



Application for appointment/extension of appointment of substitute licensee

OFFICE USE ONLY

Date received

.....

Lodgement details

Lodgement unit number

.....

Amount allocated

\$

CHC amount

\$

Total amount

\$

Instructions

- 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.

A criminal history check will be conducted on the substitute licensee. The fee for the check conducted is \$35.50 (inclusive of \$1.13 GST).

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 appointment of your substitute licensee.

Privacy statement—please read

The Department of Justice and Attorney-General is collecting information, including personal information, on this form as required by the *Property Agents and Motor Dealers Act 2000*. In accordance with the Act, some personal information may be passed on to the Queensland Police Service to assist with criminal history searches and other information may be disclosed without your consent where authorised or required by law. Your name and postal address will be placed on a register that may be inspected by the public.

The following fees are applicable to this application:

An application fee of \$61.00. No GST is payable on the application fee.

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

Once processing of this form has commenced, the application fee of \$61.00 plus \$35.50 for the criminal history check undertaken will not be refunded.

Part 1—Applicant details (please ✓ appropriate boxes)

Applicant details

Provide details of licensed individual applicant.

Principal licensee Employed licensee Pastoral house manager

Preferred title Mr Mrs Ms Miss Other (specify)

Surname

Given names

Licence number

Part 2—Period of absence of applicant

Period of absence of applicant

*For a minimum period of 30 days and a maximum period of six months.

From date / / to / /

Part 3—Reason for absence of applicant

Reason for absence of applicant

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

Part 4—Substitute licensee

Substitute licensee Section 1 Name details

Preferred title Mr Mrs Ms Miss Other (specify)

Surname

Given names

Have you been known by any other name?

No Yes—(eg: marriage or deed poll)

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, place of birth

Documentaion can be certified by Justice of the Peace, Commissioner for Declarations, barrister/ solicitor or notary public.

You must provide an original of your birth certificate, birth extract, passport, driver's licence or certificate of citizenship with this application or a photocopy which has been certified* as a true copy.

Date / /
D D M M Y Y Y Y

Place of birth: TownState

Country

Section 3 Contact details

Phone (business hours) Phone (after hours)

Fax (business hours) Mobile

Email

Preferred contact method B/H A/H Mobile Email Mail

Section 4 Residential address

A post office box address is not acceptable.

Home address

Suburb State Postcode

Section 5 Postal address

Of executive officer or business associate.

Address

Suburb State Postcode

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

Part 5—Substitute licensee—licence/certificate details

Licence/certificate details

Provide details of any past licence/registration certificate.

Type	Licence/certificate number	Where granted	Period	
			From	To
			/ /	/ /
			/ /	/ /
			/ /	/ /

Part 6—Substitute licensee—previous experience details

Previous experience details

Employer's name	Business type	Position held	Period	
			From	To
			/ /	/ /
			/ /	/ /
			/ /	/ /

Part 7—Educational, trade and other qualifications

Educational, trade and other qualifications

Please provide details of educational, trade or other qualifications that meet the standards required for the type of licence being appointed to.

Has the nominated substitute licensee completed the specified courses/modules for the licence being applied for?

- No— Go to next question in this part.
 Yes—Provide the name of the course below. Attach a copy of the certificate of completion with this application. After completion go to Part 10.

Name of course

Has the nominated substitute licensee passed any courses considered relevant and which are comparable to the modules listed for the type of licence being applied for?

- No— Write on separate sheet details of work background which you believe sufficiently qualifies the person to perform the licensee's activities during the absence.
 Yes—Provide the title of the course below. Attach a synopsis of the course and enclose a copy of the certificate of completion with this application.

Course title

Part 8—Substitute licensee—suitability requirements

Suitability requirements

'Executive officer', for a corporation, means any person, by whatever name called and whether or not the person, is a director of the corporation, who is concerned, or takes part, in the management of the corporation.

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 provide written details if any of the questions are answered YES.

