



<b>Office use only</b>	
Licence / Registration no	
Registering officer	

**Licensing and Registration**

Level 3  
Chesser House  
91-97 Grenfell Street  
Adelaide SA 5000

GPO Box 1719  
Adelaide SA 5001

Tel 131 882  
Fax 08 8204 9697

[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

## Application for Approval of a Sales Representative to Manage a Land Agent's Office

Each of an agent's places of business must be properly managed and supervised by a registered land agent, or by a registered sales representative who has been nominated and approved by the Commissioner to manage an office. You can apply for approval of a sales representative to manage a land agent's office by completing this form.

Please note that generally a sales representative will only be approved to manage one office. You should also be aware of the requirements specified in the *Land Agents Regulations 2010* relating to proper management and supervision.

**There are penalties for making a false or misleading statement in this application.  
A maximum penalty of \$10,000 applies.  
By lodging this application you are authorising the Commissioner for Consumer Affairs to make any inquiries necessary to determine this application.**

### Section 1 Details of land agent

**Title:** Mr  Mrs  Miss  Ms  Company

**Surname / Company name:** \_\_\_\_\_

**Full given names:** \_\_\_\_\_

**Land agents registration no:** \_\_\_\_\_

**Address for service:  
(postal address)** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Residential address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**Home telephone:** \_\_\_\_\_ **Work telephone:** \_\_\_\_\_

**Mobile number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

## Section 2 Details of nominated manager

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Full name of manager for whom you are seeking approval:

Sales representative registration number:

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**Note:** If the nominated manager is not registered with our office as a sales representative, they will need to apply to be registered before they can be nominated as a manager.

## Section 3 Address details of the land agent's office to be managed by the nominated sales representative

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Branch office address:

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Postcode: 

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Please answer the following questions.

Please ✓  
YES NO

Are you currently approved as the manager of any other office for a land agent? Please provide details below.

If YES, are you seeking to remain as manager of that office/s?

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## Section 4 Application declaration

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### Every applicant must complete this section.

I, the applicant described in this application, do solemnly and sincerely declare that:

- I have read the *Land Agents Act 1994*, the relevant Regulations and understand my legal obligations relating to proper management and supervision of a place of business of a land agent.
- The contents of this application form and all of the attachments are true and correct, and I understand that providing false or misleading information is an offence under Section 54 of the *Land Agents Act 1994*.

#### *Section 54 Land Agents Act 1994*

*A person must not make a statement that is false or misleading in a material particular (whether by reason of the inclusion or omission of any particular) in any information provided, or record kept, under this Act.*

*Maximum penalty \$10,000.*

I also authorise the Commissioner for Consumer Affairs to make any inquiries necessary for the purpose of determining this application.

### Signature

\_\_\_\_\_

*Land agent (or company director/manager)*

\_\_\_\_\_

*Please print name*

I, \_\_\_\_\_ agree to be nominated as the manager for the above named applicant.

### Signature

\_\_\_\_\_

*Nominated manager*

**Confidentiality:** There are Secrecy Provisions under the Fair Trading Act 1987 that prohibit the release of information supplied by you to any unauthorised person, except under special circumstances such as for legal proceedings or to other regulatory agencies.

***Please continue overleaf for details of how to lodge this application***

## Where to lodge this form

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### **In person**

Consumer and Business Services  
Licensing and Registration  
Level 3 Chesser House  
91-97 Grenfell Street  
ADELAIDE SA 5000

### **Post**

Consumer and Business Services  
Licensing and Registration  
GPO Box 1719  
ADELAIDE SA 5001

### **Telephone**

Commercial Licensing Section 131 882  
Translating and Interpreting Service (TIS)  
Telephone 131 450

### **The Act and Regulations can be obtained from:**

Service SA Government Legislation + Outlet  
108 North Terrace  
Adelaide SA 5000  
Telephone 13 23 24  
or download from [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au)

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