



# APPLICATION FOR A REPLACEMENT LICENCE

Conveyancers Licensing Act 2003

13 32 20 fairtrading.nsw.gov.au

Please read the information before completing this form.  
This form can be completed in Adobe Reader and saved for your records.

## Fees

For current licence fees [click here](https://www.fairtrading.nsw.gov.au/help-centre/fees/conveyancers-licensing-fees) or visit the website at <https://www.fairtrading.nsw.gov.au/help-centre/fees/conveyancers-licensing-fees>.

Fees are GST exempt and include a non-refundable processing component.

## How to lodge

- **By email** to [propertylicensing@customerservice.nsw.gov.au](mailto:propertylicensing@customerservice.nsw.gov.au).
- **In person** at any **Service NSW Centre**. For the address of your nearest Service NSW Centre please telephone 13 77 88 or visit [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre)

## 1. Licensee details

Name of licence holder seeking replacement licence

Licence number

If licence holder is a corporation, name of director making this application.

Title Given name(s)

Family/Surname

## 2. Declaration by the licensee

**Application must be signed by the licence holder whose licence is being replaced or, if a corporation, by the above-named director.**

I hereby certify that the authority that was issued under the *Conveyancers Licensing Act 2003* to the above-named licence holder has been lost, damaged, destroyed or stolen.

Title Given name(s)

Family/Surname

Signature

Date signed (DD/MM/YYYY)

This form is designed to be completed in Adobe Reader. A cross appearing in the digital signature field above may indicate a compatibility issue. If a cross appears please sign here

## 2. Declaration by the licensee *(continued)*

### Privacy Statement

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PIIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To assess and determine an application for issuing you with a replacement conveyancing licence in accordance with section 11 of the *Conveyancers Licensing Act 2003* and Part 2 of the *Licensing and Registration (Uniform Procedures) Act 2002*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/ update our customer database, including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PIIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the Fair Trading Privacy [Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email [brdprivacy@customerservice.nsw.gov.au](mailto:brdprivacy@customerservice.nsw.gov.au).

For more information about how Service NSW handles personal information please visit [www.service.nsw.gov.au/privacy](http://www.service.nsw.gov.au/privacy).

## 3. Payment details

This application must be accompanied by the prescribed fee. For information on how much to pay, visit the fees section available at

<https://www.fairtrading.nsw.gov.au/help-centre/fees/conveyancers-licensing-fees>

### Payment:

Pay by credit card or PayPal using the following link:

[www.fairtrading.nsw.gov.au/applicationpayments](http://www.fairtrading.nsw.gov.au/applicationpayments)

Step 1 - Click on the link or type the URL into your web browser

Step 2 - Follow the instructions online to complete the payment

Step 3 - When the lodgement fee is paid online you will receive a receipt number. Please record the receipt number below before lodging the application, not providing this information may result in delays in processing your application.

Receipt number

**Note:** If you are having difficulty lodging the application please contact NSW Fair Trading on 13 32 20.

Please attend a Service NSW centre to lodge and pay by other methods.