

Individual Property Licence APPLICATION

Property and Stock Agents Act 2002

Use this form to apply as an individual for an Individual Property licence. This lets you work as an agent in:

- Real Estate
- Real Estate – Business Broking
- Real Estate – Sales or Leasing
- Real Estate – On-Site Residential Property Manager
- Strata Management
- Stock and Station

To apply for accreditation as an Auctioneer complete the [Accreditation as an Auctioneer Application](#).

To add a category to an existing licence complete the [Add or Remove a Category Application](#).

Am I eligible?

To be eligible to proceed with this application:

- you must be 18 years or older
- you must have completed the relevant [qualification/s](#)
- you must have completed the work experience requirements
- your registered office must be in NSW. Alternatively, the registered office can be within 50 kilometres of the NSW border, but only if you hold a current licence or authority from that jurisdiction (see section 28 of the *Property and Stock Agents Act 2002* (the Act)).

How much does a licence cost?

For current property and stock agent licence fees, visit the [NSW Fair Trading](#) website. Fees are GST exempt and include a non-refundable processing component.

What happens next?

Your application and supporting documents will be assessed to ensure you meet the requirements to hold an Individual Property Licence. We will endeavour to complete the assessment of your application within our service standards. However, if we need to contact you for additional information this may increase the time we take to assess your application.

How will I know the outcome of my application?

We will let you know whether your application is granted or refused by email.

How do I apply?

Online

Complete an online form at [Service NSW](#). The advantages of applying online are:

- you receive a discount
- the online form is easier to complete
- it speeds up processing time.

In person

Complete this form and apply in person at any Service NSW centre. For your nearest service centre go to [service centre locator](#) or phone 13 77 88.

What do I need to complete this form?

Attachments and information you may need include:

- Two types of identification
- A copy of your qualification certificate/s
- A completed and signed [Evidence of work experience logbook](#)
- The details of your previous licence or certificate of registration (if applicable)
- [Notification of Partnership Particulars](#) if operating as a partnership
- [Licensee-in-Charge Details](#) for each place of business
- If you are applying from another jurisdiction and have an address within 50km of the NSW border, you will need to provide a copy of the current licence from that jurisdiction.

If you are having difficulty submitting this application contact NSW Fair Trading on 13 32 20

SECTION 1 – Applicant Details

First name

Last name

Middle name(s) *if any*

Date of birth (DD/MM/YYYY)

Any previous legal or other known names

SECTION 2 – Proof of identity

To verify your identity, you will need to provide two (2) types of identification. The names on your two documents **must match** and **be the same** as the name provided in the applicant's details section. Please ensure all copies are clear and legible.

Please select two types of identification and provide a copy of the document

- Australian Driver Licence
- Australian Birth Certificate
- Australian Passport
- Australian Citizen Certificate
- Medicare Card
- Travel Visa (this must be supported by Foreign Passport)
- Proof of Age Card

SECTION 2a – Proof of any previous legal or other known names

If you have any previous legal or other known names, please select two types of identification and provide a copy of the document:

- Australian Marriage Certificate
- Birth Certificate
- Change of Name Certificate
- Decree Nisi/Decree Absolute Divorce Papers
- Deed Poll Papers (change of name)
- Commonwealth Victims Certificate

SECTION 3 – Applicant's Contact Details

Note you must advise NSW Fair Trading of any changes to your email, mobile number or address details

Preferred contact number

Mobile number

Email address – *this is where you will receive all correspondence*

Residential address (including postcode)

Postal address (including postcode)

SECTION 4 – Licence Class

Select which class of licence you are applying for

Class 2

Class 1

SECTION 5 – Licence Category(-ies)

Select one or more categories you are applying for

Real Estate

Real Estate - Business Broking

Real Estate - On-Site Residential Property Manager

Real Estate - Sales or Leasing

Real Estate Stock and Station

Stock and Station

Strata Management

SECTION 6 – Licence Duration

Are you applying for a licence term of 1, 3 or 5 years?

1 year

3 years

5 years

SECTION 7 – Qualification Details

Provide details of the approved [qualification/s](#) you have obtained.

Note you must attach a legible copy of your qualification/s to this application.

