

RENEWAL OF PRACTISING CERTIFICATE

For applications by a current Northern Territory Practising Certificate holder to renew their practising certificate for the next practising certificate year.

All fields are mandatory unless otherwise stated. Incomplete applications are not compliant and will delay processing.

1. APPLICANT DETAILS

I apply to the Law Society Northern Territory (the Society) for the issue of a local practising certificate (PC) under the *Legal Profession Act 2006* (LPA), authorising me to engage in legal practice for the period ending **30 June**.

TITLE	SURNAME	GIVEN NAME	MIDDLE NAME/S
PREFERRED NAME	GENDER		DATE OF BIRTH

Do you identify as being of Aboriginal and/or Torres Strait Islander heritage?* Yes No

* This question is optional. Refer to the Society's Privacy Policy.

RESIDENTIAL STREET ADDRESS	POSTAL ADDRESS	Same as street address <input type="checkbox"/>	
SUBURB/TOWN	SUBURB/TOWN		
STATE/TERRITORY	POST CODE	STATE/TERRITORY	POST CODE
TELEPHONE (M)	TELEPHONE (H)	PERSONAL EMAIL ADDRESS	

2. EMPLOYMENT DETAILS

I will be practising as a:

- Barrister
 CLC supervising legal practitioner
 Employed solicitor.
 ILP solicitor director
 In-house legal counsel
 Partner
 Sole principal
 Volunteer solicitor

FIRM / ORGANISATION NAME	
BRANCH / HEAD OFFICE / DIVISION	COMMENCEMENT DATE

Employment details continued on page 2.

2. EMPLOYMENT DETAILS – continued

1 The street address will be published as your address on the List of Current Practitioners on the Society's website unless you notify the Society otherwise.

STREET ADDRESS		POSTAL ADDRESS		Same as street address <input type="checkbox"/>			
SUBURB/TOWN		SUBURB/TOWN					
STATE/TERRITORY		POST CODE		STATE/TERRITORY		POST CODE	
TELEPHONE (W)				EMAIL ADDRESS (W)			

3. SUPERVISION REQUIREMENT

I am seeking an Unrestricted PC i.e. not subject to the statutory condition requiring supervision pursuant to s. 73 of the LPA: Yes No (SEE NOTE 1)

4. DISCLOSURE REQUIREMENTS

4.1 CONVICTION OF SERIOUS OFFENCE CHARGE

I understand that I must notify the Society in writing within 7 days if I am convicted of any offence that would require disclosure under the admission rules or if I am charged with a 'serious offence' (s. 76 of the LPA).

I have been found guilty of an offence or charged with a serious offence: (SEE NOTE 2)

No Yes – if yes: Details previously provided to the Society, or Details attached (SEE NOTE 3)

If yes to 4.1 above, provide a brief description including the charge and date (This must be completed even if you have previously provided these details to the Society):

4.2 SHOW CAUSE EVENT

I have been the subject of any show cause event(s): (SEE NOTE 2)

No Yes – if yes: Details previously provided to the Society, or Details attached (SEE NOTE 3)

If yes to 4.2 above, provide a brief description and date (This must be completed even if you have previously provided these details to the Society):

Disclosure requirements continued on page 3.

NOTE 1 If you have not previously held an Unrestricted PC in the Northern Territory, you must provide evidence of your eligibility by providing evidence of an Unrestricted PC held in another jurisdiction or by completing the Statutory Declaration regarding Entitlement to Unrestricted PC (available on the Society's website) and providing a letter or letters from the supervisor/s you have named on the Statutory Declaration. Refer to the Society's Eligibility for Unrestricted PC policy on our website.

NOTE 2 Section 4 of the LPA includes definitions of 'serious offence' and 'show cause event'. A conviction includes a finding of guilt, whether or not a conviction is recorded (s. 15).

NOTE 3 You must attach to this application a written statement about any conviction, serious offence charge, 'show cause events' or suitability matter(s) that have occurred before or after your admission that have not been previously notified to the Society. The written statement must explain why, despite the conviction, serious offence charge, 'show cause event', or suitability matter(s), you consider yourself to be a fit and proper person to hold a PC (s. 61(2)). Copies of approved forms are available from the Society's website.

4. DISCLOSURE REQUIREMENTS – continued

4.3 FIT AND PROPER PERSON, SUITABILITY MATTERS

I understand that the Society must not renew a PC if it is satisfied I am not a 'fit and proper person' to hold a PC.

I understand that I must disclose to the Society any matter which is material to the question of whether I am a fit and proper person including 'suitability matters'. Section 47 of the LPA lists matters that can be taken into account in determining if an applicant is a 'fit and proper person'. Suitability matters are defined in s 11 of the LPA. If there is an open complaint, past disciplinary finding, substantiated complaint or current disciplinary proceeding against you, you must tick Yes even if you have already disclosed the matters at the time of admission.

There is further information relevant to the question of whether I am a fit and proper person:

No Yes – if yes: Details previously provided to the Society, or Details attached (SEE NOTE 3, PAGE 2)
If yes to 4.3 above, provide a brief description and date (This must be completed even if you have previously provided these details to the Society):

5. MEMBERSHIP OF THE SOCIETY

Membership is free for NT PC holders.

1. I wish to be a member of the Society: Yes No
2. I am eligible and apply to be a member of the Society's Young Lawyers Committee (SEE NOTE 4) Yes No

6. PC PAYMENT OPTIONS Applications are not compliant until payment is received.

1. INVOICE – Complete the LPFF invoice request form and email it to lo@lawsocietynt.asn.au. If your employer is paying for your PC, you should check with the practice manager or equivalent to ensure that they are completing the LPFF invoice request on your behalf.

2. PAYMENT OPTIONS – on receipt of the invoice, payment can be made by one of the following options:

a) Pay by EFT

We recommend PayID LPFF: PayID **98920201769** – or

Direct deposit to Legal Practitioners Fidelity Fund (LPFF): BSB **085 933** Account No. **408070168**

Email the remittance advice to remittance@lawsocietynt.asn.au

b) Pay by credit card (online only): Follow the link in the LPFF invoice email, enter credit card details online and receive an immediate receipt.

c) Provide your LPFF invoice to your premium finance provider for payment.

All fees must be paid by 31 May to avoid the LATE FEE.

NOTE 4 Young Lawyers Committee eligibility criteria:

- a) Applicant has been admitted to practise as a legal practitioner for a period of less than 5 years; or
- b) Applicant has been admitted to practise as a legal practitioner and is under 36 years of age.

7. PRIVACY STATEMENT

The Society's statutory role as the licensing and regulatory body for the legal profession in the Northern Territory is set out in the LPA. Information contained in this application form is collected for the Society's licensing, regulatory and membership functions. Collection of personal information is required by the LPA. Failure to provide this information will result in a PC not being issued. Under the LPA, the Society must keep a register of legal practitioners. Information on this register, including a legal practitioner's name, current PC status and business contact details, is regularly provided to members of the public and other interested parties upon enquiry. The Society also provides information collected, including contact details, practising or admission details and complaint details, to corresponding regulatory authorities within Australia and overseas. From time-to-time contact details of current practitioners are also provided to the Law Council of Australia. The Society also utilises various third party providers such as online programs to assist in performing its licensing, regulatory and membership functions. Some of these providers are based overseas. Information such as practitioner names, firm details and email addresses may be provided to these third party providers from time-to-time. The Society's Privacy Policy is available from the Society's website, or a copy can be provided upon request. The Society's Privacy Policy contains information about accessing or seeking correction of personal information. **By signing this application form, you consent to this use of information by the Society.**

8. DECLARATION

A PC cannot be issued until the application is fully compliant. Please refer to the PC Application Checklist on the Society's website. **I, the Applicant, solemnly and sincerely declare:**

1. The information contained in this application is true and correct;
2. I acknowledge it can be an offence to make a declaration that is false in any material particular;
3. I am eligible for a NT PC pursuant to s. 50 of the LPA. Applicants should read s.50 and note the requirement of a residential or practice connection to the NT;
4. I have read and understood ss. 47 and 11 of the LPA and I have provided the Society with all information relevant to the question of whether I am a fit and proper person;
5. I will not hold a PC in another jurisdiction during the currency of this PC;
6. I will notify the Society within 14 days of any change to my employment details or personal contact details;
7. For applicants for Barrister PCs: *I acknowledge that I have read and understood the Society's Barrister's Work Policy and agree to engage in legal practice as a Barrister in accordance with that policy;*
8. I am the applicant and by affixing my signature below I confirm that I am the person who has signed this declaration.

SIGNATURE **PLACE MADE** **DATE**

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8. RETURNING THIS FORM

Return this form and all required documentation to the Society's Licensing Officer:

Email: pcapp@lawsocietynt.asn.au **Post:** GPO Box 2388 Darwin NT 0801

In person: 3/6 Lindsay Street Darwin NT 0800