

# Application for Valuer Registration via Certificate of Competence pathway



Valuers Registration Act 1992 (the Act) | s 29

YOUR DETAILS	
Title	<i>Mr Mrs Miss Ms Other (please specify)</i>
First Name	
Middle name/s	
Surname	
Preferred name (if applicable)	
Date of birth	
Gender	
Residential address	
State	Postcode
Phone	
Mobile	
Email	
Preferred email	
Personal <input type="checkbox"/>	Employment <input type="checkbox"/>

EMPLOYMENT DETAILS	
Position title	
Organisation name	
Street address	
State	Postcode
Postal address	
State	Postcode

PUBLIC REGISTER
Subject to section 32 of the Act, please mark if you <b>do not</b> consent to any of the following being published via the Register of Valuers of Queensland and the Queensland Government Gazette:
I <b>do not</b> wish for my business name, address, email and phone number to be published in the Register of Valuers of Queensland <input type="checkbox"/>

QUALIFICATION DETAILS					
Name of qualification	Name of institution	State or Country	Length of course	Start date (month/year)	Completion date (month/year)

PROFESSIONAL MEMBERSHIP DETAILS			
Name of institution (API or RICS)	Level of membership (i.e. AAPI CPV, RICS Chartered Valuation Surveyor, etc.)	Date Awarded	Current (Yes/No)

CAREER HISTORY (minimum of 3 years - attach separate list if insufficient space)			
Dates (from previous ten years)	Name and address of employer	Position title	Type of work undertaken

**VALUATION EXPERIENCE** (3 years min – noting the Board provides 12 months experience credit for completing and accredited qualification)

Dates	Supervising valuer	Number of valuations	Type of valuations	Main locality

**PROFESSIONAL REFERENCES**

First Name	
Surname	
Position title	
Organisation name	
Postal address	
State	Postcode
Phone	Email
Capacity and period in which you have known the referee	

First Name	
Surname	
Position title	
Organisation name	
Postal address	
State	Postcode
Phone	Email
Capacity and period in which you have known the referee	

**CHARACTER REFERENCE**

First Name	
Surname	
Position title	
Organisation name	
Postal address	
State	Postcode
Phone	Email
Capacity and period in which you have known the referee	

**PRIVACY**

The Valuers Registration Board of Queensland is authorised to collect your personal information under the Valuers Registration Act 1992 for the purpose of carrying out its statutory obligations and duties. Personal information provided on this form will be managed in accordance with the Information Privacy Act 2009, and will be used to:

- assess your eligibility for registration including where there is requirement to investigate your suitability for registration
- update and maintain your records
- publish relevant information about you in the Register of Valuers of Queensland, the Queensland Government Gazette and the Board's website
- provide you with services and communications including, but not limited to, renewal notices, certificates and newsletters, and
- if required, to investigate matters of a possible disciplinary ground for an offence related to the practice of valuations.

**FITNESS TO PRACTISE**

Answers to the following questions must be provided pursuant to s 30(a) of the *Valuers Registration Act 1992*. If you answer "Yes" to any of the following questions, please provide detail on a separate sheet and attach with this application form. Pursuant to s 31 and 31A of the *Valuers Registration Act 1992*, applicants are required to also provide an original or duly certified copy of an Australian police check which is no more than three months old

**Do you have a conviction, other than a spent conviction for any of the following:** *Spent conviction means a conviction for which the rehabilitation period under the Criminal Law (Rehabilitation of Offences) Act 1986 has expired and not revived under that Act.*

[i] an indictable offence; or  Yes  No

[ii] an offence against the *Valuers Registration Act 1992*; or  Yes  No

[iii] any other offence relating to the practice of valuation, against a law applying, or which applied, in Queensland, or the Commonwealth or any other State or Territory of Australia or a foreign country?  Yes  No

**Has your registration to practise** as a valuer under a law applying or that applied in the Commonwealth, another State or Territory of Australia or a foreign country been cancelled or suspended by the relevant registration/licensing body?  Yes  No

**Has any application by you** for registration as a valuer been refused by any registration/licensing body?  Yes  No

**Are you currently** the subject of a disciplinary process complaint regarding your practice as a valuer?  Yes  No

**DECLARATION**

I acknowledge that if registered by the Valuers Registration Board of Queensland, my registration and professional conduct as a valuer will be regulated by relevant provisions of the *Valuers Registration Act 1992*, relevant provisions of the Valuers Registration Regulation 2013, and any other rules, regulations or laws governing my conduct as a valuer in Queensland.

I acknowledge that certain information about my registration will be made publicly available via the Register of Valuers of Queensland and the Queensland Government Gazette. In accordance with the *Electronic Transactions (Queensland) Act 2001*, by completing this application, I consent to the Board providing notices, such as registration renewals, certificates and other information via electronic communication.

I, ....., solemnly and sincerely declare that the particulars shown in this application and supporting documentation are true and correct in every particular and that no relevant information has been omitted.

**Witnessed by** (Justice of the Peace/Solicitor):

**Signature of applicant:**

**Signature of witness:**

Date:

Date:

**AMOUNT PAYABLE**

Fee

Application for valuer registration	\$268.50 (GST exempt)
	Once registered, further fees apply for the certificate of registration and roll fee (reduced by one-twelfth of the fee for each whole month of the financial year that has expired)

**PAYMENT METHOD**

- Direct deposit      Account name: Valuers Registration Board of Queensland  
**BSB:** 064 000  
**Account:** 0009 0446
- Credit card  
 (Visa or Mastercard only)      Visit [www.bpoint.com.au/pay/vrbqld](http://www.bpoint.com.au/pay/vrbqld)

A receipt will be issued following registration.

**SUPPORTING MATERIAL WHICH MUST BE SUBMITTED TO COMPLETE YOUR APPLICATION**

Please email your report and other supporting information to [admin@vrbq.qld.gov.au](mailto:admin@vrbq.qld.gov.au)

- Evidence of educational qualifications
- Copy of your degree or transcript
- Copy of your Curriculum Vitae (CV)
- Copy of your Certificate of Competence (for API AAPI or FAPI CPV awarded after 8 February 2021 or RICS Chartered Valuation Surveyor)
- National Police Certificate (obtainable from Queensland Police - [www.police.qld.com.au](http://www.police.qld.com.au))

**APPLICATION SUBMISSION**

By email to:

For Inquiries please call:

[admin@vrbq.qld.gov.au](mailto:admin@vrbq.qld.gov.au)

07 3221 3892

Office use only:

Date: ..... 2023

Inv No.: .....

Payment Amount \$268.50 CHQ / EFT / CC

File No.: .....