

# Mutual Recognition

## For Interstate and New Zealand licence holders

### Working in South Australia

You cannot operate in South Australia using your interstate/New Zealand licence without first applying for a South Australian licence under the *Mutual Recognition Act 1992* or the *Trans-Tasman Mutual Recognition Act 1999*.

Mutual Recognition is where any individual who holds a current registration/licence that authorises them to undertake their occupation interstate or in New Zealand can receive a licence in South Australia for the equivalent occupation.

Mutual recognition only applies to individuals with an equivalent occupation - to check whether the licence you currently hold has an SA equivalent, go to [www.licencerecognition.gov.au](http://www.licencerecognition.gov.au). (If you work in the real estate industry, please check the listings under property agents). If you operate as a body corporate (e.g. a company) and wish to operate in South Australia you must complete a full application; Mutual Recognition does not apply.

If you are unsure of your existing current licence conditions or status, you should contact your original state for further information.

Once you lodge a complete application for Mutual Recognition in South Australia, you will be able to commence work in your occupation when you receive a "deemed licensed" letter. This is the equivalent of a temporary licence, and means that you are now subject to the legislation of South Australia that governs your licence type while working in South Australia.

If you wish to review current South Australian legislation go to [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au).

You should receive notice from the Licensing Branch within a month that you are fully licensed in South Australia. You will be advised if there is any delay in processing your application.

### Am I eligible to apply?

You are eligible to apply if you meet the following requirements;

- You hold a current interstate or New Zealand licence in an equivalent occupation. You must supply a photocopy of your current licence card/certificate. Where conditions/endorsements or other text appears on the back of the card please ensure you provide a copy of this too.
- You are not the subject of disciplinary proceedings in any participating jurisdiction (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to those occupations.
- Your licence/registration in any participating jurisdiction is not cancelled or currently suspended as a result of disciplinary action.
- You are not otherwise personally prohibited from carrying on any such occupation in any participating jurisdiction, and are not subject to any special conditions in carrying on that occupation, as a result of criminal, civil or disciplinary proceedings in any participating jurisdiction.
- You have specified any special conditions to which you are subject in carrying on any such occupation in any participating jurisdiction.
- You have given consent to the making of inquiries of, and the exchange of information with, the authorities of any participating jurisdiction in regards to this application.

The above statements will be part of your application form and will need to be certified by statutory declaration. If you cannot make any of these statements you will not be eligible to apply for mutual recognition, please contact our office to discuss your options.

## How do I apply?

Visit our website [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au) and create an application form, 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.

## Fees

You will be charged a fee for a Mutual Recognition application; however, as you are already a holder of an existing equivalent license, these are reduced from the legislated fee. You will also need to pay a pre-grant fee which covers the first year or three years of your licence/registration (depending on the occupation). The amount you are required to pay will appear on your application form. Once granted your licence/registration will be subject to annual or triennial renewal depending on your occupation. A fee schedule for all occupational licences is available on our website - note that this is subject to change with the financial year.

## Photographic Cards

In South Australia, legislation requires that a photographic identity card be produced for individuals undertaking the following occupations;

- building work supervisors and contractors
- plumbing, gas fitting & electrical workers and contractors
- land agents and sales representatives
- security & investigation agents

Part of your printed application form will be a "Photograph Notice" which advises of the requirement to have a photo and what you need to provide as proof of identity.

In order to assist clients in providing a photograph, all Service SA offices, as well as our Grenfell Street office, are photo capture points. When having your photograph taken, please present the Photograph Notice and supply proof of identity. If you are unable to attend either Service SA, you can download a Proof of Identity form from our website and attach 2 passport size photographs.

## Additional Requirements

### Security Agents

As part of your first year renewal you will be required to complete a Personal Information Declaration form and be fingerprinted by the South Australian Police. Documents will be sent to you approximately 2 months before your licence expires.

### Second-Hand Vehicle Dealers

Before you can commence trading you need to have a registered premise in South Australia to trade from. You will need to obtain written approval from the local council to conduct business from this location and submit this with your application.

## For more information

Email	Website	Phone	In person
<a href="mailto:occupational@sa.gov.au">occupational@sa.gov.au</a>	<a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a>	Ph: 131 882	Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000