



# Application for a property agents and motor dealers registration certificate

### OFFICE USE ONLY

#### Date received

.....

#### Lodgement details

Lodgement unit number  
.....

Amount allocated  
\$.....

CHC amount  
\$.....

Total amount  
\$.....

### Instructions

Before completing this application, please read the accompanying *PAMD Form 3 Notes*.

- Please complete application in BLOCK letters
- Attach extra pages if necessary
- References to dates should be in DD/MM/YYYY
- Fees quoted in this application/notes may alter at any time by Regulation
- Refer to notes for fees—No GST is payable on licence fees

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

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

### 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 and business information may be passed on to police services in Australia (including federal, states and territories) to assist with criminal history searches. Enquiries may also be made with the Department of Immigration and Citizenship 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.

## Part 1—Registration certificate details

### Section 1

#### Term of registration

Name of applicant .....

am applying for a  one year or  three year licence.

### Section 2

#### Category and type of certificate

Please tick appropriate box.

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Real estate salesperson    | <input type="checkbox"/> Trainee auctioneer                             | <input type="checkbox"/> Property developer salesperson |
| <input type="checkbox"/> Motor salesperson          | <input type="checkbox"/> Motor salesperson (broker)                     | <input type="checkbox"/> Motor salesperson (wrecker)    |
| <input type="checkbox"/> Pastoral house salesperson | <input type="checkbox"/> Commercial sub-agent (not commercial property) |   |

**If you are applying for more than one category of registration please complete a separate form for each category and pay the appropriate registration fee.**

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**Part 2—Applicant details**

**Section 1  
Name details**

If 'yes' to name change 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).

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 .....

**Section 2  
Date, place of birth and visa details**

Documentation can be certified by justice of the peace, commissioner for declarations, barrister/solicitor or notary public.

**Eligibility to work in Australia**

See notes for lodging visa details.

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

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

Place of birth: Town ..... State

Country .....

Driver's licence number..... State of issue .....

**Visa details:** Passport number.....

Country of issue .....

Passport type:  Government  Private  UN refugee

If you are not an Australian citizen, please provide an international passport showing the page displaying your visa. This must clearly state that you are authorised to work in Australia. If there are any conditions on the visa, please supply written advice from the Department of Immigration and Citizenship explaining the conditions.

**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**

This is the address your certificate will be sent to.

Address .....

Suburb ..... State  Postcode

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

**Section 6  
Photographs**

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

Two recent passport quality and sized photographs of the applicant must accompany this application. The reverse side of the photographs must be **certified and signed by a person** who is a least 18 years of age and has known the applicant for at least 12 months and is not related by birth or marriage using the following wording:

*This is a true photograph of (applicant's name) .....*

*Ensure back of photos are signed by the certifying person*

Full name .....

Postal address .....

Suburb ..... State  Postcode

Phone/mobile.....

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— If no you will be required to complete relevant modules (refer to *PAMD Notes Form 3*) before lodging this application.

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 .....

### Section 2 Previous licence/s held

**Have you previously held a licence or registration certificate under this Act?**

No—go to Part 4

Yes—please provide details below.

Licence number ..... Period: from: / / to: / /

Type of licence ..... Condition .....

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Type	Licence/ Certificate number	Status	Condition	Period	
				From	To
				/ /	/ /
				/ /	/ /
				/ /	/ /

## Part 4—Employer details (employer to sign)

### Employment Details

\* Licence issued by the Department of Justice and Attorney-General.

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

\*Must be signed by director and /or person in charge.

**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 number of employer\* .....

What is your employers place of business?

Employer's business name (if applicable) .....

Address .....

Suburb ..... State  Postcode

**I declare (employers name).....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

Name of licensee .....

Licence number of licensee .....

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

### Supervisor details

\* Licence issued by the Department of Justice and Attorney-General.

Please copy and complete Part 5 for each supervising Auctioneer.

**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 number\* .....

Signature: ..... Date   /   /

## Part 6—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).

Refer to *Notes PAMD Form 3* for further information relating to suitability.

**Has the applicant mentioned in Part 2 or have any of the executive officers or business associates/partners of the corporation mentioned in Part 4 and/or Part 5:**

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)

Has the corporation been placed into receivership/liquidation?  No  Yes (please supply written details)

Been convicted of a serious offence in Queensland or elsewhere, within the preceding five years?  No  Yes (please supply written details)

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

Held a licence under the current 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 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?  No  Yes (please supply written details)

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?  No  Yes (please supply written details)

Been convicted of an offence under the current 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 7—Checklist**

**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 and quality.
- The person who certified my two 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.**

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. Enquiries may also be made with the Department of Immigration and Citizenship 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 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—Declaration (applicant to sign)**

**Applicant signature**

**Processing time-frames:**

Average processing times for a complete application is four to six 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 four 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 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.**

**Please ensure you have signed above!**

**Lodgement details**

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

(Call 3119 0224 for addresses or visit our website [www.fairtrading.qld.gov.au](http://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 3 please seek your own independent legal advice.

