

# CHANGE OF PRACTISING CERTIFICATE

For applications by a **current** Northern Territory Practising Certificate holder to change **or** upgrade the category of practising certificate they hold during the currency of their practising certificate.

**!** 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 20 .

TITLE	SURNAME	GIVEN NAME	MIDDLE NAME/S

My personal contact details since my last PC application have changed:

No – GO TO QUESTION 2     Yes – COMPLETE SECTION BELOW

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 residential address <input type="checkbox"/>
SUBURB/TOWN		SUBURB/TOWN	
STATE/TERRITORY	POST CODE	STATE/TERRITORY	POST CODE
TELEPHONE (M)	TELEPHONE (H)	PERSONAL EMAIL ADDRESS	

## 2. THIS APPLICATION IS FOR

I am applying for a change or upgrade of my current Northern Territory PC to the category of:

Restricted (Barrister & Solicitor)     Unrestricted     Restricted Volunteer Lawyer  
 Restricted Corporate Lawyer     Barrister

**!** If you are applying for an Unrestricted PC (i.e. an Unrestricted, Barrister or Restricted Corporate Lawyer PC) for the first time see Note 3, Page 2.

### 3. 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

#### For Barrister applicants:

I have undertaken a Bar examination or equivalent in another Australian jurisdiction      **Yes**      **No**

If yes please specify the date and outcome

#### My employment contact details since my last PC application have changed:

- No – GO TO QUESTION 4    Yes – COMPLETE SECTION BELOW

##### FIRM / ORGANISATION NAME

##### BRANCH / HEAD OFFICE / DIVISION

##### COMMENCEMENT DATE

<input type="text"/>	<input type="text"/>
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**!** 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"/>
<input type="text"/>		<input type="text"/>		
SUBURB/TOWN		SUBURB/TOWN		
<input type="text"/>		<input type="text"/>		
STATE/TERRITORY	POST CODE	STATE/TERRITORY	POST CODE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
TELEPHONE (W)		EMAIL ADDRESS (W)		
<input type="text"/>		<input type="text"/>		

### 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 1)

- No    Yes – if yes:    Details previously provided to the Society, or    Details attached (SEE NOTE 2)

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):

Disclosure requirements continued on page 3.

**NOTE 1** 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 of the LPA).

**NOTE 2** You must attach to this application a written statement about any conviction, serious offence charge, 'show cause event' 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) of the LPA). Copies of approved forms are available from the Society's website.

**NOTE 3** 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.

## 4. DISCLOSURE REQUIREMENTS – continued

### 4.2 SHOW CAUSE EVENT

I have been the subject of any show cause event(s): (SEE NOTE 1, PAGE 2)

No  Yes – if yes:  Details previously provided to the Society, or  Details attached (SEE NOTE 2, PAGE 2)

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):

### 4.3 FIT AND PROPER PERSON, SUITABILITY MATTERS

I understand that the Society must not grant a PC if it is satisfied I am not a 'fit and proper person' to hold the 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 2, 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. PC PAYMENT OPTIONS ! Applications are not compliant until payment is received.

### 1. INVOICE

Send LPFF invoice to this email address:

**2. PAYMENT OPTIONS** - on receipt of an 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](mailto: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.**

## 6. 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.**

## 7. 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](mailto:pcapp@lawsocietynt.asn.au) **Post:** GPO Box 2388 Darwin NT 0801

**In person:** 3/6 Lindsay Street Darwin NT 0800