# Owners corporation manager permission application

***Owners Corporations Act 2006***

## How to complete this form

* 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.
* 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

There is no fee to submit an owners corporation manager permission application.

## Before starting your application

The *Owners Corporations Act 2006* provides that in certain circumstances, individuals and companies must apply for permission to be registered or to continue to be registered as an owners corporation manager. In giving its permission, the BLA may impose any conditions it considers appropriate to ensure the ongoing protection of the public interest.

#### Individuals and companies with an application or registration date on or after 1 December 2021

You must lodge a permission application to be registered or to continue to be registered as an owners corporation manager if **within the last 10 years** you as an individual or one of the company directors is or have been convicted or found guilty of:

1. an offence involving fraud, dishonesty, drug cultivation or trafficking that was punishable by a term of imprisonment for 3 months or more at the time of the conviction or finding of guilt; or
2. an offence involving sexual slavery or servitude that was punishable by a term of imprisonment for 3 months or more at the time of the conviction or finding of guilt; or
3. an offence involving child pornography or violence that was punishable by a term of imprisonment for 3 months or more at the time of the conviction or finding of guilt; or
4. a sexual offence or an offence connected with sex work that was punishable by a term of imprisonment for 3 months or more at the time of the conviction or finding of guilt; or
5. an offence that, if committed in Victoria, would constitute an offence referred to in paragraph (a), (b), (c) or (d).

This may include spent convictions, for more information visit the [Spent convictions webpage](https://www.consumer.vic.gov.au/resources-and-tools/business-resources/license-or-register-a-business/spent-convictions) (consumer.vic.gov.au/resources-and-tools/business-resources/license-or-register-a-business/spent-convictions)

#### Individuals and companies with a registration date before 1 December 2021

* You must lodge a permission application to continue to be registered as an owners corporation manager if **on or after 1 December 2021** you as an individual or as one of the company directors are convicted or found guilty of the offences described in a)-e) above. This may include spent convictions, for more information visit the [Spent convictions webpage](https://www.consumer.vic.gov.au/resources-and-tools/business-resources/license-or-register-a-business/spent-convictions) (consumer.vic.gov.au/resources-and-tools/business-resources/license-or-register-a-business/spent-convictions)

## More information about permission applications

* If you do not apply for permission within 30 days of the conviction or finding of guilt, your registration is automatically cancelled.
* If you lodge a permission application within 30 days of such an event, you can continue to act as an owners corporation manager until the BLA has made its decision.
* If you as an individual or as the director of a company become a represented person or become insolvent under administration or an externally administered body corporate, your registration is automatically cancelled. You cannot apply for permission to continue to be registered as an owners corporation manager.
* A person's registration as a manager is automatically cancelled 30 days after the person fails to be covered by professional indemnity insurance. You cannot apply for permission to continue be registered as an owners corporation manager.
* For more information:
  + visit the [Owners corporation managers](file:///C:\Users\ddarragh\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\6NPM59UJ\consumer.vic.gov.au\ownerscorpmanagers) section of the Consumer Affairs Victoria website (consumer.vic.gov.au/ownerscorpmanagers).
  + call the BLA on 1300 13 54 52.
  + refer to the *Owners Corporations Act 2006*, sections 76, 77, 185A, 186, 186A, 186B
  + Seek your own independent legal advice.

### Privacy

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

## After you lodge your application

* If the form is completed correctly, processing time is on average 4 to 6 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 Business Licensing Authority in writing immediately.
* You will be notified of the decision in writing.
* If your application is not successful, you can appeal the decision by applying to the Victorian Civil and Administrative Tribunal (VCAT) within 28 days of the decision.

## Application

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1. Who is seeking permission? Mark only one option with an ‘X’ | | | | | |
| A registered individual seeking to prevent registration cancellation – complete **question 2, then 4-6** | | | | |  |
| An individual person seeking to be granted a registration – complete **question 2, then 4-6** | | | | |  |
| A director of a registered company seeking to prevent registration cancellation – complete **questions 2-6** | | | | |  |
| A director of a company seeking permission to be granted a registration– complete **questions 2-6** | | | | |  |
| 1. Applicant details | | | | | |
| Family name |  | | | | |
| Given names |  | | | | |
| Date of birth dd/mm/yyyy |  | | | | |
| Full residential address Including postcode. PO Boxes cannot be accepted. |  | | | | |
| Full postal address If different from residential address. |  | | | | |
| Daytime telephone number Mobiles OK. For landlines, include area code. |  | | | | |
| Email |  | | | | |
| 1. Company details | | | | | |
| Name of company |  | | | | |
| Australian Company Number (ACN) |  | | | | |
| Registered address Including postcode. PO Boxes cannot be accepted. |  | | | | |
| Company telephone number Mobiles OK. For landlines, include area code. |  | | | | |
| Company email address |  | | | | |
| Name of the director who has been convicted or found guilty of the offence |  | | | | |
|  |  | | | | |
| 1. Are you or is the company currently registered as an owners corporation manager? | Yes |  | No – go to **question 5** |  | |
| Registration number |  | | | | |
|  | | | | | |
| 1. Give a detailed description and explanation of the events and conduct which led to the disqualifying offence. If you do not provide a full description, it may delay your application. |  | | | | |
|  |  | | | | |
| 1. To grant permission, the BLA must be satisfied that it is not contrary to the public interest to do so. Give reasons why you think it would not be contrary to public interest to permit you or your company to hold a registration or allow you to continue to hold a registration. |  | | | | |

## Declaration, acknowledgement, and consent

I declare that the information I have provided in this application is true and correct and I acknowledge that it is an offence to supply the Business Licensing Authority with false or misleading information or \*omit information (\*unless the information omitted is in respect of a spent conviction where disclosure is protected).

If this application is made by a company, I declare that I have made enquiries to ensure that the information contained in this application is accurate and that I am authorised to make this application on behalf of the company.

I acknowledge that the BLA may conduct checks of publicly available information held by the Australian Investments and Securities Commission, the Australian Financial Security Authority or other relevant agencies relating to the information contained in this application concerning the permission applicant.

I acknowledge that if I lodge my application online, the BLA will accept this communication as containing my signature for the purposes of the *Electronic Transactions (Victoria) Act 2000*.

By lodging this form I acknowledge that I consent to give and receive information and notifications in respect of this application by electronic means.

|  |  |
| --- | --- |
| Name of applicant or director of company |  |
| Signature of applicant or director of company |  |
| Date dd//mm/yyyy |  |

## Documents required as part of this application

Note: If you are an individual or a company applying for an owners corporation manager’s registration and you have already provided all required consent forms and certified identity documents as part of your submitted registration application, you do not need to provide them again.

|  |  |
| --- | --- |
| A [Consent to National criminal history and other records check (Word, 517KB)](http://www.consumer.vic.gov.au/library/forms/businesses/consent-to-national-criminal-history-and-other-record-checks.doc) completed by the person who has been convicted or found guilty of the offence |  |
| Certified copies of the required identification documents for the person who has been convicted or found guilty of the offence. Details of the required documents are on the *Consent to criminal history and other records check* form |  |
| For any disqualifying offence, a copy of the Summary of Charges and any other documentation you have regarding the nature of the offence (such as court extracts, charge sheets, transcript of sentence). |  |

## How to lodge your application

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

|  |  |
| --- | --- |
| **Email:** [information@bla.vic.gov.au](mailto:information@bla.vic.gov.au) | **Post:** Business Licensing Authority GPO Box 322 Melbourne VIC 3001 |

**Assistance:** Telephone: 1300 13 54 52  
Web: consumer.vic.gov.au/ownerscorpmanagers  
NRS: 133 677  
ABN: 32 790 228 959