

QUEENSLAND
Prostitution Act 1999
Part 3 Section 23 (2)(a)



Prostitution Licensing Authority

BROTHEL LICENCE RENEWAL

Contains

1. Brief to Applicants
2. Instructions for Completion
3. Authority for Release of Information
4. Photograph Identification Form
5. Form A - Statement of Personal Details
6. Form B - Associates' Details
7. Form C - Brothel Details
8. Statutory Declaration
9. Definitions

Please read instructions carefully before completing all forms and lodging with:

The Office of the
Prostitution Licensing Authority
GPO Box 3196
Brisbane Qld 4001

Applicant Surname _____

IMPORTANT

WARNING ABOUT FALSE OR MISLEADING INFORMATION **OR INCOMPLETE DISCLOSURE**

Applicants and other persons completing this form should be aware that action may be taken should information or documents be supplied that are false, misleading or incomplete.

Further, a licence is automatically cancelled if the licensee is convicted of an offence of giving false or misleading information or documents to the Prostitution Licensing Authority.

Staff are available, by appointment, to provide information about making an application to the Prostitution Licensing Authority. You may contact the Office of the PLA between 9.00am and 5.00pm Monday to Friday by telephone (07) 3858 9500

Applicant Surname _____

INSTRUCTIONS FOR COMPLETION

The questions asked relate to the last year only.

1. Type or print in BLOCK LETTERS and answer EVERY question.
 2. Please use a BLACK or BLUE ballpoint pen when completing forms.
 3. Corrections are to be struck out with a line and initialled. Correction fluid is not acceptable.
 4. If a question does not apply state 'N/A' (not applicable) in the box.
 5. If there is nothing to disclose in reply to a particular question state 'NIL'.
 6. If there is insufficient space to answer a question, additional information may be provided by attachment. When using an attachment page begin each answer with the title and question number being answered.
 7. Each attached page should be signed by the applicant.
 8. All dates should be completed in the form: Day/Month/Year for example 01/01/1950
 9. This application is to be completed in the English language. Any documents not in English are required to have a certified English translation attached.
 10. One passport size photographs to be attached. The photograph identification must:
 - be no more than three months old;
 - display a full view of the head and shoulders without any head covering or tinted glasses (if you normally wear glasses you should do so in the photograph);
 - be approximately 35 mm wide x 45 mm high (passport size) against a light background and in colour;
 - have printed on the back the photograph the applicant's name, date and witness signature.
- Note:** the witness of your photograph MUST NOT be a relative or person residing at the same address as you.
11. Documents or other information sought from authorities in Australia may not be applicable to an individual currently or previously residing in another country. In such cases the documents or information should be obtained from the equivalent authority of that country.
 12. Please enclose all relevant fees with the application form. Any application form received without the correct fees will be returned to sender.
 13. Relevant enquiries should be directed to:
The Office of the Prostitution Licensing Authority on telephone (07) 3858 9500.
(for calls made outside Australia the number is 61 7 3858 9500).

Applicant Surname _____

AUTHORITY FOR RELEASE OF INFORMATION

I,
Full name of the applicant
of
Address of applicant

grant an Authority on the following terms:

1. I acknowledge that, for the purpose of determining my suitability to hold a brothel licence, I authorise the Office of the Prostitution Licensing Authority and/or Queensland Police Service, to conduct any inquiries considered appropriate by the Office of the Prostitution Licensing Authority and/or Queensland Police Service under the Prostitution Act 1999 (the Act).
2. I authorise the Office of the Prostitution Licensing Authority and/or Commissioner and any person conducting any investigations or inquiries on behalf of the Office of the Prostitution Licensing Authority and/or Commissioner for the purposes of the Act to obtain any information and make any investigations or inquiries which relate to me and may be relevant to any of the purposes of the Act, in any jurisdiction.
3. I authorise the manager or other authorised officer of any branch or office of a bank or financial institution in any jurisdiction to whom a copy of this Authority is presented to inspect and obtain copies of, or to release to any official, any record, document or other information of any kind, in written, electronic or any other form, which relates to me and is held by the bank or financial institution.
4. I authorise any officer of any police service, law enforcement agency or regulatory body in any jurisdiction to whom a copy of this Authority is presented to release to any official any information or official record of any kind, in written, electronic or any other form, which relates to me and is held by the police service, agency or body, including any information relating to my personal and criminal history.
5. I will at all times sufficiently indemnify those persons referred to in 3 and 4 above and keep those persons referred to in 3 and 4 above indemnified against all liability in respect of the supply or publication of the information and against all actions, suits, proceedings, claims, demands, costs and expenses whatsoever which may be taken against those persons referred to in 3 and 4 above or incurred or become payable by the persons in respect thereof.
6. To make arrangements for the Office of the Prostitution Licensing Authority to obtain information directly from a person who is or may be an associate.

.....
Signature of applicant

.....
Signature of witness

..... / /
Date

.....
Witness name

.....
Address of witness

Applicant Surname _____

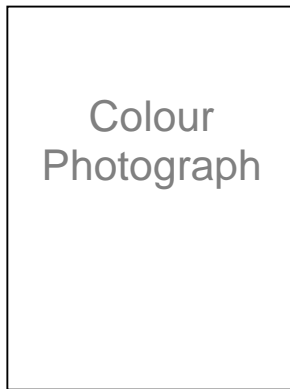
PHOTOGRAPH IDENTIFICATION FORM

I,
Full name of the applicant

hereby declare below:

- (a) I am the person identified in this document, and
- (b) I am the person in the photograph provided (which less than three months old).

Note: Photograph is to be attached by paperclip only. DO NOT use glue, staples or sticky tape to attach the photograph.



Date of Photograph:

Photograph attached and this form signed
at

this day of 20

.....
Signature of the applicant

WITNESS DECLARATION

I confirm that the above attached photograph is the photograph of

.....
Name of applicant

.....
Address of applicant

whom I have known for a period of not less than 12 months.

I have personally endorsed on the back of the photograph, the applicant's full name, date and my signature.

.....
Name of witness

.....
Date of birth of witness

.....
Address of witness

.....
Mobile phone

.....
Daytime phone

Dated at this day of 20

Applicant Surname

**Brothel Licence Renewal
FORM A
STATEMENT OF PERSONAL
DETAILS**

**Please use BLOCK LETTERS
Please place an "X" in the boxes where
appropriate, to show your answers**

**All questions relate only to the last
12 months**

Section A – Applicant's details

1. Your surname

Given name(s)

Title (please circle)
 Mr/Ms/Mrs/Dr/Other please specify

2. Have you been known by any other name? This includes any maiden name, former married name or any name you have previously used, whether your name has been changed or not.

No Go to the next question

Yes Please specify below what other name(s) you have been known by:

3. Date of birth Gender (circle)

/ / Male / Female

4. Current residential address
(PO Box not acceptable)

 Postcode

E-mail address (if applicable)

Section B – Offences and Debt Recovery

5. Have you, in Australia or elsewhere, been convicted of a criminal offence?
 - No Go to the next question
 - Yes Please specify details (date, type of offence, State /Territory) by attachment

6. Have you, in Australia or elsewhere, been 'charged', 'whether or not a conviction was recorded', with a criminal offence, other than those mentioned in question 5?
 - No Go to the next question
 - Yes Please specify details (date, type of offence, State /Territory) by attachment

7. Have you in Australia or elsewhere, been the subject of a Domestic Violence Order?
 - No Go to the next question
 - Yes Please specify details by attachment

8. Have you in Australia or elsewhere been the subject of a disqualified, cancelled or suspended driver's licence?
 - No Go to the next question
 - Yes Please specify details by attachment

9. Have you in Australia or elsewhere been the subject of debt recovery action?
 - No Go to the next question
 - Yes Please specify details by attachment

Applicant Surname _____

Section C – Company/Business

10. Please provide details of any private company in which you, or a company which you are associated with, have an interest.

No Go to question 12

Yes Please specify details by attachment

➤ If you answered **Yes** please provide a brief history of every company.

11. Have any companies (mentioned in question 10).

- been placed into liquidation, receivership, scheme or arrangement or under other formal insolvency administration;
- had an agent for the mortgage appointed; or
- had an investigation into the affairs of the company authorised under the Australian Securities and Investments Commission (ASIC), its predecessors or equivalent overseas body?

No Go to the next question

Yes Please specify details

Details of circumstances leading to proceedings (including details of any pending arrangements) and a copy of the external administrator's report should be attached if available.

Type of proceedings

Commencement date

 / /

Company name

Name of Trustee, Administrator, Liquidator or Receiver/Manager

12. Are there any outstanding or potential claims or litigation which could adversely affect the financial viability of the brothel business?

No Go to the next question

Yes Please specify details by attachment

13. Does any person or organisation, either directly or indirectly, have a controlling interest or significant influence on the brothel or the

company or trust that the brothel operates through? (This may include but is not limited to a finance provider.)

No Go to the next question

Yes Please specify details by attachment

14. Is the brothel company or a director of the company currently subject to investigation by any taxation authority in any country?

No Go to the next question

Yes Please specify details by attachment

15. Are you a trustee or is any company mentioned in question 10 a trustee of any trust?

No Go to the next question

Yes Please supply copy of stamped trust deed and specify details. (Additional information to be provided by attachment.)

Full name of trust	Name of trustee	Document attached No/Yes

16. During the last year have you become a trustee?

No Go to the next question

Yes Please provide a certified copy of the stamped trust deed or agreement if not previously provided

17. During the last year have you ceased to be a trustee?

No Go to the next question

Yes Please specify details by attachments

Applicant Surname _____

Section D – Weapons

18. Have you or your spouse/de facto/partner applied for a weapons licence and been refused?

No Go to the next question

Yes Please specify details below

Name of applicant

Date of application

Reason(s) for refusal

Section E – Passport

19. Do you currently hold a passport from any country including Australia?

No Go to the next question

Yes Please attach, where applicable, certified photocopies of all your passports, residency status and visas permitting you to work in Australia.

