

Licensee in Charge of the Conveyancing Business:

A licensee who conducts business at more than one place must employ another licence holder to be in charge of each other place of business. Similarly, a corporation licensee must employ a licence holder to be in charge of each place of business.

A licensee cannot be in charge of more than one place of business, or more than one conveyancing business, unless an exemption has been granted by the Commissioner for Fair Trading. An exemption would generally only be considered for conveyancing businesses in remote areas, where it may be difficult to comply with the requirements to have a licensee-in-charge of each branch office. The Conveyancers Licensing Regulation 2006 sets out the matters that are taken into account by the Commissioner when considering an exemption request.

Licensed conveyancers are responsible for supervising the conveyancing business carried on under their licence. This includes a requirement to:

- properly supervise employees
- establish procedures to ensure all relevant laws are complied with, and
- monitor the conduct of the business to ensure those procedures are followed.

Licensee Responsible For Employees:

A licensee is legally responsible for the work done by employees. The Conveyancers Licensing Act requires records of employees' names and residential addresses must be kept, and must be retained for at least 3 years after a person ceases to be an employee. A licensee must notify the Commissioner in writing within 7 days if an employee becomes a disqualified person.