have enclosed an original or certified copy of my birth certificate/passport as required in Part 2.
- I have enclosed two recent certified photos of the specified size as required in Part 2.
- The person who certified my 2 recent passport size photographs has completed the photograph certifier's declaration.
- I have enclosed any extra necessary information or documents.
- I have enclosed proof of completion of an approved training course (including modules completed) as required in Part 3.
- I have enclosed the appropriate fee for the licence applied for  
(state amount including application fee) \$ .....
- Criminal history check fee \$35.50 x ..... = \$ .....
- Total amount enclosed (add up previous two points) \$ .....

The registration fees do not include the criminal history check fee of \$35.50 per individual whose date of birth and place of birth are listed on the application.

In submitting this application, I consent to a national criminal history check being conducted 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 Department of Tourism, Fair Trading and Wine Industry Development. I understand any disclosures will be subject to applicable Commonwealth, State or Territory legislation and/or police policy.

**I have checked the answers I have given and state that they are true and correct in every detail. NOTE: It is an offence to supply incorrect or misleading information.**

**LEFT BLANK INTENTIONALLY  
PLEASE TURN OVER FOR MORE DETAILS**

**Part 8 - Checklist and declaration (applicant to sign) - continued**

**Applicant signature**

**Processing time-frames:**

Average processing times for a complete application is 4–6 weeks.

Processing times vary depending on volumes of applications on hand, seasonal fluctuations, and whether you are recorded on an interstate police database.

Please allow at least 4 weeks from the date of lodgement before enquiring on the progress of an application.

Signature: .....

Signatory's name (please print) .....

Date   /   /      
D D M M Y Y Y Y

**Note: The Office of Fair Trading may contact you for further information. Your application will be considered withdrawn if you fail to respond 30 days after a written request for further information.**

**Please ensure you have signed above!**

**Section 2  
Lodgement details**

Please lodge the completed application, any supporting documentation and fees to the Office of Fair Trading at the address below, or to any Department regional office at Gold Coast (Southport), Sunshine Coast (Maroochydore), Toowoomba, Hervey Bay, Rockhampton, Mackay, Townsville or Cairns.

(Call 13 13 04 for addresses or visit our website [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au).)

**By mail:**

Office of Fair Trading  
 GPO Box 3111  
 Brisbane QLD 4001.

**In person:**

Office of Fair Trading  
 21st Floor, State Law Building  
 50 Ann Street (Cnr George St.),  
 Brisbane QLD 4000.

The counter is open Monday to Friday,  
 8:30 am to 4:30 pm.

If you would like more information or assistance with completing your application, contact the Department on 13 13 04, or visit our website at [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au).

**Refunds**

If an applicant withdraws an application prior to a licence being issued, or it is refused, \$69.50 of the licence fee and the fee for the criminal history check/s conducted will not be refundable.

**Section 3  
Payment details**

Cash     Credit card     Money order     Cheque

Make money order or cheque payable to the Office of Fair Trading.

**A receipt will not be issued unless specifically requested.**

**Credit card payment**

Charge my:

Mastercard     VISA     AMEX

Credit card no.:

Cardholder's name:

.....

Amount authorised:

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

Cardholder's signature:

.....