Qualification 1

Course name

Training provider/University

Date completed

Qualification 2

Course name

Training provider/University

Date completed

Qualification 3

Course name

Training provider/University

Date completed

SECTION 8 – Evidence of work experience

It is a condition of your registration/ licence that you are supervised by a licensee in charge who must sign off on your completed work experience tasks. In some circumstances, evidence of work experience may not be required if you are applying for a Class 1 Real Estate Agent licence conditioned to undertake on-site residential property management functions only.

Note if you answer no to the below you may not meet the experience requirements for licence. For experience requirements, please refer to the [NSW Fair Trading website](#).

Have you held a property licence for at least 12 months?

- No Yes – complete the [Evidence of Work Experience Logbook](#).

SECTION 9 – Employment

Do you intend to be self-employed?

- Yes, please complete **SECTION 9.a**, **SECTION 9.b**, **SECTION 9.c**, and **SECTION 9.d**
 No, please complete **SECTION 9.e**

SECTION 9.a – Business Name

Do you intend to carry on business under a registered business name?

- Yes, please attach a copy of a current Record of Registration for Business Name.

To apply for a copy of a Certificate of Registration for a company, visit [ASIC Connect](#).

- No

SECTION 9.b – Principal Place of Business

Your registered office must be in NSW. Alternatively, the registered office can be within 50 kilometres of the NSW border, but only if you hold a current licence or authority from that jurisdiction (see section 28 of the Act). If within 50 km of the border, attach a copy of your current licence in that state.

Business address (including postcode)

Licensee In Charge

First name

Last name

Property Individual Licence Number

Please complete and attach the [Licensee-In-Charge form](#).

SECTION 9.c – Other Place of Business

Do you intend to carry on business also at other addresses?

No Yes – Please add the details for the place of business below

Business address (including Postcode)

Licensee In Charge

First name

Last name

Property Individual Licence Number

Please complete and attach the [Licensee-In-Charge form](#).

SECTION 9.d – Partnership

Do you intend to carry on business in a partnership under the *Property and Stock Agents Act 2002*?

No Yes – please complete and attach the [Notification of Partnership Particulars](#) form and ensure the form is signed by each individual partner, or a director in case of a licensed corporation.

SECTION 9.e – Employer’s Address

The registered office must be in NSW. Alternatively, the registered office can be within 50 kilometres of the NSW border, but only if you hold a current licence or authority from that jurisdiction (see section 28 of the Act).

Business address (including postcode)

SECTION 10 – Previous Certificate or Licence held

Do you or have you previously held a certificate or licence under the *Property, Stock and Business Agents Act 1941* or under the *Property and Stock Agents Act 2002*?

No Yes – provide your previous certificate or licence number

SECTION 11 – Disclosures

If you answer Yes to any of the following questions, please provide full details in attachments section.

Criminal Record

- 1. Have you been convicted in NSW or elsewhere of any criminal offence that was recorded in the last 10 years or do you have any pending charges? No Yes

This question is asking if you have been found guilty of a criminal charge or offence that was recorded against your name. A criminal offence includes:

- recorded conviction for a criminal offence
- being subject to a bond
- incarceration
- being on parole or subject to parole conditions.

2. Have you had a conviction recorded in the last five (5) years for an offence of licence or certificate lending under the *Property and Stock Agents Act 2002*? No Yes

This question is asking if you have been charged with lending your property licence or certificate to another person.

Financial

1. Are you now, or have you been in the preceding three (3) years, an undischarged bankrupt? No Yes

An undischarged bankrupt is an individual who is declared bankrupt. If bankruptcy has been annulled, this means it has come to an end.

2. Have you in the preceding three (3) years applied to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounded with your creditors or made an assignment of your remuneration for their benefit? No Yes

This question is asking if you are, or have been, bankrupt or insolvent and:

- Have used the law to relieve debt
- Have made contractual agreements to manage debt with creditors
- Have assigned part of your salary (remuneration) to pay off debt.

Insolvency

1. In the last 3 years, did you cease to be concerned in the management of, or a director of, ANY corporation that became an externally-administered body corporate within 12 months of the date you ceased? No Yes

This question is asking if you have been a manager or director of a business that was put under administration (this may be called in liquidation; winding up, or insolvent), even if you left the business before it went under administration.

2. Are you now, or were you at any time in the preceding three (3) years, a director or person concerned in the management of any externally-administered body corporate (within the meaning of the *Corporations Act*)? No Yes

This question is asking if you have been a manager or director of a business or association that was under administration (this may be called in liquidation, winding up, or insolvent), in the past three (3) years.

Disqualifications

1. Are you disqualified from holding a licence, certificate of registration, permit or other authority under legislation administered by the Minister responsible for Fair Trading or under a corresponding law? No Yes

This question is asking if you have been disqualified from holding any type of licence issued by NSW Fair Trading or in another jurisdiction.

2. Do you hold a licence, certificate or registration, permit or other authority that is suspended under legislation administered by the Minister responsible for Fair Trading or under a corresponding law? No Yes

This question is asking if you have had a suspension placed on any type of licence issued by NSW Fair Trading or in another jurisdiction

Debts

1. Do you owe an amount to the Crown for the recovery of payments from the Compensation Fund?
 No Yes

This question is asking if you owe the government money that the Property Services Compensation Fund has already compensated consumers with. This happens when an agent has failed to account for funds held in trust.

2. Do you owe a monetary penalty payable in relation to disciplinary proceedings or have you failed to comply with a direction given by the Secretary under the *Property and Stock Agents Act 2002*?
 No Yes

This question is asking if you have an outstanding penalty to pay in relation to the property industry

SECTION 12 – Attachments

The following items **must** be attached to this application for progression

Proof of Identity

Provide two types of identification as you have selected in **SECTION 2**.

Qualifications

Provide a clear and legible copy of your qualification transcript from a Registered Training Organisation (RTO) to confirm you have completed the required competencies. This document must also display the nationally recognised accreditation triangular logo.

Evidence of Work Experience Logbook

Provide a clear and legible copy of your [Evidence of work experience logbook](#) to demonstrate experience requirements.

These additional items **may** need to be attached to this application for progression:

Business Name

If you own the business that will be carried on at the specified business address and that business will be carried on under a business name.

Provide one copy of a document issued by the Australian Securities and Investment Commission (ASIC) that confirms you are the proprietor of the business name.

Interstate Licence (only if applying from another jurisdiction)

Provide a copy of your current licence from another jurisdiction if your registered office is outside NSW but within 50 kilometres of the NSW border (see section 28 of the Act).

Partnership Details

If you intend to carry on business in a partnership under the *Property and Stock Agents Act 2002*.

Provide the [Notification of Partnership Particulars](#) form.

Disclosures

If you have answered Yes in your disclosure questions, complete and attach the additional details in the relevant forms below

- Criminal Record Complete and attach the [Criminal History](#) form.
 Financials Complete and attach the [Bankruptcy](#) form

- Insolvency Complete and attach the [External Administration of a Company](#) form
- Disqualifications Complete and attach the [Disqualifications/Suspensions](#) form.
- Debts Complete and attach the [Debts](#) form

These forms are to assist you in providing the required details and allow prompt assessment of your application. Failure to provide sufficiently detailed information can affect the outcome of your application as NSW Fair Trading will be unable to assess your circumstances.

SECTION 13 – Declaration

It is an offence under the *Property and Stock Agents Act 2002* for you to be, represent as, act as or exercise any of the functions of an assistant agent if you do not hold the relevant certificate of registration under the Act.

I certify that the particulars specified in this application and all attachments are to the best of my knowledge, true and correct in every detail.

Under the *Privacy and Personal Information Protection Act 1998*, I:

- authorise NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to my ongoing eligibility to hold a registration under the *Property and Stock Agents Act 2002*
- acknowledge that information will be placed on the register open to the public in accordance with the *Property and Stock Agents Act 2002*
- accept that failure to supply information required on this application may delay the processing of this application; and
- have a right to seek access to and correction of information supplied.

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

How we handle your personal information when you apply for, update (categories, classes or details), renew, replace, restore or surrender a corporation or individual property licence or property Certificate of Registration. This includes if you apply for registration of an equivalent occupation.

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* (PPIP Act) and *Health Records and Information Privacy Act 2002* (HRIP 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 assessing your application to apply for, update (categories, classes or details), renew, replace, restore or surrender a corporation or individual property licence or property Certificate of Registration in accordance with the *Property and Stock Agents Act 2002* and the *Licensing and Registration (Uniform Procedures) Act 2002*.

