

Office Use Only	
Client ID	
Application fee	
Licence / Registration No	
Pre-Grant fee	



Mutual Recognition

Application for recognition in South Australia

Licence Registration Details

- Builder
 Plumbers, Gas Fitters & Electricians
 Land Agent or Sales Representative
 Conveyancer or Auctioneer
 Second-hand Vehicle Dealer
 Security / Investigation Agent
 Travel Agent

Applicant's details

Title Mr Mrs Ms Miss

Surname _____

Full given names _____

Home address _____

Postal address _____ Postcode _____

Postal address _____ Postcode _____

Date of birth _____

Home telephone _____ Work telephone _____

Facsimile _____ Mobile _____

Type of licence / registration details

State the occupation for which a licence or registration is being sought under Mutual Recognition:

- Employee only Contractor / Sub-contractor / Business Condition

Please note:

All documentation submitted with an application must be in the full and legal name of the applicant.

Interstate / New Zealand licence / registration details

State / Territory / NZ

Licence /registration no.

Expiry date

Endorsement on Card

State / Territory / NZ

Licence /registration no.

Expiry date

Endorsement on Card

State / Territory / NZ

Licence /registration no.

Expiry date

Endorsement on Card

Please note:

Specify all the States and Territories within Australia (or New Zealand in accordance with the Trans-Tasman mutual recognition principle) which you hold a current substantive licence / registration equivalent to the occupation you are applying for in South Australia.

Important:

Please provide the original or a certified copy of your interstate or New Zealand licence / registration.

Special conditions

Specify any special conditions you are subject to in carrying on your occupation in any State or Territory of Australia or New Zealand (e.g. financial limitations, under supervision of a licensed person, number of contracts, undertakings to complete certain training courses).

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Business details in South Australia (if applicable)

Registered business name

Registration number

Business address

..... Postcode

Continued over ...

If you are a second-hand vehicle dealer or travel agent, please state your business premises address or branch address (if a travel agent) from where you will be operating from in South Australia. If the same as your business address above, write 'as above'.

Important:

Licensed dealers in SA **can only trade from registered business premises as approved by the Commissioner**. To obtain such approval, please attach a letter from the relevant SA council approving the premises stated below as suitable for a second-hand vehicle sales outlet. If you do not wish to trade immediately, write 'I do not wish to trade at this time' and contact our Office for further advice.

Business premise or
branch address

.....
..... Postcode

If you are a travel agent, please state the name of the person who will be managing your branch. Please attach copies of relevant qualification / experience relating to the person named.

.....
.....

Statutory declaration

In relation to the occupation for which mutual recognition is sought:

	Please ✓	
	Yes	No
1. Are you the subject of disciplinary proceedings in any State or Territory of Australia, or New Zealand, (including preliminary investigations or actions that may lead to disciplinary proceedings) in relation to this occupation	<input type="checkbox"/>	<input type="checkbox"/>
2. Is your licence / registration in any State or Territory of Australia, or New Zealand, cancelled or currently suspended as the result of disciplinary action	<input type="checkbox"/>	<input type="checkbox"/>
3. Are you otherwise personally prohibited from carrying on this occupation in any State or Territory of Australia, or New Zealand, and subject to any special conditions in carrying on such occupation as the result of criminal, disciplinary or civil proceedings in any participating jurisdiction	<input type="checkbox"/>	<input type="checkbox"/>
4. I consent to the making of inquiries of, and the exchange of information with, the authorities of any State or Territory of Australia, or New Zealand, regarding my activities in the relevant occupation and any other matters relevant to this notice	<input type="checkbox"/>	<input type="checkbox"/>
5. The accompanying document is a complete and accurate copy of the original in relation to my current licence(s) / registration(s) held in a State or Territory of Australia, or in New Zealand.	<input type="checkbox"/>	<input type="checkbox"/>

I, _____ do solemnly and sincerely declare that the particulars contained in this application and above statements including attached documents and photographs (if applicable) are true and correct. I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1936*.

Continued over ...

Declared at _____ in the State or Territory of _____ this
_____ day of _____, 2_____.

_____ before me

(Signature of applicant)

(Signature of Justice of the Peace, Commissioner for Taking Affidavits or a Proclaimed member of the SA Police Force)

Photographs & 100 point identity check

A photo taken in digital format is required to create a licence / registration card. You will also be required to have your identity documents checked at the same time as having your photo captured. If lodging the application **in person** at our Adelaide office, please bring along your identity documents similar to those required for opening a bank account (i.e. 100 point identity check).

Example 1: a fully certified birth certificate (or copy certified by a Justice of the Peace) and your driver's licence.

Example 2: a current passport and your driver's licence.

Or any combination of these examples. Other forms of documents are also acceptable; please contact this office for details.

Only original documents or certified copies are accepted as proof of identity.

If lodging the application by post or if you live in a remote area, you will need to complete the 100 point identity check and Proof of Identity Form. **Do not submit identity documents through the post.**

Please contact the office on (08) 8204 9696 if you do not have a Proof of Identity Form.

Remote Areas: If you live in a remote area or outside of South Australia, please contact this Office for further advice on getting your photo taken.

Where to lodge this form

In person

Business and Occupational Services
Office of Consumer and Business Affairs
Level 3 Chesser House
91-97 Grenfell Street
ADELAIDE SA 5000

OCBA Regional Office (BERRI)
Office of Consumer and Business Affairs
30 Kay Avenue
BERRI SA 5343

Post

Business and Occupational Services
Office of Consumer and Business Affairs
GPO Box 1719
ADELAIDE SA 5001

Telephone

Builders Licensing: (08) 8204 9644
Commercial Licensing: (08) 8204 9686
SA country callers 131 882
Translating and Interpreting Service (TIS)
Telephone 131 450

The Act and Regulations can be obtained from:

Service SA Government Legislation + Outlet
101 Grenfell Street
Adelaide SA 5000
Telephone 13 23 24
or download from the Parliamentary website:
www.parliament.sa.gov.au

Visit us on the web

www.ocba.sa.gov.au

Payment of fees

Payment of fees can be made by:

- cash (in person only)
- money order
- cheque, or
- credit card (Visa, Mastercard accepted).

EFTPOS facilities are available at our Adelaide office only.

All fees are payable to the Commissioner for Consumer Affairs.

The **fee amount** applicable to your application should appear on the first page of this application form. If this is not the case, please contact us at our Adelaide Office for further assistance.

Cheque or Money Order Payments

I hereby enclose my cheque or money order (*circle whichever is applicable*) made out to the Commissioner for Consumer Affairs for the amount of \$_____.

Credit Card Payments

I hereby authorise the Commissioner for Consumer Affairs to debit my **Visa** or **Mastercard** (*circle whichever is applicable*) for the amount of \$_____.

 /

Credit card number

Expiry date

Card holder's name

Card holder's signature

Date

Card holder's contact number:

Client ID:

Licence Number: