

# APPLICATION FOR A LICENCE

## Individual

Conveyancers Licensing Act 2003



13 32 20 [fairtrading.nsw.gov.au](http://fairtrading.nsw.gov.au)

**Please read this information before completing this form.**  
**This form can be completed in Adobe Reader and saved for your records.**

### How to complete online

You can save time by completing a digital licence application online:

<https://www.service.nsw.gov.au/services/business-industries-and-employment/real-estate-and-property-industry/conveyancer-licence>

### Identification

You will need to attach two current identity document such as a copy of your driver licence, photo card, passport or birth certificate.

### Before submitting the application

- Review your application to make sure it is complete and all requested information has been provided.
- Take copies of your identification and supporting documents and attach them to this form.
- Ensure your payment has been completed and the receipt number is recorded on the application form.
- You can lodge your application at a Service NSW centre.

Once the application is received in full, Fair Trading will assess the application and provide a written outcome in due course. If you need to discuss your application, please contact Fair Trading on 13 32 20.

### Time frames

Applications will generally take 30 business days to process once Fair Trading receives the completed application with all mandatory information and supporting documents. Some licence types may take additional time due to checks which must be completed with external agencies.

### Request for additional information

If we need to request additional information to assess your application, we will contact you via SMS or email. Please note that this will increase the processing time.

### Approved applications

If your application for a licence is approved, we will send you details of your licence via email and your approved licence details will be published on the public register.

### Refused applications

If your application is refused, we will contact you in writing and outline the reason(s) for the refusal, as well as details of your options. If we refuse your application, you are eligible for a refund of the application fee, less the non-refundable processing component.

### Further information

- **Phone**  
For any enquiries regarding this application or if you have not heard from us, and it has been over 30 business days since you lodged an application, you can contact NSW Fair Trading on:  
Tel: 13 32 20 | TTY: 13 36 77  
(8.30am to 5pm, Mon – Fri)
- **Online**  
If you require further information about our assessment process you can visit our [website](#).

### How to lodge

This form and supporting documentation can be lodged:

- **By email** to [propertylicensing@customerservice.nsw.gov.au](mailto:propertylicensing@customerservice.nsw.gov.au).

**The above information is intended as a guide only and is included to assist you in completing and lodging this form. This page is not part of the form. If required, professional advice should be obtained regarding the matters dealt with in this form.**

Please read the information before completing this form.  
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### 1. Applicant details

Title Given name(s)

Family/Surname

Any previous names (if applicable)

Preferred name (if applicable)

Date of birth (DD/MM/YYYY)

### 2. Contact details

Email address

We will send renewal notices and important information to this address.

Mobile number

Secondary contact number (optional)

We will send notification to this mobile number.

Residential address

Suburb

State

Postcode

### 3. Qualifications

Which qualifications pathway are you applying under?

**Mutual recognition (interstate or New Zealand)**

Issuing authority

Licence number

Licence expiry date

You will need to complete and attach a copy of the Notification to Local Registration Authority mutual recognition form available on the Fair Trading Website [www.fairtrading.nsw.gov.au/help-centre/forms/property-services-forms](http://www.fairtrading.nsw.gov.au/help-centre/forms/property-services-forms)

► Go to Section (5)

### 3. Qualifications *(continued)*

**Previously held a conveyancer licence in NSW**

Licence number

▶ Go to Section (5)

**Completed a relevant qualification**

You will need to attach a copy of your relevant qualification.

### 4. Work experience

You will need to attach a copy of the statement of attainment for your relevant qualification.

Start date

Finish date

Was this on a part-time or full-time basis?

Full-time  Part-time

If part-time, hours per week

Provide your referee details for the above work experience. Fair Trading may contact your referee to validate your experience.

Title Given name(s)

Family/Surname

Contact phone number

Email address

Relationship to applicant: For example, this may be your supervising solicitor or supervising conveyancer

If you need to provide additional work experience and referee details, please include this information on a separate page and attach with your application.

### 5. Place of business

What is the address where you will be conducting conveyancer work, such as your employer or where you will be conducting your own conveyancing business?

**Note:** This address will be visible on the NSW Public Register.

Address

Suburb

State

Postcode

### 6. Business names

If you will be conducting your own conveyancing business from this address, will you be carrying on business under a registered business name?  Yes  No/not applicable

If yes, please provide your registered business name

## 7. Partnerships and receipt sharing

Do you intent to carry on business in a partnership or share receipts with another person?  Yes  No

If yes, please complete and attach the [Partnerships Application form](#) and attach it to this application.