**Refunds**

If an applicant withdraws an application prior to a licence being issued, or it is refused, the application fee of \$73.00 and the criminal history check/s conducted will not be refundable.

**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:

.....



The Property Agents and Motor Dealers Act 2000 ('Act') provides for an applicant for a registration certificate to pay both an application fee and a registration issue fee. These fees are in the Property Agents and Motor Dealers Regulation 2001. Total registration fees for a single registration category of one or three years are:

Fees payable

The Act provides for an applicant for registration certificate pay both an application fee and a certificate issue fee. These fees are in the Property Agents and Motor Dealer Regulation 2001. Listed below are the current application and certificate issue fees, for a single licence category of one or three years and multiple categories of licences for one or three years.

Applications for a single category licence for both one or three years, applicants pay the one licence fee which includes a non-refundable application fee of \$73.00.

Table with 4 columns: Licence category, One year term, Three year term, and Registration issue fee. Includes a row for 'INDIVIDUAL APPLICATIONS' and a row for 'TOTAL FEE (Includes a non-refundable application fee of \$73.00)'. A note states 'NO GST PAYABLE ON ANY LICENCE FEES'.

Criminal history check

A criminal history check will be conducted on each person whose date and place of birth are requested. 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.

All applications are subject to the mandatory criminal history checks.

The above fees do not include the criminal history check fee of \$35.50 per individual whose name, date of birth and place of birth are listed on the application (i.e. a company with two directors will be required to pay \$71.00 being 2 x \$35.50 for the criminal history checks).

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

Part 1 Section 2—Term of licence

Section 107 of the Act allows for a registration certificate to be issued for either one or three years. Should an applicant wish to apply for a registration certificate with a term of three years, then the applicant will only pay one application fee of \$73.00.

Part 3—Applicant qualifications

Prescribed educational and other qualifications

Please provide with your application a certificate of completion, statement of attainment or official transcript of the relevant course/training package listing the modules completed.

For information on training providers:

- Queensland Automotive Skills Alliance, visit www.mtaq.com.au, or for general enquiries telephone 3237 8777;
visit www.ntis.gov.au and search by typing in the name of the qualification from the relevant training package;
visit www.training.com.au, or for general enquiries telephone 1300 369 935;
TAFE Queensland, visit www.tafe.qld.gov.au or for general enquiries telephone 1300 308 233; or
check with industry associations or search the yellow pages for training providers.

## **Real estate salesperson**

Either:

1. The prescribed educational qualifications for registration as a real estate salesperson are the successful completion or the assessment of competency by a registered training organisation, of the following units/modules from the Property Development and Management Training Package:
  - PRDRE13A (Obtain property listings);
  - PRDRE15A (Undertake property sale by private treaty);
  - PRDRE18A (Lease property); and
  - PRDRE39A (Prepare and execute documentation).OR
2. Held a real estate salesperson registration certificate within two years of making application.

If you are applying under 1, please provide a copy of a certificate of completion of the nominated modules from the training provider.

## **Trainee auctioneer**

Either:

1. The prescribed educational qualifications for registration as a trainee auctioneer are the successful completion or the assessment of competency by a registered training organisation, of the following units/modules from the Property Development and Management Training Package:
  - PRDRE14A (Market property); and
  - PRDRE39A (Prepare and execute documentation).OR
2. Held a trainee auctioneer registration certificate within two years of making application.

If you are applying under 1, please provide a copy of a certificate of completion of the nominated modules from the training provider.

## **Prescribed educational and other qualifications Property developer salesperson**

1. The prescribed educational qualifications for registration as a property developer salesperson are the successful completion or the assessment of competency by a registered training organisation, of the following units/modules from the Property Development and Management Training Package:
  - PRDRE13A (Obtain property listings);
  - PRDRE15A (Undertake property sale by private treaty);
  - PRDRE18A (Lease property); and
  - PRDRE39A (Prepare and execute documentation).OR
2. Held a property developer salesperson registration certificate within two years of making application.

If you are applying under 1, please provide a copy of a certificate of completion of the nominated modules from the training provider.

