

# Application Withdrawal FORM

*Property and Stock Agents Act 2002*

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Use this form to withdraw an existing Certificate of Registration, Individual licence or Corporation licence application under the *Property and Stock Agents Act 2002*.

### How do I lodge?

Please email your completed form to [propertylicensing@customerservice.nsw.gov.au](mailto:propertylicensing@customerservice.nsw.gov.au).

### Do I get a refund?

You are eligible for a refund of your application fee, less the prescribed non-refundable processing component.

Information about the current property and stock agent licence fees including the non-refundable processing fee is available on the [NSW Fair Trading website](#).

Please add your bank details below. Your refund amount will be credited to your nominated bank account via Electronic Funds Transfer (EFT).

BSB

Account number

Account Name

Note – a NSW Fair Trading licensing team member will contact you to confirm your bank details.

If you are having difficulty submitting this notice, contact NSW Fair Trading on 13 32 20.

### SECTION 1 – Application details

Select the certificate or licence application type which requires a withdrawal:

Certificate of Registration

Individual licence

Corporation licence

Application or Service NSW receipt number

Date lodged

Name of applicant – this is the individual or corporation named on the application being withdrawn

## SECTION 2 – Contact details

Fair Trading will contact you about the withdrawal of this application, please provide contact details below.

Applicant full name (individual or director of corporation)

Email address

Phone number

### Declaration

Where I provide personal information to NSW Fair Trading in this form about any other individual, I confirm that I have obtained the individual's authority to provide their information to NSW Fair Trading.

## SECTION 3 – Declaration and Consent

**INDIVIDUALS – Declaration must be signed by the licence holder or a legal representative in the event of a deceased person.**

**CORPORATIONS - If the licence is held by a corporation, this declaration must be signed by a director of the corporation who lodged the application.**

I hereby withdraw the above-specified application for a licence/Certificate of Registration.

### I declare that:

- the particulars specified in this application are to the best of my knowledge, true and correct in every detail.
- I authorise NSW Fair Trading to make any enquiries and to receive and disclose any information which is relevant to my application withdrawal of a licence/certificate under the *Property and Stock Agents Act 2002*.

### I acknowledge that:

- no further action will be taken on this application by NSW Fair Trading except to arrange a refund of the application fee paid, less the prescribed non-refundable processing component.
- information about the current property and stock agent licence fees including the non-refundable processing fee is available on the [NSW Fair Trading website](#).
- failure to supply information required as part of this application may extend the time taken to withdraw this application or may result in the refusal of this application.
- I have a right to seek access to and correction of information supplied.

I request any refund concerning the withdrawn application to be deposited in the account noted in this form.

**Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the *Crimes Act 1900* which may result in penalties including a fine or imprisonment.**

Full name

Signature

Date (DD/MM/YYYY)

## PRIVACY COLLECTION NOTICE

### 1. Who we are

Your information is being collected by the Department of Customer Service (the Department) on behalf of the Commissioner for NSW Fair Trading. NSW Fair Trading gives priority to protecting the privacy of your personal information, in accordance with the *Privacy and Personal Information Protection Act 1998* (PIIP Act).

If you have any questions about this document, or how we handle your personal information, you can contact our Privacy team using the contact details at the end of this notice.

### 2. Why we collect your personal information

NSW Fair Trading is collecting your personal information for the purpose of allowing you to withdraw a Certificate of Registration, Individual licence or Corporation licence application in accordance with the *Property and Stock Agents Act 2002*, the *Property and Stock Agents Regulation 2022* and section 16 of *Licensing and Registration (Uniform Procedures) Act 2002*.

### 3. The kinds of information we collect

We may collect the following information:

- your name and contact details (phone number and email address).
- your BSB, account number and account name to allow for the processing of a refund of your application fee (if applicable).
- details of the licence application being withdrawn, including the application or Service NSW receipt number
- additional personal information if it is required to for your licence application to be withdrawn.

### 4. Failure to provide information

Your information is provided voluntarily however if you choose not to provide your information, we may be unable to withdraw your application or refund any fees to you.

### 5. How we may use this information

We may use the information we collect in the following ways:

- to process the withdrawal of your licence application in accordance with the *Property and Stock Agents Act 2002*, the *Property and Stock Agents Regulation 2022* and section 16 of *Licensing and Registration (Uniform Procedures) Act 2002*.
- internal administrative purposes, including liaising with you in relation to your application.
- to support more informed policy making, program management, evaluation, research, and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
- other directly related purposes.

### 6. Who we may share your information with

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information to such bodies for these purposes.

We will not disclose your information to anybody unless we are authorised or permitted to do so by law or where you have given consent. Our [Privacy Statement](#) describes when this may occur.

### 7. Protecting your information

We will store and manage your personal information and health information in accordance with the provisions under the PIIP Act. We have measures in place to help protect your personal information from loss, unauthorised access, use, modification, disclosure, or other misuse.

We will only keep information for as long as we need it to fulfil the purposes, we collected it for. After which, the information will be disposed of securely in accordance with the *State Records Act 1998* and any other applicable legislation.

See our [Privacy Management Plan](#) for more information about how we handle your personal information.

### 8. Your rights

Subject to certain conditions, you have the following rights in relation to your personal information:

- the right to request **access** to your personal information
- the right to request **correction** of your personal information.

If you wish to invoke any of the above rights, please contact us using the details below.

### 9. Contact us

If you would like to make a privacy enquiry or complaint, you can contact us on (02) 9219 3999 or at [BRDPrivacy@customerservice.nsw.gov.au](mailto:BRDPrivacy@customerservice.nsw.gov.au).