



# Application for Renewal of a Triennial Certificate

## Real Estate and Business Agent - Individual

Please use a pen and write neatly using BLOCK LETTERS. Tick  where appropriate

### Application Requirements

This form must be completed and signed by the applicant.

**Your application can not be assessed unless ALL sections are completed and ALL information is provided. It is essential that you DO NOT LEAVE ANY SECTION BLANK – Use 'N/A' or 'Nil' where appropriate.**

This application **must** also be accompanied by the prescribed fee and those additional items listed in the Application Checklist at section 10.

A list of current fees is available on our website at [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees).

### 1. Licence Details

Licence Number: RA

Title: Mr  Mrs  Miss  Ms  Other

Last Name:

Given Name(s):

Since the grant of your licence, or since your last renewal, whichever is later, have you changed your name (e.g. by marriage, alias, deed poll)? If yes, please attach additional details confirming the change of name. Yes  No

Work phone:  ( )  Mobile:

Email address:

Residential Address:

Postal Address:   
 (If different from above)

Address for Purpose of the Register:   
 (See section 36 of the Real Estate and Business Agents Act 1978)

**Department of Commerce  
 Consumer Protection**  
 Level 2, Gordon Stephenson House  
 140 William Street  
 PERTH WA 6000

**Licensing Branch**  
 Level 1, Mason Bird Building  
 303 Sevenoaks Street  
 CANNINGTON WA 6107

Locked Bag 14  
 Cloisters Square WA 6850

**Licensing Advice Line**  
 Tel: 1300 30 40 64

**Overseas Callers**  
 +61 8 9282 0459

**Email**  
[cplicensing@commerce.wa.gov.au](mailto:cplicensing@commerce.wa.gov.au)

**Web Site**  
[www.commerce.wa.gov.au](http://www.commerce.wa.gov.au)

A9304746







## 8. Authorisation

In order to assist the Commissioner for Consumer Protection with assessment of this application, I give authorisation to the Commissioner, or persons (s)he directs, to obtain on my behalf copies of:

- (a) current or historical criminal records relating to any offence committed by me or an associated person/entity;
- (b) any statements of fact for proceedings to which I, or an associated person/entity, have been a party;
- (c) any court transcript or records for proceedings to which I, or an associated person/entity, have been a party;
- (d) any decision in proceedings before any Board to which I, or an associated person/entity, have been a party;
- (e) any other document or file relating to another occupational licence/registration that I have held or for which I, or an associated person/entity, have applied; and/or
- (f) any other document or file that may be necessary to assist the Commissioner with assessment of this application.

I further agree, during the currency of this application, to do all things necessary to assist the Commissioner in obtaining the above records upon request.

By signing this document, I confirm I understand fully the duties and obligations imposed on myself under the *Real Estate and Business Agents Act 1978*, Regulations, and associated Code of Conduct.

Print Name  Signature   
Date

## 9. Declaration

I, ....., sincerely declare that the particulars and answers given in respect of this application, are to the best of my knowledge and belief, complete, correct and true and that the attachments hereto are what they purport to be. This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

**Declared at (address)**   
**Dated this**  day of  20   
**Applicant's Signature**   
**In the presence of:**  
**Witness' Signature**   
**Print Name of Witness**   
**Qualification as such a witness (e.g. JP, Public Servant, etc)**

Refer to section 12 and schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005* for the list of Authorised Witnesses or visit [www.commerce.wa.gov.au/CP/authorisedwitness](http://www.commerce.wa.gov.au/CP/authorisedwitness).

**Any person who knowingly makes a statement that is false in a material particular in a statutory declaration is guilty of a crime and is liable to imprisonment for 5 years and a fine of \$24,000.**

## 10. Application Checklist

Prior to submitting your application, please complete this checklist, attaching your application and supporting documentation in the order set out below.

Prescribed renewal fee (Please complete credit card details below or make a cheque payable to the Commissioner for Consumer Protection)	
An original or certified copy of an Australian police check (not more than three months old)	

You may lodge your completed application:

**By post** addressed to:

Consumer Protection Licensing  
Department of Commerce  
Locked Bag 14  
CLOISTERS SQUARE WA 6850

**In person** at:

Department of Commerce  
Level 2, Gordon Stephenson House  
140 William Street  
PERTH

**In person** at:

Consumer Protection Licensing  
Level 1, Mason Bird Building  
303 Sevenoaks Street  
CANNINGTON

**DROP OFF ONLY**

**An incomplete or inaccurate application cannot be assessed. If you need help completing this form please contact the Licensing Advice Line on 1300 30 40 64.**

## 11. For Credit Card Payment – applicant to complete

A list of current fees is available on our website at [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees).

Card Type      Visa       Mastercard

Card Number                          

Expiry Date        /

Card Holder       *Please print*

Signature/Authorisation     

Amount      \$