

# **NORTHERN TERRITORY OF AUSTRALIA**

## **CONSUMER AFFAIRS AND FAIR TRADING (TRAVEL AGENTS) REGULATIONS**

As in force at 14 December 2005

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# NORTHERN TERRITORY OF AUSTRALIA

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As in force at 14 December 2005.

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## CONSUMER AFFAIRS AND FAIR TRADING (TRAVEL AGENTS) REGULATIONS

### Regulations under the *Consumer Affairs and Fair Trading Act*

#### 1 Citation

These Regulations may be cited as the *Consumer Affairs and Fair Trading (Travel Agents) Regulations*.

#### 2 Definitions

In these Regulations, unless the contrary intention appears:

**category 1 business** means a business specified in regulation 10(1)(a).

**category 2 business** means a business specified in regulation 10(1)(b).

**category 3 business** means a business specified in regulation 10(1)(c).

**category 4 business** means a business other than a business specified in regulation 10(1).

**business** means business as a travel agent.

**manager**, in respect of a place where a licensee carries on business, means the person (whether or not the licensee) required to be present and in charge of the day-to-day conduct of the business under section 213 of the Act.

#### 3 Application for licence

(1) An application for a licence shall be in accordance with:

- (a) where the application is made by an individual, Form 1 in Schedule 1; or
- (b) where the application is made by a body corporate, Form 2 in Schedule 1.

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(2) An application for a licence shall be accompanied by:

- (a) where the person is a body corporate or intends to carry on business with a body corporate, proof of the incorporation of the body corporate; and
- (b) a certificate by the Registrar of Business Names within the meaning of the *Business Names Act* that the business name or business names under which the person intends to carry on business is or are registered under that Act,

and the application shall not be taken to be made unless this subregulation is complied with.

#### **4 Details to appear in notification**

The details to be included in a notice published in a newspaper under section 191(1)(b) of the Act are:

- (a) the name of the person applying for a licence;
- (b) the name of each person who is to be a manager of the business of the person applying for a licence; and
- (c) where the application for a licence is made by a body corporate – the names of each director of the body corporate.

#### **5 Security at place of business**

For the purposes of section 195(1) of the Act, it is a condition of a licence that the licensee shall make reasonable arrangements, at each place where the licensee carries on business, for the safe custody and security against theft, loss, destruction, damage or unauthorised interference, of all sold tickets from time to time held by the licensee.

#### **6 Notification of change of particulars**

For the purposes of section 195(1) of the Act, it is a condition of a licence that the licensee shall, within 14 days after becoming aware of an alteration to the particulars supplied by the licensee in the licensee's application for the licence, provide the Commissioner with details of the alteration.

#### **7 Annual fee and return**

- (1) For the purposes of section 198(1) of the Act, the date in each year for the payment to the Commissioner of the prescribed annual licence fee, and the lodgement with the Commissioner of an annual return, is 30 June.

- 
- (2) The information to be contained in an annual return lodged with the Commissioner under section 198(1)(b) of the Act is, where the Commissioner has provided the licensee with a copy of the particulars held by the Commissioner in respect of the licensee:
- (a) where the particulars are correct – confirmation that the particulars are correct; or
  - (b) where the particulars are not correct – the submission of such information as is necessary to correct the particulars.

## **8 Particulars to be contained in register of licences**

The particulars in respect of a licensee to be contained in the register of licences kept under section 199 of the Act are:

- (a) the full name and residential address and telephone number of the licensee;
- (b) the date the Commissioner granted a licence to the licensee, the number of the licence and the category of licence granted;
- (c) the business name or business names under which the licensee carries on business;
- (d) the principal place of business at which the licensee carries on business and the category of business carried on at that place;
- (e) any other places at which the licensee carries on business and the category of business carried on at those places;
- (f) the name and residential address of each person who is a manager of the business of a licensee;
- (g) where the licensee is a corporation:
  - (i) the name and address of each director of the corporation;
  - (ii) the registered address of the corporation; and
  - (iii) the ASIC Number of the corporation;
- (h) exemptions, if any, that apply to the licensee;
- (j) the conditions or restrictions, if any, imposed on the licence;
- (k) a record of convictions and penalties, if any, imposed for contravention of the Act;

