

LICENSING, REGULATION AND ALCOHOL STRATEGY

Licences under the *Commercial and Private Agents Licensing Act* - Application Checklist (Corporation)

- Completion of Form 1 - Application by a Corporation. Please ensure this is filled in correctly as an incomplete form will not be processed.
- Completion of Form 8 (Approval for an Agents Manager).
- A natural person approved by the Commissioner to be the manager.
- Confirmation of lodgement for each officer of "Authority to Release Criminal History" in the form of receipt. The form must be lodged directly with a police station and a \$50 fee applies for each criminal history check and must be paid on lodgement.
- A certified copy of, or an extract of Birth Certificate for each officer.
- Two testimonials signed by different reputable persons, as to my character for each officer.
- Current copy of Company Extract.
- The prescribed processing fee* per licence (Please note GST exempt).
- The granting fee* per category. (This is only paid if licence is granted)
- Copy of current photographic identification for each officer i.e. Driver's Licence or Passport.
- A bond in the prescribed form as specified under Part 5 of *the Commercial and Private Agents Licensing Act* (For Commercial Agent and Private Bailiff only).
- A copy of the newspaper advertisement published in accordance with Regulation 12 of *the Commercial and Private Agents Licensing Regulations*. 14 days should be allowed for objections. (See the [Guide to Advertising](#) for more details)

**Please refer to the relevant schedule of fees.*

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Darwin

Level 1, Enterprise House
28-30 Knuckey Street, Darwin
GPO Box 1154, Darwin, NT 0801
Ph: 08 8999 1800
Fax: 08 8999 1888

Katherine

18 Katherine Terrace, Katherine
GPO Box 2138, Katherine NT 0850
Ph: 08 8972 8906
Fax: 08 8972 8910

Alice Springs

1st Floor Belvedere Hse
Cnr Parsons & Bath Sts
GPO Box 8470, Alice Springs NT 0871
Ph: 08 8951 5195
Fax: 08 8951 8591