## 8. Disclosures

### Mental incapacity

1. Do you have a mental incapacity?  Yes  No

A 'mentally incapacitated person' means a person who is an involuntary, forensic or correctional patient as defined by the *Mental Health Act 2007* (NSW).

Or it also means a 'protected person' within the meaning of the *NSW Trustee and Guardian Act 2009*.

### Criminal history

2. Have you been convicted in NSW or elsewhere of ANY criminal offences that were recorded in the last 10 years?  Yes  No

### Financial

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

4. Have you in the preceding 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?  Yes  No

### Insolvency

5. 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?  Yes  No

6. Are you now, or were you at any time in the preceding 3 years a director or person concerned in the management of ANY externally-administered body corporate (within the meaning of the *Corporations Act 2001* (Cth))?  Yes  No

### Disqualification

7. Are you disqualified from holding a licence, certificate of registration, permit or other authority in NSW or elsewhere?  Yes  No

8. Do you hold a licence, certificate of registration, permit or other authority that is suspended or cancelled in NSW or elsewhere for disciplinary reasons?  Yes  No

9. Have you been removed (otherwise than at your own request) from the roll of lawyers kept by the Supreme Court or from a corresponding roll of lawyers kept by the superior court of another State or Territory?  Yes  No

10. Are you disqualified from being employed in a law practice by virtue of an order made under Division 1 of Part 3.9 of the Legal Profession Uniform Law (NSW)?  Yes  No

11. Are you a legal practitioner in Australia?  Yes  No

12. Do you hold a current licence or certificate of registration under the *Property and Stock Agents Act 2002*?  Yes  No

### Debts

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

14. 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 Act?  Yes  No

## 9. Professional indemnity insurance

The Conveyancers Licensing Regulation 2015 requires a licence holder, when carrying out conveyancing work, to be insured under an approved policy of professional indemnity insurance in force with respect to the licensee. It is a condition of a licence that the holder of the licence be insured as required.

## 10. Declaration by the applicant

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 and under the *Privacy and Personal Information Protection Act 1998* (PPIP Act).

- I authorise Fair Trading to make any inquiries and to receive and disclose any information which is relevant to my ongoing eligibility to hold a licence under the *Conveyancers Licensing Act 2003*
- I acknowledge that information will be placed on the register open to the public in accordance with the *Conveyancer Licensing Act 2003*
- I accept that failure to supply information required on this application may delay the processing of this application
- I have a right to seek access to and correction of information supplied; and
- I understand the professional indemnity insurance obligations as a licensee under the *Conveyancers Licensing Act 2003*.

**Important: It is an offence under the *Crimes Act 1900* to make a false or misleading statement in this application.**

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.

I agree,

Title Given name(s)

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Family/Surname

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Signature

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Date signed (DD/MM/YYYY)

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This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here

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Please retain a copy of this form for your records.

### Privacy Statement

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act) and *Health Records and Information Privacy Act 2002* (HRIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To assess and determine an application for issuing you with a conveyancing licence in accordance with section 11 of the *Conveyancers Licensing Act 2003* and Part 2 of the *Licensing and Registration (Uniform Procedures) Act 2002*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information 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.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/ update our customer database, including to send you information that we consider important such as reminders to renew licences.

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

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 for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

## 10. Declaration by the applicant *(continued)*

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email [brdprivacy@customerservice.nsw.gov.au](mailto:brdprivacy@customerservice.nsw.gov.au).

For more information about how Service NSW handles personal information please visit [www.service.nsw.gov.au/privacy](http://www.service.nsw.gov.au/privacy).

## 11. Payment details

This application must be accompanied by the prescribed fee. For information on how much to pay, visit the fees section available at <https://www.fairtrading.nsw.gov.au/help-centre/fees/conveyancers-licensing-fees>

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### **Payment:**

Pay by credit card or PayPal using the following link:  
[www.fairtrading.nsw.gov.au/applicationpayments](http://www.fairtrading.nsw.gov.au/applicationpayments)

Step 1 - Click on the link or type the URL into your web browser

Step 2 - Follow the instructions online to complete the payment

Step 3 - When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application, not providing this information may result in delays in processing your application.

Receipt number

**Note:** If you are having difficulty lodging the application please contact NSW Fair Trading on 13 32 20. Please attend a Service NSW centre to lodge and pay by other methods.