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1. Date new local practising certificate to take effect \_\_\_/\_\_\_/\_\_\_

Note A

2. Type of application (please tick relevant box)

I am applying for my first local practising certificate having been duly admitted

I am recommencing legal practice

I am applying to vary my local practising certificate

3. Applicant details (this question is mandatory for all practitioners including barristers)

Practitioner number (P00#) (if known) \_\_\_\_\_

Surname \_\_\_\_\_ First name \_\_\_\_\_

Other names \_\_\_\_\_ Also known as (in full) \_\_\_\_\_

Previous names \_\_\_\_\_ Title Mr/Mrs/Ms/Dr/Prof/other \_\_\_\_\_

Post nominals \_\_\_\_\_ Gender M  F  Date of birth \_\_\_/\_\_\_/\_\_\_

4. Admission details (this question is mandatory for all practitioners including barristers)

Note B

State/territory of admission \_\_\_\_\_ Date of admission \_\_\_/\_\_\_/\_\_\_

Please include details of each Australian jurisdiction in which you are admitted. Attach an additional page if necessary.  
(if not admitted to the Supreme Court of Victoria, you must attach evidence of your admission in another Australian jurisdiction).

5. Practice details - Primary place of practice (this question is mandatory for all practitioners including barristers)

Note C

Name of law practice/barrister/employer \_\_\_\_\_

Number and street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_

Position held: (select one only)

partner  sole practitioner (includes barristers)  employee of a law practice  volunteer at a CLC

director  supervising legal practitioner at a CLC  corporate legal practitioner

6. Practice details - Change in place of practice

Note C

(only complete if you changed your place of practice during this financial year and you have not notified the Legal Services Board of this change)

I ceased legal practice with \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_  
(law practice/employer/or as a barrister) (date)

I commenced legal practice with \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_  
(law practice/employer/or as a barrister) (date)

7. Address for service (this must be a street address; this question is mandatory for all practitioners including barristers)

Note D

Name (business/clerk/other) VICTORIA LEGAL AID

Number and street 350 QUEEN STREET

City MELBOURNE State VIC Country AUSTRALIA Postcode 3001

Do you wish for your address for service to appear on the Public Register on the Board's website? Yes  No

**8. Preferred mailing address** (Select one only)

Use my primary place of practice details (as per question 5).  **OR** Use my address for service (as per question 6).

**9. Other contact details**

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email \_\_\_\_\_

**BARRISTERS GO TO Q11**

**10. Other places of practice** (this question is mandatory for all practitioners except barristers)

**Note E**

Are you engaged in legal practice with more than one law practice or corporation? Yes  No  (Go to Q11)

If yes:

**(a) Practice details**

Name of law practice/employer \_\_\_\_\_

Number and street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_ Postcode \_\_\_\_\_

Position held: (select one only)

partner  sole practitioner  employee of a law practice  volunteer at a CLC   
 director  supervising legal practitioner at a CLC  corporate legal practitioner

**(b) Change in place of practice** (only complete if you changed your place of practice during this financial year and you have not notified the Board of this change)

I ceased legal practice with \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (law practice/employer) (date)

I commenced legal practice with \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_  
 (law practice/employer) (date)

**11. Practising certificate type** (this question is mandatory for all practitioners including barristers)

I am applying for a practising certificate as a:

principal of a law practice  principal of a law practice - barrister  volunteer at a CLC   
 employee of a law practice  corporate legal practitioner

**12. Eligibility to apply for a practising certificate - Residence** (this question is mandatory for all practitioners including barristers)

**Note F**

My residence is in:

Victoria  other state or territory  outside Australia

**13. Eligibility to apply for a practising certificate - Principal of practice**

**Note F**

I reasonably expect my principal place of practice to be in:

Victoria  other state or territory  outside Australia

If not Victoria, please give details \_\_\_\_\_

**BARRISTERS GO TO Q16**

**14. Authorisation to receive trust money** (this question is mandatory for all practitioners except barristers)

**Note G**

I wish to be authorised to receive trust money: Yes  No

**15. Supervised legal practice** (this question is mandatory for all practitioners except barristers)

**Note H**

Are you subject to the supervised legal practice requirements outlined in Note H? Yes  No

If yes, please indicate which of the following training was completed to qualify for admission:

Practical legal training principally under the supervision of an Australian legal practitioner (e.g. Articles)

Other practical legal training (e.g. College of Law)

Please specify: \_\_\_\_\_

**16. Fit and proper person to hold a practising certificate (this question is mandatory for all practitioners including barristers)** Note I

Are you a fit and proper person to hold a practising certificate? Yes  No   
 If **no**, attach a written statement as indicated in Note I.

