

Application for a change of an associate

Residential Services (Accreditation) Act 2002

This form is effective from 3 September 2018

ABN: 86 504 771 740

OFFICE USE ONLY

Date received

Application number

Lodgement details

Lodgement unit number

Instructions

This form needs to be completed to notify the department of a change of an associate of the service provider for a registered residential service, as required under Section 68 of the *Residential Services (Accreditation) Act 2002* (the Act).

Please note:

- The Notes accompanying this form should be read before completing this form
- Use BLOCK letters when you fill out this form
- Attach extra pages if necessary
- All dates should be DD/MM/YYYY
- If you require further information regarding this form, please contact Regulatory Services on 07 3013 2666 or Department of Housing on 13 QGOV (13 74 68) for after hours enquiries.

Privacy Statement—Please Read

The Department of Housing is collecting your personal information in accordance with the *Residential Services (Accreditation) Act 2002* in order to process your application. Your personal information will be provided to the public upon request through the Register of Residential Services or may be disclosed to the Residential Tenancies Authority, the Office of the Public Guardian, the Department of Justice and Attorney General or to other Federal, State and Local government agencies in the performance of a function of, the *Residential Services (Accreditation) Act 2002* or as required or permitted by law. Your personal information will also be used for the purpose of publishing contact details (phone number and email address) on the Find Registered Accommodation website so that members of the public can obtain additional information regarding accommodation and optional services available. Limited personal information may be used for related research, policy or planning functions. Your personal information will be handled in accordance with the *Information Privacy Act 2009*.

Fee

No application fee is applicable.

Part 1—Details of service provider (to be completed by the service provider)

Name of service provider Please include the company number and ABN if a corporate service provider or the names of all individuals carrying on the registered service
Address of residential service	Address Suburb State Postcode
Postal Address	Postal address Suburb State Postcode
Commencement of associate	Has the associate commenced performing the role? Yes No If yes, date commenced DD / MM / YYYY

Part 2—Details of associate (to be completed by the associate on commencement)

Contact name and details	Preferred title Mr Mrs Ms Miss Other (specify) Last name First names Have you been known by any other name? No Yes—Give other name(s) If the service provider is a corporation, are you a director of that corporation? No Yes
Residential address	Residential address Suburb State Postcode
Postal address of associate Enter 'as above' if the same as the residential address	Postal address Suburb State Postcode
Birth details of associate	Place of birth (town, state and country) Date of birth DD / MM / YYYY
Contact details of associate	Phone (business) Fax (business) Phone (home) Mobile Email Preferred contact method Phone Fax Mobile Email Mail
Suitability requirements Disclosure of previous convictions does not automatically disqualify you from being involved in the operation of a residential service. However, a failure to disclose convictions may result in service accreditation being cancelled. You are required to complete a criminal history check and submit a National Police Certificate for each individual listed on this form. Go to www.police.qld.gov.au/documents-for-purchase/national-police-certificates to apply.	Do you have any convictions less than five years old? No Yes—Please attach details Do you have any convictions greater than five years old where the sentence imposed was 30 months imprisonment or greater? No Yes—Please attach details Have you ever been bankrupt or taken advantage of a law about bankrupt or insolvent debtors (as a debtor)? No Yes—Please attach details Have you ever had an application refused or cancelled under the <i>Residential Services (Accreditation) Act 2002</i> or similar Act of any state, territory or country? No Yes—Please attach details I have checked the answers I have given and state that they are true and correct in every detail. I also acknowledge that it will be the ongoing responsibility of the Service Provider to maintain my correct contact details (phone number and email address), with Regulatory Services. Signature of associate Name of signatory Date DD / MM / YYYY

Part 3—Criminal history check and declaration
(to be completed by the associate on commencement)

Criminal history check

To conduct a criminal history check go to www.police.qld.gov.au/documents-for-purchase/national-police-certificates . Fees may apply.

You will need to supply a National Police Certificate to Regulatory Services for each new associate as part of your application.

Part 4—Cessation of associate (to be completed by the service provider)

Cessation of associate

Has the associate stopped performing the role?

Yes No

If yes, date stopped
DD / MM / YYYY

Name of associate

Notice

Each service provider is required to sign to certify the information

(For a corporation 1x director and 1x director or secretary unless you are the sole director (see section 127 of the *Corporations Act 2001* (Cth))

Sign here 

I certify that the associate is no longer involved in the operation of the residential service as indicated above.

Signature of service provider or corporation representative (director)

Signature of service provider

Name of signatory


Date
DD / MM / YYYY

Signature of service provider

Name of signatory

Date
DD / MM / YYYY

Part 5—Checklist and notice about commencement (to be completed by the service provider)

Checklist	Have you included with your application: a National Police Certificate for the associate/s nominated on this form.
Notice Each service provider is required to sign to certify the information (For a corporation—1x director and 1x director or secretary unless you are the sole director (see section 127 of the <i>Corporations Act 2001</i> (Cth)) Sign here 	I certify the information provided by me about the associate is true to the best of my knowledge and hereby seek consideration of their suitability as an associate. Signatures of service provider or corporation representatives (director) Name of signatory Date DD / MM / YYYY Name of signatory Date DD / MM / YYYY

Part 6—Lodgement and payment details

Lodgement	Please email the completed application and any supporting documentation to regulatoryservices@chde.qld.gov.au . If you would like more information regarding this application, contact Regulatory Services on 07 3013 2666, email regulatoryservices@chde.qld.gov.au , or visit our website at www.housing.qld.gov.au . After hours enquiries can be made to the Department of Housing on 13 QGOV (13 74 68).
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Instructions

Use the Residential Services Form 6 to notify of a change of an associate (use a separate form for each associate)

Associate

A person is an 'associate' of a service provider for a residential service if the person makes decisions, in the course of the service, that influence the operation of the service, or the health, safety or other interests of residents in the service.

Examples of an associate are:

1. persons employed by the service provider to:
 - a) negotiate and enter into agreements with residents on the service providers behalf
 - b) make house rules for a registered premises
 - c) manage a personal care service provided to residents in the service
 - d) manage the medication of residents in the service
 - e) manage the finances, or financial transactions of residents in the service.
2. for a service provider that is a corporation—an executive officer of the corporation who takes part in the management of the service (i.e. a director or other executive).

A person is not an associate merely because they do one or both of the following:

1. collect rent from residents in the service;
2. cleans or maintains the registered premises or facilities.

A service provider of a registered residential service is required to give notice within 30 days after a person becomes an associate of the service provider for a registered service, under Section 68 of the *Residential Services (Accreditation) Act 2002*.

Note: to supply incorrect or misleading information may subsequently result in the refusal or cancellation of registration. Conducting an unregistered residential service or acting as a service provider without registration or conducting a residential service in unregistered premises may attract a maximum penalty of 200 penalty units (maximum penalty \$28,750). The penalty for a corporation may be up to 1000 penalty units (maximum penalty \$143,750).

Note: The fees and penalty amounts referred to in this form may be altered at any time.