The following information is supplied to the best of my knowledge. Has the substitute licensee mentioned above:

- Been affected by bankruptcy action? No Yes (please supply written details)
- Been an executive officer of a corporation that has been placed in receivership or liquidation? No Yes (please supply written details)
- Been convicted in Queensland or elsewhere, within the preceding five years of a serious offence? No Yes (please supply written details)
- Been disqualified from holding a licence or registration certificate under this Act, the repealed *Auctioneers and Agents Act 1971* or a corresponding law? No Yes (please supply written details)
- Held a licence under this Act, the repealed *Auctioneers and Agents Act 1971* or a corresponding law that has been suspended or cancelled? No Yes (please supply written details)
- Had an amount paid from the Claim Fund under this Act or the Auctioneers and Agents Fidelity Guarantee Fund under the repealed *Auctioneers and Agents Act 1971*, because they did, or omitted to do something that gave rise to a claim against the Fund? No Yes (please supply written details)
- Been disqualified under this Act, the repealed *Auctioneers and Agents Act 1971* or a corresponding law from being a licensee or an executive officer of a corporation? No Yes (please supply written details)
- Been convicted of an offence under this Act, the repealed *Auctioneers and Agents Act 1971* or any corresponding law? No Yes (please supply written details)
- Been named in the register of disqualified directors and other officers under the corporations law? No Yes (please supply written details)
- Within the last five 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? No Yes (please supply written details)

Part 9—Insurance requirements

Insurance requirements

Answer this question **ONLY** if it is a condition of the licensee's licence to hold an insurance policy.

Is it a condition of the licensee's licence to hold a prescribed insurance policy?

- No—Go to Part 11. Yes—Go to next question in this part.

Is the proposed substitute licensee covered by the insurance or holds insurance that complies with the requirements of the condition of the licensee's licence?

- No— The proposed substitute licensee must be covered by the prescribed insurance policy before the proposed person can be approved as a substitute licensee.
The proposed substitute licensee must take out insurance to comply with the requirements of the condition.
- Yes— Please provide evidence of the substitute licensee's coverage under the prescribed insurance policy.

Part 10—Appointment consent

Appointment consent

Substitute licensee to sign in the space provided.

I, (name of substitute licensee)

hereby consent to my appointment as substitute licensee at (address where substitute licensee will be employed)

Suburb State Postcode

during the absence of (insert name of principal licensee/employed licensee/pastoral house manager)

.....

from (insert absence start date) / /
D D / M M / Y Y Y Y

to (insert absence end date) / /
D D / M M / Y Y Y Y

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 Justice and Attorney-General. I understand any disclosures will be subject to applicable Commonwealth, state or territory legislation and/or police policy.

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

Part 11—Criminal history check and fee

A criminal history check will be conducted on the substitute licensee. The fee for the 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 12—Checklist and declaration

Checklist and declaration

Licensee to sign in the space provided.

Please ensure you have signed!

- Criminal history check fee of \$35.50.
- I have enclosed the application fee of \$61.00.
- I have checked the answers I have given and state that they are true and correct in every detail

Signature

Signatory's name

Position held

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

NOTE: The Industry Licensing Unit may contact you for further information. Your application will be considered withdrawn if you fail to respond 28 days after a written request for further information.

Lodgement details

Please lodge the completed application, any supporting documentation and fees to the Department of Justice and Attorney-General at the address below, or to any Departmental regional office.

(Call 3119 0224 for addresses or visit our website www.fairtrading.qld.gov.au).

By mail:

Industry Licensing Unit
 Department of
 Justice and Attorney-General
 GPO Box 3111
 Brisbane QLD 4001.

In person:

Department of
 Justice and Attorney-General
 Ground floor, Brisbane Magistrates Court
 363 George Street
 Brisbane QLD 4000.

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

For any enquiries relating to the contents of the PAMD Form 11 please seek your own independent legal advice.

Refunds

Once processing of this form has commenced, the application fee of \$61.00 plus \$35.50 for the criminal history check undertaken will not be refunded.

Payment details

- Cash Credit card Money order Cheque
- Make money order or cheque payable to the Department of Justice and Attorney-General.

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: