



Individual application form

Individuals wishing to apply for registration under the Auctioneers Act 2013 should use this form.

NOTE: If your business is an incorporated company and you intend to use the company's name to conduct auctions, you must apply to register as a company. To apply for company registration, complete the company application form, which can be found on our website.

To register as an individual auctioneer, follow the steps below.

Step 1 – Apply to the Ministry of Justice for a copy of your criminal record

You must provide us with a copy of your criminal record from the Ministry of Justice as part of your application. Please note that the wait time for criminal record reports is around 20 working days. We accept criminal record reports that are less than six months' old. See www.justice.govt.nz/criminal-records/get-your-own/ for more details.

Step 2 – Complete application form

Please fill out all the mandatory sections of the form as they are required under section 9 of Auctioneers Act 2013 and Regulation 4 of Auctioneer Regulations 2014. The mandatory items are marked with an *. If you cannot provide mandatory information, indicate this in the relevant field.

Send us your completed form and criminal record report by email to auctioneers@mbie.govt.nz, or by post to:

Postal Address:

Auctioneer Register
PO Box 1473
Wellington 6140
New Zealand

Courier Address:

Auctioneer Register
15 Stout Street
Wellington 6011
New Zealand

Step 3 – Payment

The application fee is \$310.00 (GST inclusive). You will be invoiced after we receive your application. Payment of the fee is required before your application can be assessed.

Step 4 – Registration

If your application is successful, we will email you a certificate of registration and add your details to the online Auctioneer Register.

Individual details

Note: your full name is your name as it appears on your birth certificate or passport and includes any middle names.

First name*

Middle name *(if applicable)**

Last name*

Date of birth*

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
DD		MM		YYYY

Individual disqualification questions*

Please answer the questions below to the best of your knowledge and belief. All questions must be answered.

If you answer 'yes' to any of these questions, you are disqualified from registration under the Auctioneers Act 2013. The Registrar must not grant registration.

1. Are you under 18 years of age?
Yes ☐ No ☐
2. Are you an undischarged bankrupt?
Yes ☐ No ☐
3. Are you a person whose registration under the Auctioneers Act 2013 has been cancelled within the last 5 years?
Yes ☐ No ☐
4. Are you prohibited from being a director, or being concerned or taking part in the management of, an incorporated or unincorporated body under any enactment or order made under any enactment?
Yes ☐ No ☐
5. Have you been convicted of a crime involving dishonesty within the last 5 years?
Yes ☐ No ☐
6. Have you been convicted in the last 5 years of an offence against section 40 of the Fair Trading Act 1986 for contravention of any provision of Part 1 or subpart 4 of Part 4A of that Act?
Yes ☐ No ☐
7. Have you been convicted in the last 5 years of an offence against section 24 of the Fair Trading Act 1986?
Yes ☐ No ☐
8. Are you subject to an order suspending or cancelling a licence under section 110 of the Real Estate Agents Act 2008?
Yes ☐ No ☐
9. Are you banned, or subject to a banning order, under sections 68 or 69 of the Motor Vehicle Sales Act 2003?
Yes ☐ No ☐
10. Are you subject to a property order made under section 30 or 31 of the Protection of Personal and Property Rights Act 1988?
Yes ☐ No ☐

Residential address

Street number and name*

Suburb*

City or town*

Post code*

Country*

Business details

Trading name *(or proposed Trading Name)**

NZBN *(if any)**

Principal place of business

This must be in New Zealand *(This is the address where you will carry out business as an auctioneer)*.

Street number and name*

Suburb*

City or town*

Post code*

Contact details

These contact details will not be publicly available and will only be used to contact you in relation to registration matters.

Phone*

Email address *(this may be the same as, or different to the email address you provide as an email address for service)**

Address for Service

In addition to your names and principal place of business, the following details will be publicly available and displayed on the online auctioneers register.

An address for service must be a New Zealand physical address where you can receive post. We cannot accept PO Boxes or document exchange.

Street number and name*

Suburb*

City or town*

Post code*

Fax number *(if available)**

Email address*

Information Sheet – do not send back

Auctioneers Act 2013

www.legislation.govt.nz/act/public/2013/0148/latest/whole.html

Section 6 – Disqualification from registration

1. A person who is an individual is disqualified from registration if he or she is –
 - a. under 18 years of age; or
 - b. an undischarged bankrupt; or
 - c. a person whose registration under this Act has been cancelled within the preceding 5 years; or
 - d. prohibited from being a director of, or being concerned or taking part in the management of, an incorporated or unincorporated body under any enactment or order made under any enactment; or
 - e. a person who has been convicted of a crime involving dishonesty (as defined in section 2(1) of the Crimes Act 1961) within the preceding 5 years; or
 - f. a person who has been convicted, within the preceding 5 years, of –
 - i. an offence against section 40 of the Fair Trading Act 1986 for contravention of any provision of Part 1 or subpart 4 of Part 4A of that Act; or
 - ii. an offence against section 24 of this Act; or
 - g. subject to an order suspending or cancelling a licence under section 110 of the Real Estate Agents Act 2008; or
 - h. banned, or subject to a banning order, under section 68 or 69 of the Motor Vehicle Sales Act 2003; or
 - i. subject to a property order made under section 30 or 31 of the Protection of Personal and Property Rights Act 1988.
2. A company is disqualified from registration if –
 - a. a person concerned in the management of the company is disqualified from registration under subsection (1); or
 - (aa) the company is not registered under Companies Act 1993; or
 - b. the company's registration under this Act has been cancelled within the preceding 5 years; or
 - c. the company has been convicted, within the preceding 5 years, of –
 - i. an offence against section 40 of the Fair Trading Act 1986 for a contravention of any provision of Part 1 or subpart 4 of Part 4A of that Act; or
 - ii. an offence against section 24 of this Act; or
 - d. the company is subject to an order suspending or cancelling a licence under section 110 of the Real Estate Agents Act 2008; or
 - e. the company is banned, or subject to a banning order, under section 68 or 69 of the Motor Vehicle Sales Act 2003; or
 - f. the company is in liquidation, receivership, or voluntary administration; or
 - g. the name of the company has been removed from the register of companies kept under section 360(1)(a) of the Companies Act 1993.

Section 9 – Information and material to be included in application

1. Every application for registration by a company must set out or be accompanied by the following:
 - a. the name of the company; and
 - b. the trading name, or proposed trading name, of the applicant's auction business; and
 - c. the address of the principal place at which the applicant carries on, or proposes to carry on, business as an auctioneer; and
 - d. the full name, residential address, and date of birth of each person concerned in the management of the company; and
 - e. the applicant's address for service; and
 - f. a statement, made by a person concerned in the management of the company, that the company and each person (who must be individually named) concerned in the management of the company is not disqualified from registration; and
 - g. any other prescribed information or material.
2. The address for service of an applicant must –
 - a. identify the place by reference to its street address; and
 - b. include, if available, the applicant's fax number and email address; and
 - c. not be that of a PO Box number or a document exchange.

Auctioneers Regulations 2014

www.legislation.govt.nz/regulation/public/2014/0055/latest/whole.html

Regulation 4 – Additional information to be included in application

1. Every application for registration as a registered auctioneer must include the following:
 - a. a copy the applicant's criminal record and, if the applicant is a company, the criminal record of every person concerned in the management of the company;
 - b. an email address for general correspondence with the applicant about registration (which may, but need not, be the same as the email address required to be provided as part of the address for service);
 - c. a contact telephone number for the applicant;
 - d. the applicant's New Zealand Business Number (if any).
2. The criminal record required by subclause (1)(a) must be a record obtained from the Ministry of Justice that is dated not earlier than 6 months before the date of the application.