- 
- (m) details of a variation, if any, of the licensee's licence;
  - (n) the date of issue of a duplicate licence, if any, to the licensee under section 202 of the Act;
  - (p) a record of a suspension or cancellation, if any, of the licensee's licence under section 198 of the Act;
  - (q) a record of disciplinary proceedings, if any, under Division 4 of Part 11 of the Act or an appeal, if any, under Division 5 of Part 11 of the Act, in respect of the licensee and the outcome of such proceedings or such an appeal;
  - (r) an order, if any, made by the Local Court under section 218 of the Act that the licensee refrain from unjust conduct and a variation or discharge, if any, of such an order under section 219 of the Act; and
  - (s) the date of surrender of the licensee's licence.

## **9 Notice and particulars to be displayed**

The notice which a licensee displays under section 209 of the Act at each place at which the licensee carries on business shall:

- (a) be not less than 200 millimetres high and not less than 200 millimetres long;
- (b) display:
  - (i) the words "Licensed Travel Agent";
  - (ii) the name of the licensee;
  - (iii) the name of the manager at that place;
  - (iv) a statement that the Commissioner of Consumer Affairs in the Northern Territory of Australia has granted a licence to the licensee and the date on which the licence was granted;
  - (v) the category of business carried on under the licence; and
  - (vi) the number of the licence; and
- (c) where the Commissioner has provided to the licensee a logo for the purposes of inclusion with the notice under this regulation, display the logo.

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## **10            Qualifications and experience**

- (1) For the purposes of section 213 of the Act, the prescribed qualifications and experience for a person in charge of the day-to-day conduct of a business are:
- (a) where the business involves the sale of tickets or the arrangement of rights of passage by aircraft to or from Australia, whether or not it also involves the sale of tickets or arrangements referred to in paragraph (b) or (c), or both:
    - (i) 5 years of experience in the selling of tickets or the arrangement of rights of passage by aircraft to or from a place outside Australia; or
    - (ii) 2 years of experience in the selling of tickets or the arrangement of rights of passage by aircraft to or from a place outside Australia, together with a qualification of completion of a travel agent's course that is, or was at the time the course was completed, accredited by the Australian Tourism Training Review Panel (or any similar national body that succeeds that Panel) at a level specified by the Panel or body;
  - (b) where the business involves the sale of tickets or the arrangement of rights of passage for travel (other than by aircraft) to or from a place outside Australia, whether or not it also involves the sale of tickets or arrangements referred to in paragraph (c):
    - (i) 5 years of experience in the selling of tickets or the arrangement of rights of passage for travel to or from a place outside Australia;
    - (ii) 2 years of experience in the selling of tickets or the arrangement of rights of passage by aircraft to or from a place outside Australia, together with a qualification of completion of a travel agent's course that is, or was at the time the course was completed, accredited by the Australian Tourism Training Review Panel (or any similar national body that succeeds that Panel) at a level specified by the Panel or body; or
    - (iii) 2 years of experience in the selling of tickets or the arrangement of rights of passage for travel to or from a place outside Australia; or

- 
- (c) where the business involves the sale of tickets or the arrangement of rights of passage by aircraft to or from a place within Australia:
    - (i) as specified in paragraph (b)(i), (ii) or (iii); or
    - (ii) one year of experience in the selling of tickets or the arrangement of rights of passage by aircraft to or from a place within Australia.
  - (2) For the purposes of section 213 of the Act, where the licensee carries on a business other than a type of business referred to in subregulation (1), no experience or qualifications are required.

## **11 Forms**

- (1) The matters required to be specified in a form are prescribed matters for the purposes of section 190 of the Act.
- (2) A form shall be completed in accordance with the directions, if any, given in the form.

## **12 Fees**

The fees prescribed in Column 2 of Schedule 2 are payable in relation to the matters described opposite in Column 1 of the Schedule.



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## Schedule 1

### FORM 1

#### NORTHERN TERRITORY OF AUSTRALIA

#### *Consumer Affairs and Fair Trading Act*

#### **CONSUMER AFFAIRS AND FAIR TRADING (TRAVEL AGENTS) REGULATIONS**

regulation 3(1)(a)

#### APPLICATION FOR TRAVEL AGENT'S LICENCE BY AN INDIVIDUAL

Please use block letters. If the space is insufficient attach extra sheets. All questions must be answered and full particulars provided.

1. Application is made for a Travel Agent's Licence by (*full name*)  
.....
2. Residential Address (*not Post Office Box No.*)  
.....  
  
Address for service of notices .....  
Telephone No. (Office Hours) .....  
(After Hours) .....
3. Date of Birth ..... Place of Birth .....
4. Business name(s) .....
5. Date business name(s) registered .....
6. Principal business address (*include business name for the address if more than one business name is registered*) .....  
Telephone No. ....
7. Additional business address (*include business name for each address if more than one business name is registered*) .....
8. If you intend to carry on business in partnership with an individual, the name and the address of each intended partner (*a separate application is required by each partner*)  
.....

- 
9. If you intend to carry on business in partnership with a corporation, the name, business name, the address of the registered office, the date and place of incorporation, and the name and address of each director of each corporation

.....

10. What is the category of travel business to be conducted? (*Circle the appropriate category*)

Category 1

Category 2

Category 3

Category 4

11. Persons in charge of the day-to-day operations of each business location must have the prescribed experience and qualification(s) (See *explanatory notes*)

- (a) Details of such persons at each business location listed

Name .....

Date and Place of Birth .....

Private Address .....

(Not Post Office Box No.) .....

Telephone No. ....

*(If more than one, please provide details on a separate sheet)*

- (b) Experience, as a travel consultant/manager, of persons nominated in paragraph (a) (*employers' names and periods of employment*)

.....

- (c) Details of travel courses successfully completed by persons nominated in paragraph (a)

.....

12. With respect to any person included in this application:

- (a) has he or she ever been convicted, fined or disqualified by a Court, Tribunal, Board or other Authority in respect of any business or other dealings in the Northern Territory or elsewhere or been a member of a company so dealt with?

.....

- (b) by what other name(s) is he or she known, or has been known?

.....

- 
- (c) has he or she been convicted of an offence/offences involving fraud or dishonesty in the 10 years preceding the date of application? If so, please quote the relevant date(s), jurisdiction(s) and sentence(s).  
.....

- (d) has he or she been declared bankrupt or assigned his or her estate for the benefit of his or her creditors? If so, please give date(s) and jurisdiction(s).  
.....

- (e) has he or she held a position as secretary or director in a company which has been wound up or placed under a receiver or official manager, or which has entered into a scheme of arrangement with its creditors? If so, please give details.  
.....

#### DECLARATION

I hereby declare that to the best of my knowledge the particulars furnished for the purpose of obtaining a licence under the *Consumer Affairs and Fair Trading Act* are true and correct in every detail.

.....  
Date

.....  
Signature

#### NOTES

1. A certificate of the Business Names Registrar (NT) that each business name specified in this application has been registered under the *Business Names Act* must accompany this form.
2. Where the application intends to carry on business as a travel agent in partnership with a body corporate proof of the body corporate's incorporation must also accompany this form.

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**FORM 2**

**NORTHERN TERRITORY OF AUSTRALIA**

***Consumer Affairs and Fair Trading Act***

***CONSUMER AFFAIRS AND FAIR TRADING (TRAVEL AGENTS)  
REGULATIONS***

regulation 3(1)(b)

**APPLICATION FOR TRAVEL AGENT'S LICENCE BY A BODY  
CORPORATE**

Please use block letters. If space insufficient attach extra sheets. All questions must be answered and full particulars provided.

1. Application is made for a Travel Agent's Licence by (*show registered name of corporation*)  
.....
2. Date and place of incorporation .....  
.....
3. Principal business address .....  
Telephone No .....  
Business trading name(s) registered for purpose of carrying on  
business as a travel agent .....  
Date business name(s) registered .....  
Address for service of notices .....
4. Registered office address (*if different from principal business address*)  
.....  
.....
5. Addresses where you will carry on business as a travel agent (*include business name for each address if you have registered more than one business name in respect of the business*)  
.....
6. Information in respect of each director, or other persons concerned in the management of the corporation

Names	Position Held	Residential Address	Post Code	Date of Birth	Place of Birth
.....					
.....					
.....					

- 
7. If you intend to carry on business in partnership with an individual, the name and the address of each individual (*a separate application is required by each partner*)  
.....
8. If you intend to carry on business in partnership with a corporation, the name, business name, address of the registered office, date and place of incorporation, and the name and address of each director of each corporation  
.....
9. What is the category of travel business to be conducted? (*Circle the appropriate category*)
- Category 1
- Category 2
- Category 3
- Category 4
10. Persons in charge of the day-to-day operations of each business location must have the prescribed experience and qualification(s). (*See explanatory notes*)
- (a) Details of such persons at each business location listed
- Name .....
- Date and Place of Birth .....
- Private Address .....
- (Not Post Office Box No.) .....
- Telephone No. ....
- (*If more than one, please provide details on a separate sheet*)
- (b) Experience, as a travel consultant/manager, of persons nominated in paragraph (a) (*employers' names and periods of employment*)  
.....
- (c) Details of travel courses successfully completed by persons nominated in paragraph (a)  
.....

- 
11. Are there any persons, other than those detailed in the answers to questions 6 and 10, with substantial control of the corporation? If so, please give details.

Full Name .....  
Former Name(s) (if any) .....  
Occupation .....  
Residential Address .....  
Date and Place of Birth .....

12. With respect to any person included in this application:

(a) has he or she ever been convicted, fined or disqualified by a Court, Tribunal, Board or other Authority in respect of any business or other dealings in the Northern Territory or elsewhere or been a member of a company so dealt with?  
.....

(b) by what other name(s) is he or she known, or has been known?  
.....

(c) has he or she been convicted of an offence/offences involving fraud or dishonesty in the 10 years preceding the date of application? If so, please quote the relevant date(s), jurisdiction(s) and sentence(s).  
.....

(d) has he or she been declared bankrupt or assigned his or her estate for the benefit of his or her creditors? If so, please give date(s) and jurisdiction(s).  
.....

(e) has he or she held a position as secretary or director in a company which has been wound up or placed under a receiver or official manager, or which has entered into a scheme of arrangement with its creditors? If so, please give details.  
.....

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DECLARATION

I/We hereby declare that to the best of my/our knowledge the particulars furnished for the purpose of obtaining a licence under the *Consumer Affairs and Fair Trading Act* are true and correct in every detail. (To be signed by no less than two directors).

.....  
Signature

.....  
Signature

.....  
Full Name

.....  
Full Name

.....  
Date

.....  
Date

NOTES

1. A certificate of the Business Names Registrar (NT) that each business name specified in this application has been registered under the *Business Names Act* must accompany this form.
2. Proof of the incorporation of the applicant and of any partner with whom the applicant intends to carry on business as a travel agent who is a body corporate must also accompany this form.

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**Schedule 2 Fees**

regulation 12

Column 1 Matter	Column 2 Fee
Payment of processing fee for application for licence under section 190 of the Act	\$25.00
Payment of fee for licence under section 193(8) of the Act	\$25.00
Payment of fee for variation of licence under section 194(5) of the Act	\$25.00
Payment of prescribed annual licence fee under section 198(1)(a) of the Act	\$50.00
Penalty for default under section 198(2) of the Act	\$200.00
Issue of a certificate under section 199(4) of the Act	\$25.00
Issue of duplicate licence under section 202 of the Act	\$25.00

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## ENDNOTES

### 1

#### KEY

Key to abbreviations

amd = amended  
app = appendix  
bl = by-law  
ch = Chapter  
cl = clause  
div = Division  
exp = expires/expired  
f = forms  
Gaz = Gazette  
hdg = heading  
ins = inserted  
lt = long title  
nc = not commenced

od = order  
om = omitted  
pt = Part  
r = regulation/rule  
rem = remainder  
renum = renumbered  
rep = repealed  
s = section  
sch = Schedule  
sdiv = Subdivision  
SL = Subordinate Legislation  
sub = substituted

### 2

#### LIST OF LEGISLATION

***Consumer Affairs and Fair Trading (Travel Agents) Regulations (SL No. 26, 1995)***

Assent date	30 June 1995
Commenced	30 June 1995

***Statute Law Revision Act 2002 (Act No. 18, 2002)***

Assent date	7 June 2002
Commenced	7 June 2002

***Statute Law Revision Act 2005 (Act No. 44, 2005)***

Assent date	14 December 2005
Commenced	14 December 2005

### 3

#### LIST OF AMENDMENTS

r 8                      amd Act No. 18, 2002, s 7; Act No. 44, 2005, s 35