

Land Agent Registration (Individual)

Guidelines for Applicants

Who needs to be registered?

If you carry on a business that consists of or involves selling, purchasing or otherwise dealing with land or businesses or conducting negotiations for that purpose, you must be registered as a land agent.

Am I eligible for registration?

You are eligible to be registered as a land agent if you meet the following criteria:

- You have completed the approved qualifications
- You have not been convicted of an indictable offence of dishonesty
- You have not been convicted of a summary offence of dishonesty within the last 10 years
- You are not insolvent under administration
- You have not, within the last 5 years, been the director of a body corporate wound up for the benefit of creditors
- You are not suspended or disqualified from practising or carrying on an occupation, trade or business under Australian law
- You are a fit and proper person to be registered as a land agent

How do I apply?

Visit our website www.cbs.sa.gov.au and apply on line, or come in to our customer service centre at 91 Grenfell Street Adelaide.

All applications need to be printed, signed and submitted with the appropriate supporting documentation.

What information do I need to provide to complete an application?

Fees

The application and pre-grant fee specified in the fee schedule.

National Police Certificate (NPC)

A NPC is required *except* where one of the following applies;

- The applicant is a director of a company listed on the Australian Stock Exchange
- The applicant has lodged a NPC with Consumer & Business Services within the previous 12 months
- The applicant is an overseas resident who has never resided in Australia
- The applicant has held a registration within the last 12 months and is applying for an equivalent registration
- The applicant already holds or is associated with another licence issued under this Act for which an NPC has already been supplied

The certificates must be no more than twelve months old at the time of lodging your application. A National Police Certificate can be obtained through state and territory police departments and the Australian Federal Police. Alternatively, you can obtain National Criminal History/Record Checks from CV Check Pty Ltd (www.cvcheck.biz) or an Australian Criminal Intelligence Commission Accredited Organisation (www.acic.gov.au for further information).

Important note: Checks that simply verify you are able to work with particular persons (e.g. children) without specifying your criminal history are **not** sufficient.

Evidence you meet the qualification requirements

You must attach copies of your qualifications. Refer to the information sheet Land Agent Registration Qualifications for more information.

Trust Account Details

If you have opened a trust account for the purpose of holding monies for clients, you will need to supply the following information to the Commissioner; account name, BSB, account number and name of financial institution.

Management of branch offices

Each of an agent's places of business must be properly managed and supervised by a registered land agent or by a sales representative who has been nominated and approved by the Commissioner to manage an office. You can apply for approval by completing the Application form - Manager Approval.

Please note that generally a sales representative will only be approved to manage one office. You should also be aware of the requirements specified in the *Land Agents Regulations 2010* relating to proper management and supervision.

Auctioneers

You can apply for registration as an auctioneer at the same time as you apply for registration as a Land Agent or you can apply at a later date if you do not yet hold the required qualification.

For further information on registering as an Auctioneer, please refer to the Guideline for Auctioneers Registration.

Fee schedule

Fees and charges effective 1 July 2016

No GST is applicable - our ABN is 15 088 976 178

Application and pre-grant fees

	Application Fee	Pre-grant Fee	Total
Application for registration for a natural person	\$278.00	\$340.00	\$618.00

Annual fees

For a natural person \$340.00

Other fees

Application to vary conditions on a registration	\$116.00
Default penalty for periodic returns	\$170.00
Default penalty for audit reports	\$354.00
Replacement card fee	\$ 26.00

Payment options

Credit cards accepted are Visa and MasterCard.

Annual renewal fees can be made online at www.cbs.sa.gov.au or by phone on 1300 668 531.

Cheques should be made payable to the Commissioner for Consumer Affairs.

Eftpos facilities are available at our Customer Service Centre in Adelaide.

Information regarding BPAY is provided on annual renewal notices.

Partial or instalment payment options are not available.

All fees & charges are subject to change without notice and are usually adjusted each financial year.

For more information

Email occupational@sa.gov.au	Website www.cbs.sa.gov.au	Phone Ph: 131 882	In person Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000
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