



2022 ANNUAL NOTIFICATION FORM

Delivery of Compulsory Learning Topics

Property Industry

13 32 20 fairtrading.nsw.gov.au

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

Information for applicants

This notification form allows industry associations, government agencies and Approved CPD Providers to notify Fair Trading of topics to be delivered each CPD year under the *Property and Stock Agents Act 2002*.

For help in lodging this form, call 13 32 20 or email REandP@customerservice.nsw.gov.au

How to lodge

Completed forms are to be submitted **via email** to REandP@customerservice.nsw.gov.au.

1. Approved provider details

Organisation details

Organisation name

Contact person

Title Given name(s)

Family/Surname

Position

Daytime telephone number

Mobile number

Email address

Organisation Details for Fair Trading Website:

If your application is approved, information about the availability of your organisation's delivery of compulsory CPD topics will be published on Fair Trading's website. Please provide the following organisation details for publication (subject to your consent under Part 4 of this application).

Email address

Daytime telephone number

Mobile number

Website

2. CPD Delivery details

A. Delivery of Compulsory Learning Topics

Please provide details of the topics you intend to deliver.

Please note: Approved applicants will be required to update this information each CPD year.

Topic	Delivering Yes/No	Channels for delivery	Location/s	Participant fees
1A - COVID Safe Business				
1B - Supervision Guidelines & Rules of Conduct				
1C - Cyber Security & Fraudulent Activity				
1D - Industry contracts				
1E - Privacy				
2A - Underquoting				
2B - Disclosure of Material Facts				
3A - Changes to Community Land Management legislation				
3B - Short-term Rental Accommodation Code of Conduct				
4 - Business asset sales v share sales				
5A - Biosecurity, Emergency Animal Diseases and preparing livestock for transport				
5B - Stock and Diseases Act				

B. Sub-Contracting

Do you intend to sub-contract the development, delivery or assessment of the compulsory learning topic/s your organisation intends to deliver?

☐ Yes ☐ No

If Yes, please provide details of the organisation/person who will be subcontracted.

Please outline the sub-contracted organisation's/person's qualifications or experience, the services/function to be provided and your organisation's quality control processes.

[illegible]

3. Consent

I consent to:

- Delivering the topics in compliance with the CPD Requirements, Approved Provider Guidelines and Continuing Professional Development (CPD) Conditions of Approval; and
- Fair Trading publishing on its website the organisation name, email address, contact phone number and topics to be delivered.

Note: 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 which may result in penalties including a fine or imprisonment.

Title Given name(s)

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Family/Surname

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Position

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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

Privacy information

The *Privacy and Personal Information Protection Act 1998* (the PPIP Act) outlines how NSW public sector agencies manage personal information. Fair Trading, as a public sector agency that holds personal information, must not disclose personal information to a person (other than the individual to whom the information relates) unless:

- a) the disclosure is directly related to the purpose for which the information was collected, and the agency disclosing the information has no reason to believe that the individual concerned would object to the disclosure, or
- b) the individual concerned is reasonably likely to have been aware, or has been made aware in accordance with section 10 of the PPIP Act, that information of that kind is usually disclosed to that other person or body, or
- c) the agency believes on reasonable grounds that the disclosure is necessary to prevent or lessen a serious and imminent threat to the life or health of the individual concerned or another person, or
- d) the disclosure is permitted or required by an Act, including an Act of the Commonwealth, or any other law.

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.

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.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy.