



# Application For A General Licence (By An Individual)

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This form is designed to be used with the **FREE Adobe Acrobat Reader application**. [Click here to download Acrobat Reader](#). Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

## Application checklist

- National police certificate** - Provide an Australian police check NOT more than three months old. For information on approved providers please visit [www.commerce.wa.gov.au/CP/policechecks](http://www.commerce.wa.gov.au/CP/policechecks). Certified copies can be accepted and original documents will not be returned.
- Two character references** - Original letters from the two character referees nominated on the application form, who are residents of Western Australia stating the reasons why, in their opinion, you (the applicant) are a suitable person to be granted a Licence.
- Scale of fees** - Please enclose a draft of your proposed "Scale of Fees" for arranging the employment of permanent, temporary and casual staff. A pro-forma example is available from the Department's website.
- Notice of employment offered** - Please enclose a draft of your "Notice of Employment Offered" as required under Section 42(3) of the Act. A pro-forma example is available from the Department's website.
- Certificate of registration of a business name** - If the licence is to include a trading name(s), a copy of the Certificate(s) of Registration of a Business Name issued by the Australian Securities and Investment Commission is to accompany the application.
- Resume** - A detailed resume of any work experience you have had in the employment agents industry (include names of employers, type of experience and relevant dates). Please include details of your employment history.
- Licence fees** - please visit [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees) for the current prescribed fee. This fee is exempt from both GST and withholding tax and non refundable.

To assist you to understand your obligations as a licensed Employment Agent you may wish to purchase a copy of the Act and Regulations. For information contact the State Law Publisher, by email at [sales@dpc.wa.gov.au](mailto:sales@dpc.wa.gov.au), by telephone on (08) 6552 6000 or visit [www.slp.wa.gov.au](http://www.slp.wa.gov.au).

If you have any enquiries in relation to the above please contact Consumer Protection Licensing on 1300 304 064 or by email to [cplicensing@dmirs.wa.gov.au](mailto:cplicensing@dmirs.wa.gov.au).

## Credit card payment details

Card type  Visa  Mastercard (only Mastercard and Visa accepted)

Card Number

Card Holder

Expiry Date  /

I authorise the Department to deduct the current prescribed fee\*

Cardholder's Signature:

Date:

 /  / 

Cardholder's contact phone number

\*Fees are subject to change on 1 July of each year

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## Office use only

Total Fee	Department code	Chart description
\$	EA	<input type="checkbox"/> New application

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

Level 1, Mason Bird Building  
303 Sevenoaks Street,  
CANNINGTON WA 6107

## 1. Applicant details

Salutation:  Mr  Mrs  Ms  Other, please specify:

Family name:  First name:

Other name(s):  Date of birth:  /  /

Phone (work):  Phone (mobile):  Email:

## Residential address

Street address:

Suburb:  State:  Postcode:

Employment agent trading as: :

## 2. Principal place of business

Trading name:

Street address:

Suburb:  State:  Postcode:

Phone number:

## Other place(s)

Street address:

Suburb:  State:  Postcode:

Phone number:

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### 3. Character references

Names and contact details of two persons resident in Western Australia willing to act as character referees for proposed licensee.

a) Salutation:  Mr  Mrs  Ms  Other, please specify:

Family name:  First name:

Street address:

Suburb:  State:  Postcode:

Phone:  Email:

b) Salutation:  Mr  Mrs  Ms  Other, please specify:

Family name:  First name:

Street address:

Suburb:  State:  Postcode:

Phone:  Email:

### 4. Declaration

The fee of \$  is enclosed herewith.

Signature of applicant:  Date:

**As of January 2019 the Department will send courtesy reminders to renew licences via SMS and email only. Please ensure your contact details are kept up to date or you may not receive renewal reminders.**