3. The kinds of information we collect

We may collect the following information:

- your full name, date of birth, drivers licence number, contact details (address, email, and phone number), any previous names or aliases and certificate or licence details.
- full names, dates of birth, contact details (address, email and phone number), drivers licence number, licence numbers and any previous names or aliases of directors and secretaries.
- third party details, including licensees in charge, partners, principal licensees and other individual's details.
- proof of identity information, which may include your photo identity documents, like a passport or driver licence, your Medicare card details and/or other proof of identity.
- proof of previous legal or other known names.
- criminal offences and/or pending charges recorded in the last ten years.
- convictions recorded in the last five years for an offence relating to a licence or certificate under the *Property and Stock Agents Act 2002*.
- qualification details
- some financial information, including information about bankruptcy, insolvency and debts.
- details of mental incapacity, where applicable*
- details of any relevant disqualifications or suspensions
- additional personal information if it is required to satisfy the eligibility requirements for the licence or Certificate of Registration.

*This information is 'health information' and attracts a higher level of protection under the HRIP Act. We note as part of the application process, if you select yes to being a "mentally incapacitated person", you may be asked to provide medical evidence from a medical practitioner. This will assist NSW Fair Trading in determining whether you are able to be issued with a licence or Certificate of Registration under the *Property and Stock Agents Act 2002*.

4. Failure to provide information

Your information is provided voluntarily, however if you choose not to provide your information, we may be unable to process your application.

5. How we may use this information

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

- To assess your application relating to a corporation or individual property licence or property Certificate of Registration in accordance with Part 2 of the *Property and Stock Agents Act 2002* and Part 2 of the *Licensing and Registration (Uniform Procedures) Act 2002*.
- Where applicable, to determine an application for recognition of your occupation in New South Wales in accordance with the *Property and Stock Agents Act 2002*, Part 2 of the *Licensing and Registration (Uniform Procedures) Act 2002*, *Trans-Tasman Mutual Recognition (New South Wales) Act 1996* and the *Mutual Recognition Act 1992*.
- Internal administrative purposes, including liaising with you in relation to your application, and in relation to compliance, investigations, and enforcement of the *Property and Stock Agents Act 2002* or *Fair Trading Act 1987*.

- To administer and update your licence, including to send you information that we consider important such as reminders to renew licences or Certificates of Registration and to confirm your details if you make any subsequent applications in relation to any licence or authority issued by the Department on behalf of the Commissioner for Fair Trading.
- 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.
- To verify your proof of identity documents with the Document Verification Service.
- To record information on a public register which is published online (as required by section 220 of the *Property and Stock Agents Act 2002* and clause 58 of the *Property and Stock Agents Regulation 2022*). Where applicable, this may include your name, the names and details of members of a partnership or directors of the corporation, licensee in charge details, suburb, licence type and validity, details of other property licences or certificates you or members or directors hold, and associated compliance history.
- 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, or other States, Territories and/or the Commonwealth for the purposes of assessing your application and for compliance purposes. We may disclose your information to such bodies for these purposes.

We will not disclose your information to anybody else 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.

6.1 Service NSW

Service NSW provides a digital front door, and your MyServiceNSW Account will be used to initiate this application and verify your identity. Service NSW collects and uses your personal information to:

- Initiate the application using your MyServiceNSW Account details.
- Verify your identity with the Document Verification Service.
- Share details from your MyServiceNSW Account with NSW Fair Trading.

Service NSW also maintains and uses your personal information for internal administrative purposes, including for the purposes of our interactions with you.

Other information you provide through the application to demonstrate your eligibility for a licence or certificate will be collected and stored by NSW Fair Trading only. For more information about how Service NSW handles personal information, please visit the [Service NSW Privacy Statement](#).

6.2 Digital NSW

We are partnered with Digital NSW (part of the Department of Customer Service) who assist us with our business operations by providing software and storing data on our behalf. Digital.NSW have a [Privacy Statement](#) which outlines how they look after this data.

7. Protecting your information

We will store and manage your personal information and health information in accordance with the provisions under the PPIP Act and HRIP 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.