## **Motor salesperson**

Either:

1. The prescribed educational qualifications for registration as a motor salesperson are the successful completion or the assessment of competency by a registered training organisation, of the following units/modules from the Automotive Industry Retail, Service and Repair Training Package AUR99 approved under the *Australian National Training Authority Act 1992* (C'wlth):
  - AUR41303A (Apply sales procedures);
  - AUR41803A (Apply legal requirements relating to product sales);
  - AUR41903A (Apply relevant finance, leasing and insurance contracts/policies);
  - AUR70125A (Follow workplace occupational health and safety procedures);
  - AUR70314A (Contribute to workplace communication); and
  - AUR70421A (Establish relations with customer).OR
  - AURS241303A (Apply sales procedures);
  - AURS241803A (Apply legal requirements relating to product sales);
  - AURC341903A (Apply relevant finance, leasing and insurance contracts/policies);
  - AURC270103A (Apply safe working practices);
  - AURC270789A (Communicate effectively in the workplace); and
  - AURC270421A (Establish relations with customers).OR
2. Held a motor salesperson registration certificate within two years of making application.

If you are applying under 1, please provide a copy of a certificate of completion of the nominated modules from the training provider.

## Motor salesperson (wrecker)

Either:

1. If a motor salesperson's registration certificate authorises the holder of the certificate as an employee to acquire used motor vehicles, whether or not as complete units, for sale as parts, the prescribed educational qualifications are the successful completion or the assessment of competency by a registered training organisation, of the following units/modules from the Automotive Industry Retail, Service and Repair Training Package AUR99 approved under the *Australian National Training Authority Act 1992* (C'wlth):
  - AUR37927A (Identify automotive parts/components/accessories);
  - AUR41303A (Apply sales procedures);
  - AUR42403A (Apply legal requirements relating to automotive sales);
  - AUR70125A (Follow workplace occupational health and safety procedures);
  - AUR70314A (Contribute to workplace communication); and
  - AUR70421A (Establish relations with customer).

OR

- AURS238127A (Identify and select automotive parts and products);
- AURS241303A (Apply sales procedures);
- AURV228603A (Apply legal requirements for vehicle dismantlers);
- AURC270103A (Apply safe working practices);
- AURC270789A (Communicate effectively in the workplace); and
- AURC270421A (Establish relations with customers).

OR

2. Held a motor salesperson (wrecker) registration certificate within two years of making application.

If you are applying under 1, please provide a copy of a certificate of completion of the nominated modules from the training provider. Also, if a motor salesperson's registration certificate authorises the holder of the certificate to perform only the activities mentioned in section 279(1)(g) of the Act (Motor vehicle brokerage), no qualifications are prescribed.

## Pastoral house salesperson

There are no prescribed qualifications.

## Commercial subagent

There are no prescribed qualifications.

## Part 7—Suitability requirements

'affected by bankruptcy action', in relation to an individual, means the individual:

- (a) is bankrupt; or
- (b) has compounded with creditors; or
- (c) has otherwise taken, or applied to take, advantage of any law about bankruptcy.

The term 'affected by bankruptcy action' is meant to cover all the events encompassed under the *Bankruptcy Act 1966* (C'wlth):

- 'is bankrupt' will cover those cases where a debtor has committed an act of bankruptcy and is currently declared bankrupt.
- 'has compounded with creditors' will cover deeds of arrangement or assignment or a composition with creditors under Part X of the *Bankruptcy Act 1966* (C'wlth).
- 'has otherwise taken, or applied to take, advantage of any law about bankruptcy' will cover other non-bankruptcy options such as a debtor's agreement.

If you are currently affected by bankruptcy action, please provide with your application on a separate sheet responses to the following:

- What were the circumstances which gave rise to your bankruptcy?
- Did you take all reasonable steps to avoid the bankruptcy?
- Are you in a position to influence significantly the management of your employer's business? (Evidence should be supplied by your employer.)

**Note:** It may be a condition of your certificate that you do not receive, bank or otherwise be responsible for dealing with trust account monies.

'serious offence' means any of the following offences punishable by three or more years imprisonment:

- (a) an offence involving fraud or dishonesty;
- (b) an offence involving the trafficking of drugs;
- (c) an offence involving the use or threatened use of violence;
- (d) an offence of a sexual nature;
- (e) extortion;
- (f) arson; or
- (g) unlawful stalking.

## **Part 7—Suitability requirements continued**

The fact that a sentence for one of the offences was less than three years does not lessen the applicant's responsibility for disclosure. If in doubt answer 'Yes' and provide written details of the conviction. It is an offence to provide incorrect or misleading information.

'**conviction**' includes a plea of guilty or a finding of guilt by a court, but does not include a plea of guilty or a finding of guilt by a court if no conviction is recorded by the court.

'**corresponding law**' means a law of another State, Territory or New Zealand that provides for the same matter as this Act or a provision of this Act.

**If you are uncertain about any of the above, you can contact the Industry Licensing Unit on 3119 0224 for information and assistance.**