

APPLICATION FOR ACCREDITATION AS AN AUCTIONEER

Property and Stock Agents Act 2002



13 32 20 [fairtrading.nsw.gov.au](https://www.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.

Eligibility

To be eligible for accreditation as an Auctioneer you must:

- hold a Real Estate Agent's Licence and/or Stock and Station Agent's Licence
- have completed the specified 3 units from Group D – Auctioneering for Certificate IV in Real Estate Practice (CPP41419). Refer to the *Property and Stock Agents (Auctioneers Qualification) Order 2019* for more information.
- For more information about property licensing, go to the Fair Trading website www.fairtrading.nsw.gov.au
- For help in lodging this form, call 13 32 20 or email propertylicensing@customerservice.nsw.gov.au

Processing time

Please allow up to 30 days for this application to be processed in accordance with Fair Trading's customer service standards.

Fees

For current licence fees [click here](https://www.fairtrading.nsw.gov.au/help-centre/fees/Property-and-stock-agent-fees) or visit the website at <https://www.fairtrading.nsw.gov.au/help-centre/fees/Property-and-stock-agent-fees>.

Fees are GST exempt and include a non-refundable processing component.

How to lodge

This form and supporting documentation can be lodged:

- **By email** to 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.

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1. Accreditation type

I am applying for:

☐

Real Estate Auctioneer

☐

Stock and Station Auctioneer

2. Applicant details

Title Given name(s)

Family/Surname

Licence number

Expiry date

3. Qualification

☐

CPPREP4161 – Undertake pre-auction processes

☐

CPPREP4162 – Conduct and complete sale by auction

☐

CPPREP4163 – Complete post-auction process and contract execution

4. Declaration by the applicant

I apply for the grant of a licence under the *Property and Stock Agents Act 2002* and certify that the particulars specified in this application and all attachments are, to the best of my knowledge, true and correct in every detail.

Statement under the *Privacy and Personal Information Protection Act 1998*.

The applicant for this licence:

1. authorises NSW Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this licence;
2. acknowledges that information will be placed on a register open to the public in accordance with the *Property and Stock Agents Act 2002*;
3. accepts that failure to supply information required on this application form may delay the processing of the application and;
4. has a right to seek access to and correction of information supplied.

It is an offence under the *Crimes Act 1900* to make a false or misleading statement in this document. The maximum penalty is imprisonment for two years or a fine of \$22,000 or both.

4. Declaration by the applicant *(continued)*

Title Given name(s)

Family/Surname

Signature

Date signed (DD/MM/YYYY)

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

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 agent if you do not hold the relevant licence under the Act.

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). 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 accreditation as an auctioneer under section 21 of the *Property and Stock Agents Act 2002* and clause 28 of the *Property and Stock Agents (Qualifications) Order 2019*.
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 under clause 50 of the *Property and Stock Agents Regulation 2014*.

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.

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.

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.

5. 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/Property-and-stock-agent-fees>

Payment:

Pay by credit card or PayPal using the following link:

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.