



## Application for a Land Valuers Licence

### APPLICATION CHECKLIST

Prior to submitting your application, please complete this checklist, attaching your application and supporting documentation in order set out below:

Prescribed fee (see <a href="http://www.commerce.wa.gov.au/CP/licensingfees">www.commerce.wa.gov.au/CP/licensingfees</a> for current fee). (Please complete credit card details below or make cheques payable to the Commissioner for Consumer Protection)	
An original or certified copy of an Australian police check (not more than three months old) Approved police check providers are listed at <a href="http://www.commerce.wa.gov.au/cp/policechecks">http://www.commerce.wa.gov.au/cp/policechecks</a>	
Evidence of qualifications to hold a valuers licence (see section 5.)	
Two pro forma references (at least one from a licensed valuer)	

**An incomplete or inaccurate application cannot be assessed. If you need help completing this form please contact the Licensing Advice Line on 1300 304 064.**

### CREDIT CARD PAYMENT DETAILS

Card Type      Visa       Mastercard       (Only Visa and Mastercard accepted)

Card Number     

Card Holder Name       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

Total Fee	\$	Department Code	LV	Chart Description	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.

Please write in **BLOCK LETTERS** using pen. **Answer every question.** Tick  where appropriate. **ALL information must be provided** to enable the application to be assessed.

This application **must** also be accompanied by the prescribed fee and those additional items listed in the Application. Please note the fee is non-refundable. Incomplete applications are not accepted and will be returned.

The list of current fees is available at [www.commerce.wa.gov.au/CP/licensingfees](http://www.commerce.wa.gov.au/CP/licensingfees).

Certified copies of supporting documents required to be provided with this application will be accepted, original documents will not be returned. For a list of occupations authorised to witness and certify documents, visit [www.commerce.wa.gov.au/CP/authorisedwitness](http://www.commerce.wa.gov.au/CP/authorisedwitness).

**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.**

### 1. Details of applicant

**Title:** Mr  Mrs  Miss  Ms  Other

**Last Name:**

**Given Name(s):**

**Previous name(s) (if applicable)**   
You must list ALL previous names.

**Date of birth:**  /  /

**Work phone:** (  )  **Mobile:**

**Email address:**

Note: Your nominated email address will be used for contact purposes, please ensure that the email address provided in this application is correct and that you notify the Department of any future changes.

**Residential Address:**

**Current address for purpose of the Register\*:**

\*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)

## 2. 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 (if applicable):

ABN:

Principal Place of Business:

**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 (circle one):

**DIRECTOR / PARTNER / EMPLOYEE**

Principal Place of Business:

**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:

## 3. Fitness to hold a licence

To enable the Commissioner to consider whether an applicant is of good character and repute to hold a licence, please attach to this application **an original or duly certified copy of an Australian police check**, which is **no more than three months old**. Please see [www.commerce.wa.gov.au/cp/policechecks](http://www.commerce.wa.gov.au/cp/policechecks) for a list of acceptable Australian police checks.

Have/are you:	Yes or No
(a) been convicted, or found guilty of <b>any</b> offences, including convictions which resulted in a suspended sentence? <i>(Include all offences which went to Court, including traffic offences. Do not include spent convictions.)</i>	
(b) aware of <b>any</b> legal proceedings currently pending against you for an offence, including proceedings by way of appeal or review?	
(c) been the subject of <b>any</b> adverse finding by a Government Board, Tribunal or Agency, e.g. the Corruption and Crime Commission?	
(d) had <b>any</b> occupational licence or application refused, cancelled or suspended?	
(e) been disqualified from holding <b>any</b> occupational licence?	
(f) been subject to <b>any</b> disciplinary action by a licensing authority?	
(g) had <b>any</b> 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?	

*If the answer to any of the above items was 'Yes', full details must be provided on a separate attached sheet of paper.*

## 4. Business References

You must provide two independent business references which attest to your good character and reputation. The references must be in the pro forma (see Appendix 1). **At least one referee must be a land valuer licensed in Western Australia.** References from relatives or partners will not be accepted.

## 5. Qualification and Experience - please tick appropriate box

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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 certified 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.

## 6. Authorisation and Declaration

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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*.

Applicant's full name

Signature of Applicant

Date:

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Your completed application may be lodged:

**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

Licensing Advice Line 1300 304 064  
Overseas Callers +61 8 6251 2931  
Consumer Protection Advice Line: [1300 304 054](tel:1300304054)

Email enquiries: [cplicensing@dmirs.wa.gov.au](mailto:cplicensing@dmirs.wa.gov.au)  
Web Site [www.commerce.wa.gov.au/CP/licences](http://www.commerce.wa.gov.au/CP/licences)



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

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- References from relatives, subordinates or defacto partners will not be accepted.
- **At least one reference must be from a Western Australia licensed valuer**
- Referees should provide as much detail as they are able and attach an additional sheet if necessary.

**PRO FORMA BUSINESS REFERENCE - LAND VALUERS LICENCE APPLICATION**

**APPLICANT'S NAME** \_\_\_\_\_

**Questions**

1. How long have you known the applicant?.....
2. Are you related to the applicant in any way?.....
3. Are you associated with the applicant in business? If so, please indicate in what capacity and to what extent?.....  
.....  
.....
4. Do you consider the applicant to be a person of good character and repute and competent to carry out the duties of a licensed valuer?.....  
Reasons for this?.....  
.....  
.....  
.....  
.....
5. Are you aware of any reason why the applicant would not be eligible for or should not be granted a land valuer's licence?.....  
If yes, reasons for this?.....  
.....

**Referee's Name** (please print).....

**Job title/Place of Employment**.....

**Contact Number** ..... **Licence number (if applicable) LV**.....

I declare that the information and documents given with or in support of this reference, whether or not provided at the time of or subsequent to lodgement, are true and correct. 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*.

**Signature** ..... **Date** .....



Government of **Western Australia**  
Department of **Mines, Industry Regulation and Safety**  
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**PRO FORMA BUSINESS REFERENCE - LAND VALUERS LICENCE APPLICATION**

**APPLICANT'S NAME** \_\_\_\_\_

**Questions**

6. How long have you known the applicant?.....
7. Are you related to the applicant in any way?.....
8. Are you associated with the applicant in business? If so, please indicate in what capacity and to what extent?.....  
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9. Do you consider the applicant to be a person of good character and repute and competent to carry out the duties of a licensed valuer?.....  
Reasons for this?.....  
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**Signature** ..... **Date** .....