**17. Fit and proper person to hold a practising certificate - Disclosures (this question is mandatory for all practitioners including barristers)** Note I

Is there any matter in Note I which is applicable to you and which you have not previously disclosed to the Board? Yes  No   
 If **yes**, provide a written statement as indicated in Note I of all matters not previously disclosed to the Board.

**18. Show cause events (this question is mandatory for all practitioners including barristers)** Note J

Is there any matter in Note J which is applicable to you, and which you have not previously disclosed to the Board? Yes  No   
 If **yes**, attach a 'Notice of show cause event' form as indicated in Note J.

**19. Continuing professional development (this question is mandatory for all practitioners including barristers)** Note K

I have complied with my continuing professional development requirements under the applicable rules for the year ending 31 March: Yes  No   
 (If you did not hold a practising certificate for the period between 1 April to 31 March, then tick yes as there is no obligation to comply with current CPD rules.)

**20. Applying for a practising certificate between 1 July and 30 September (this question is mandatory for all practitioners including barristers)** Note L

Did you hold a Victorian practising certificate as at 30 June this year? Yes (continue)  No (**Go to Q21**)   
 Are you applying to vary your practising certificate? Yes (**Go to Q21**)  No (continue)

**Tick one of the following:**

I have enclosed a surcharge of 200% of the prescribed fee

OR

I have attached a statutory declaration in accordance with section 2.4.9(3) to this application.

**21. Declaration (this question is mandatory for all practitioners including barristers)** Note M

I declare that the information I have provided in this application is true and correct in every particular.

Declared this \_\_\_\_\_ day of \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**22. Payment (this question is mandatory for all practitioners including barristers)**

**Amount owing**

I have enclosed payment for:

Practising certificate fee \$ \_\_\_\_\_ Note N

Late lodgement surcharge \$ \_\_\_\_\_ Note L

Fidelity Fund contribution \$ \_\_\_\_\_ Note O

**TOTAL** \$ \_\_\_\_\_

These payments do not attract GST. Please note the Board does not provide tax invoices for these payments.

**Payment details**

Cheque/money order  Make cheques payable to 'Legal Services Board PC Fees Account'.

Credit card

Please charge the sum of \$ \_\_\_\_\_ to my:

Amex  Diners Club  Master Card  VISA

Name on card \_\_\_\_\_

Card No \_\_\_\_\_ Expiry Date \_\_\_\_\_ / \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**23. Consent to disclosure of personal information**

I consent to the Legal Services Board providing the information in questions 3, 5, 6 and 8 to the organisations, and for the purposes, I have selected below (please tick):

- to the Law Institute of Victoria Ltd or to the Victorian Bar Inc., for the purpose of inviting me to join the relevant professional association (if I am not already a member)
- to the Law Institute of Victoria or to the Victorian Bar Inc for the purposes of updating current membership information
- to the Australian Corporate Lawyers Association for the purpose of inviting me to join the professional association (if I am not already a member) and for the purposes of updating current membership information
- to researchers, for the purpose of asking me to participate in research projects
- to providers of professional training and development courses, for the purposes of informing me of training and development opportunities.

**SIGNATURE** \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**24. ALL APPLICANTS NOTE:**

1. An application that fails to provide mandatory information (including payment), or provides incomplete or misleading information, will be treated as an incomplete application.
2. An incomplete application will be treated as 'not received' for the purposes of the *Legal Profession Act 2004*, and will be returned to the applicant. It will then be up to the applicant to decide whether or not to proceed with the application.
3. If the applicant wishes to proceed, the applicant will need to resubmit their application by completing the missing/incomplete information in their original application and redeclaring the same application. Until the requisite information is provided, the Board will not consider granting or varying a local practising certificate.
4. If the applicant does not wish to proceed, the applicant may request the Board to withdraw the application and refund the application fees.
5. It is at the discretion of the Board whether to grant or vary a local practising certificate. The lodgement of an application form with the relevant fees does not entitle the applicant to a local practising certificate.
6. Where an application is refused, the Board will notify the applicant and refund the application fees in due course.
7. A practising certificate will not be issued unless the appropriate professional indemnity insurance arrangements are in place. A law practice must obtain professional indemnity insurance with the Legal Practitioners' Liability Committee before commencing to engage in legal practice. This insurance must be maintained at all times while engaged in legal practice in Victoria. A law practice may apply to the Board for an exemption from professional indemnity insurance requirements. For further information, please see **Note P** and the information available on the Board's website at [www.lsb.vic.gov.au](http://www.lsb.vic.gov.au).

**25. Lodgement of application/variation forms**

**Applications must be lodged with the relevant Board delegate**

**For practitioners other than barristers:**

Law Institute of Victoria  
GPO Box 263C  
Melbourne 3001

**OR**

Law Institute of Victoria  
DX 350  
Melbourne 3000

**For barristers:**

The Victorian Bar Inc  
Level 5, Owen Dixon Chambers East  
205 William Street  
Melbourne VIC 3000