



Application for a Land Valuers Licence

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Checklist

Your application can only be processed if **ALL** of the relevant information and supporting documentation is provided. Use this checklist to ensure that you complete all parts of your application and have all necessary supporting documents ready to attach. Please check that:

- all sections of this form are complete;
- your Australian police check from an approved provider is ready to attach;
- your two business references have been completed using the pro forma available on the website, and are ready to attach; and
- all of your qualification documents are ready to attach; and
- payment of the prescribed fee is ready to be made.

Duration of licence

If granted, your Land Valuers Licence will be issued for a period of up to three (3) years.

Application fee

A fee is payable at the time of lodging the application. Please refer to our website at

www.commerce.wa.gov.au/CP/licensingfees

for the current prescribed fee. The fee is non-refundable, exempt from the GST and subject to change without notice. Part payment cannot be accepted. Cheques should be made payable to the Commissioner for Consumer Protection.

If you are submitting this form online, you will be able to make payment using the Department's secure payment gateway.

If you are submitting this form by post and are making payment by credit card, you must also complete the Application Payment Form available at www.commerce.wa.gov.au/publications/licensing-application-payment-form and attach it to your application.

Lodgement options

You may lodge your completed application **ONLINE** or:

In person

Customer Service
Level 1, Mason Bird Building, 303 Sevenoaks Street
CANNINGTON
Hours: 8:30am to 4:30pm, Monday to Friday

By post

Licensing Services
Department of Mines, Industry Regulation and Safety
Locked Bag 100
EAST PERTH WA 6892

Enquiries

Licensing Advice Line: 1300 304 064
Overseas Callers: +61 8 6251 2931
General Enquiries: 1300 304 054
Email: cplicensing@dmirs.wa.gov.au
Web Site: www.commerce.wa.gov.au/CP/licences

Office use only

| Total Fee (\$) | Department code | Chart description |
|----------------|-----------------|--|
| | LV | <input type="checkbox"/> New application |

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General information

In this form **"the Act"** means the *Land Valuers Licensing Act 1978* and **"the Commissioner"** means the Commissioner for Consumer Protection.

Applicant details

Salutation: Mr Mrs Ms Other, please specify:

Family name: First name:

Other name(s): Date of birth:

Have you been known by any other names? Yes No

If you answered 'yes' above, attach a separate page with full details.

Attached

Residential address

Note: A postal address is required for correspondence from the Department.

As above Street address:
Suburb: State: Postcode:

Current address for purpose of the Register:

Note: This address will be publicly available. Please provide an address at which you can be contacted for the purposes of the Act. This can be a residential address or 'care of' address with a third party (e.g. a solicitor or accountant)

As above Street address or PO Box:
Suburb: State: Postcode:

Contact details

Phone (home): Phone (work): Phone (mobile):* Email:*

*Required to receive courtesy renewal reminder notifications by SMS and email and other important information relevant to your registration.

Business Details – please complete either A or B or C only

A) If you are intending to carry on business in your own right as a land valuer, please complete the following:

Business name: ABN:

Principal place of business

Street address:
Suburb: State: Postcode:

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B) If you are a director, partner or employee of a company or firm, please provide the following:

Name of company or firm:

ACN or ABN:

Role (select one): Director Partner Employee

Principal place of business

Street address:

Suburb:

State:

Postcode:

C) If you are employed in a department of the public service of the State or Commonwealth or by a statutory authority, agency or instrumentality of the Crown in right of the State or Commonwealth, please provide the following:

Name of department, authority, agency or instrumentality:

Address

Street address:

Suburb:

State:

Postcode:

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Fitness to hold a licence

You must provide an Australian police check in your full legal name that is less than three (3) months old. Further information about accepted police checks is available on our website: www.commerce.wa.gov.au/CP/policechecks.

Please answer either 'Yes' or 'No' to the following questions. If the answer to any of the questions is 'Yes', you may be contacted to provide additional information as part of the application process.

Have/are you:

1. been convicted, or found guilty of **any** offences, including convictions which resulted in a suspended sentence? Yes No
(Include all offences which went to Court, including traffic offences. Do not include spent convictions.)

2. aware of **any** legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review? Yes No

3. been the subject of **any** adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission? Yes No

4. been the subject of **any** adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission? Yes No

5. had **any** occupational licence or application refused, cancelled or suspended? Yes No

6. been disqualified from holding **any** occupational licence? Yes No

7. been subject to **any** disciplinary action by a licensing authority? Yes No

8. had **any** investigations or legal proceedings commenced against you or an associated entity, which may result in action being taken in relation to an occupational licence currently held? Yes No

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Business references

You must provide two independent business references which attest to your good character and reputation. These references must be in the pro forma titled "Land Valuer Pro Forma Business References" which is available on our website at: www.commerce.wa.gov.au/publications/land-valuer-pro-forma-business-references.

At least one referee must be a land valuer licensed in Western Australia. References from relatives or partners will not be accepted.

Qualification and Experience - please tick appropriate box

- I am a financial Life Fellow, Fellow or Associate Member of the Australian Property Institute (API) having attained certification as a "Certified Practising Valuer". Date attained:

Please **attach** evidence of associate or fellow membership of the API with the designation of Certified Practising Valuer; and written confirmation that you are a current financial member off the API.

- I hold a prescribed degree, diploma, certificate other award prescribed by the Land Valuers Licensing Regulations 1978, and I have had:
- practical experience in the valuation of land, for the period of two years immediately preceding the date of this application; and
 - a total of not less than four years satisfactory practical experience in the valuation of land within the period of ten years immediately preceding the date of this application.

Please **attach** a copy of your prescribed degree, diploma, certificate or other award.

- I have previously held a licence under the *Land Valuers Licensing Act 1978* within the period of five years immediately preceding the date of this application.

Please **attach** a copy of your former licence certificate.

Authorisation and Declaration

In order to assist with the determination of this application, I authorise the Commissioner, or persons so directed, to obtain on my behalf any document, record, file or information that may be necessary and relevant to consider my fitness and propriety to hold a licence, including but not limited to records relating to my criminal history or current/previous occupational licences or other relevant information.

I understand that providing false or misleading information to the Commissioner or Chief Executive Officer is an offence under section 33A of the *Land Valuers Licensing Act 1978*.

Declaration

I (FULL NAME OF APPLICANT)

Signature:

Date: