# Application for exemption from appointing a licensed branch manager - conveyancers

***Conveyancers Act 2006***

**Important notice**:

* Enter text in spaces provided only. The Business Licensing Authority (BLA) will not accept your form, nor consider it lodged, if you remove or change any questions or other text.
* Mark relevant fields with an ‘X’.
* If completing this form by hand, please complete details in block letters, using a black or blue pen.
* Do not submit this form by email. We cannot accept forms with credit card numbers that are emailed to us. We will not process your application.

## Before starting your application

* If a licensee intends to conduct conveyancing business from more than one branch office/location, the day-to-day operation of each branch office must be managed by a separate licensed conveyancer (one licensee per office).
* The *Conveyancers Act 2006* and this form allow you to apply for an exemption from the requirement to have a licensed manager at each branch office. The BLA has complete discretion about whether or not it will grant an exemption. In considering an application, the BLA will consider carefully whether the applicant can ensure the proper supervision of a branch office in accordance with the Act and its objectives, without it being managed by a licensee.
* It is an offence for a person to knowingly make an incorrect statement in relation to an exemption application. Significant fines apply. Checks will be carried out to verify the information provided in this application.
* If you need additional space to answer the questions in this form, you can attach a separate page referencing your answer to the question number or photocopy the page as needed.

## Fees

The fee for 1 July 2024 to 30 June 2025 for applying for exemption is $301.30.

The fee must accompany this form. The fee is non-refundable.

## Privacy

For privacy information, please refer to [Information and privacy - Business Licensing Authority - Consumer Affairs Victoria website](https://www.consumer.vic.gov.au/businesses/business-licensing-authority/information-and-privacy) ([consumer.vic.gov.au/blaprivacy](http://www.consumer.vic.gov.au/blaprivacy)).

## After you lodge your application

* If the form is completed correctly and all the necessary documents are attached, processing time could be up to 4 weeks. You may be required to provide further information.
* If any change occurs in the information you have provided in this application, you must notify the BLA in writing immediately.
* You will be notified of the decision in writing.
* If your application is successful, you will only be granted an exemption for the offices listed in this form. The exemption will be ongoing unless otherwise specified.
* If your application is not successful, you can appeal the decision by applying to the Victorian Civil and Administrative Tribunal within 28 days of the decision.

## Applicant details

|  |  |
| --- | --- |
| Licence number |  |
| Full name of licensee |  |
| Principal office street address line 1  PO Boxes cannot be accepted. |  |
| Principal office street address line 2  If applicable. |  |
| City/Suburb/Town |  |
| State |  |
| Postcode |  |
| Daytime telephone number  Mobiles OK. For landlines, include area code. |  |
| Email |  |

## Exemption details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Which branch office are you seeking the exemption for? (enter details below) | | | | | |
| Branch office address | Number of staff at this office | Nature of conveyancing work at this office, including estimated volume and value of transactions per year and nature of transactions (e.g. commercial, residential, new sub-divisions) | | | |
|  |  |  | | | |
|  |  |  | | | |
|  |  |  | | | |
| 1. As the licensee, do you propose to manage all the branch offices yourself?   Mark with an ‘X’. | No - go to **question 3** | |  | Yes - go to **question 5** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. List the names of the individual you propose to manage the office and their experience in carrying on business as a conveyancer (enter details below) | | | | | | |
| Full name of proposed manager/s  Include Mr, Mrs, Ms, etc. | Branch office address | | | Conveyancing experience (including time in industry, any qualifications, any conveyancing supervisory experience and types of conveyancing tasks undertaken) | | |
|  |  | | |  | | |
|  |  | | |  | | |
|  |  | | |  | | |
| 1. How have you verified the proposed managers’ experience and/or qualifications?   Mark with an ‘X’. | | Yes |  | | No |  |
| 1. Why are you seeking the exemption? Provide a full description of the circumstances and reasons for not appointing a licensed conveyancer manager | |  | | | | |

## Supervision details

|  |  |
| --- | --- |
| Please describe:   1. how will you ensure the proper supervision of the day-to-day operation of the business and employees at the branch office? 2. how will you ensure compliance with the *Conveyancers Act 2006* and other relevant laws? 3. what procedures have been or will be established to ensure the conveyancing business is conducted in accordance with the law and good practice? 4. how you plan to monitor compliance with these procedures? |  |

## Certification and signature

I certify that the information provided in this application is true and correct.

|  |  |
| --- | --- |
| Signature of applicant/authorised director/licensee |  |
| Date  dd/mm/yyyy |  |

## Documents required as part of this application

All proposed non-licensed managers listed in this form must complete and attach a Consent to national criminal history check form as well as provide the required identification documents. Forms are available from the [Conveyancers section of the Consumer Affairs Victoria website](https://www.consumer.vic.gov.au/conveyancers) ([consumer.vic.gov.au/conveyancers](http://www.consumer.vic.gov.au/conveyancers)).

## Payment

**The fee for 1 July 2024 to 30 June 2025 for applying for exemption is $301.30.** There is no GST payable on this fee. The fee can be paid by cheque, money order or credit card. Cheques and money orders are to be made payable to ‘Business Licensing Authority’.

If paying by credit card fill in your credit card details below.

### Credit card details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Credit card type  Mark with an ‘X’. | Visa |  | MasterCard |  |
| Amount | **$301.30** | | | | |
| Card number |  | | | | |
| Expiry date  mm/yy |  | | | | |
| CCV number |  | | | | |
| Name of card holder |  | | | | |
| Signature of card holder |  | | | | |
| Date  dd/mm/yyyy |  | | | | |

## How to lodge your application

### Attach all documents required as part of your application and send to:

**Post:**

Business Licensing Authority  
GPO Box 322  
Melbourne VIC 3001

**Assistance:**

Telephone: 1300 13 54 52  
Web: [consumer.vic.gov.au/conveyancers](http://www.consumer.vic.gov.au/conveyancers)  
NRS: 133 677  
ABN: 32 790 228 959