



Government of **Western Australia**  
 Department of **Mines, Industry Regulation and Safety**  
**Consumer Protection**

## Application for a General Licence (Body Corporate or Partnership)

### APPLICATION CHECK LIST:-

1. **NATIONAL POLICE CERTIFICATE** - Provide an Australian police check NOT more than three months old. For more information on approved providers 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.
2. **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.
3. **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.
4. **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.
5. **CERTIFICATE OF REGISTRATION OR INCORPORATION** - If the licence is to be held on behalf of an incorporated body, a copy of the Certificate of Incorporation is to accompany the application  
**OR**  
 If the licence is to be held on behalf of a Company or Body Corporate, a copy of the Certificate of Registration of a Company issued by the Australian Securities and Investment Commission (ASIC) is to accompany the application.
6. **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 (ASIC) is to accompany the application.
7. **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.
8. **LICENCE FEES** - The current prescribed fees are listed on the Department’s website at [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees). Fees are exempt from both GST and withholding tax and non-refundable.

### CREDIT CARD PAYMENT DETAILS

Card Type    Visa        Mastercard        (Only Visa and Mastercard accepted)

Card Number   

Card Holder     Please print

Expiry Date      /      *I authorise the Department to deduct the current prescribed fee\**

Signature / Authorisation        Date   

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

OFFICE USE ONLY					
<b>Total Due</b>	<b>\$</b>	<b>Department Code</b>	EA	<b>Chart Description</b>	New application



EMPLOYMENT AGENTS ACT 1976  
**APPLICATION FOR A GENERAL LICENCE (BODY CORPORATE OR PARTNERSHIP)**

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. I, (MR / MRS / MISS / MS)**

-----  
 (First Name & Middle names) (Surname)

of -----  
 (Residential / Business Address)

Postcode Mobile -----

Email: -----

apply on behalf of -----  
 (name of Partnership or Body Corporate/Company)

trading as -----

-----  
 for a general licence to act as and carry on the business of an employment agent.

**2. It is proposed to carry on the business at the following address(es);**

Principal place ----- Telephone -----  
 (Trading Name and Address)

Other place(s) ----- Telephone -----

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

(a)

-----  
 (First name) (Surname)

of -----  
 (Address)

Telephone: .....

Email: .....



(b)

-----  
 (First name) (Surname)

of -----  
 (Address)

Telephone:.....

Email: .....

4. Does a person, firm or body corporate mentioned in this application hold a licence under the Act?

YES / NO If yes, please provide the licence number: .....

5. The fee of \$: [ ] is enclosed herewith.

6. I certify that the Body Corporate has consented to this application.

Dated this ----- day of ----- 20 -----

-----  
**SIGNATURE OF APPLICANT**

----- consents to this application  
 (Name of firm/body corporate)

-----  
 (Name and Signature of person authorised by firm/body corporate)

----- consents to this application  
 (Name of firm/body corporate)

-----  
 (Name and Signature of person authorised by firm/body corporate)

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) or by telephone on (08) 6552 6000.

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



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Department of **Mines, Industry Regulation and Safety**  
**Consumer Protection**

***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.***

You may lodge your completed application:

**By post addressed to:**

**Licensing Services**

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

**In person at:**

**Customer Service**

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

**In person (drop off only) at:**

Department of Mines, Industry  
Regulation and Safety  
Level 2, Gordon Stephenson House  
140 William Street, PERTH  
Hours: 8:30am to 4:30pm  
Monday to Friday