Section F - Involvement in prostitution

20. Do you currently have an interest in any licensed brothel in Australia, other than to which this application refers? ('interest in a brothel' is explained in the definitions.)

No Go to the next question

Yes Please specify details of the licensee and premises by attachment

21. Do you directly or indirectly receive income from the provision of prostitution at a licensed brothel, in Australia, other than to which this application refers?

No Go to the next question

Yes Please specify details by attachment

22. Are you the owner or lessor of any property or premises in Australia: -

- which has been approved by a local authority for use as a brothel; or
- for which an application has been lodged with a local authority for use as a brothel, or
- for which it is intended to lodge an application with a local authority for use as a brothel?

No Go to the next question

Yes Please provide details by attachment.

23. Have you been the owner of premises that has been declared a prohibited brothel?

No Go to the next question

Yes Please specify details below

Address

Date of declaration

Name and location of the court where the declaration was made

Period of declaration (Days/Months/Years)

Reason(s) for declaration

Section G - Licences/certificates/ Approvals

24. Are you the holder of a current driver's licence?

No Go to the next question

Yes Please provide a certified photocopy by attachment of the front and back of the licence.

Applicant Surname _____

25. Do you have a current First Aid Certificate including Cardiopulmonary Resuscitation (CPR) certification?

No Please provide reasons below

Yes Please attached certified photocopies of current First Aid Certificate including Cardiopulmonary Resuscitation (CPR) certification

Reason(s) why certificate(s) is not current

Applicant Surname _____

Brothel Licence Renewal FORM B

ASSOCIATES' DETAILS (refer to definition)

Please use **BLOCK LETTERS**
Please place an "X" in the boxes, where
appropriate to show your answers

**All questions relate only to the last
12 months**

Section A – Family information

1. Has your marital status changed?

- No Go to the next question
 Yes Please specify details below

Marital status:

- Single Go to question 2
 Divorced/widowed Go to question 2
 Married Specify below
 De facto/partner Specify below

Date of marital status change (if applicable)

Place of marriage (if applicable)

Surname of spouse/de facto/partner

Given name(s) of spouse/de facto/partner

Other name(s) or alias of spouse/de facto/partner

Maiden name of spouse/de facto (if applicable)

Date of birth of spouse/de facto/partner

Section B – Business associates

2. Are you currently, or do you propose to be, in
business, either in partnership or otherwise in

association, with any other person(s) for the
provision of prostitution at another brothel?

- No Go to Form C
 Yes Specify below

Provide details of all such members of the
partnership or other association. (Additional
information to be provided by attachment.)

Business partner/associate 1.

Surname of business partner/associate

Given name(s)

Other name(s) or alias

Title (Mr/Ms/Mrs/Dr/Other)

Date of birth

Brothel Licence Renewal FORM C BROTHEL DETAILS

Please use **BLOCK LETTERS**
Please place an "X" in the boxes where
appropriate, to show your answers

**All questions relate only to the last
12 months**

Section A – Brothel details

1. Who owns the premises from which the brothel operates?
- Individual Please specify details below
- Joint owners Please specify details below
- A trust Please specify details below
- A company Please specify details below

Name of owner(s)

Section B – Premise/leasing

2. Have the lease arrangements, of the premises from which the brothel operates, changed?
- No Go to the next question
- Yes Attach a certified photocopy of the lease agreement
3. Have you exercised an option to renew the lease for the premises from which the brothel operates?
- No Go to the next question
- Yes Please specify details by attachments.

Section C – Further information about the brothel

4. Have you entered into a contract or agreement to purchase the premises from which the brothel operates?
- No Go to the next question
- Yes Attach a certified photocopy of the contract or agreement
5. Will any person directly receive an income from the provision of prostitution at the brothel other than an approved manager, a prostitute or yourself?
- No Go to the next question
- Yes Please specify details by attachments
- The person's first name, surname and other given names or aliases
 - The person's date of birth
 - The current residential address, daytime and after hours contact telephone numbers
 - The person's occupation
 - A statement of the basis for the income, how payment is made and at what intervals.
6. Does any person(s) have the ability to exercise or control a significant influence over the operations of, or in relation to the provision of prostitution at, the brothel
- No Go to the next question
- Yes Please specify details by attachments
- The person's first name, surname and other given names or aliases
 - The person's date of birth
 - The current residential address, daytime and after hours contact telephone numbers
 - The person's occupation
 - A statement of the basis for the control or influence

Section D – Bankruptcy details

7. Have you been bankrupt or take advantage of laws relating to bankruptcy?

No Go to the next question

Yes Please specify details below

Date of bankruptcy/arrangement

 / /

Date of discharge/completion (proposed date)

 / /

Name of trustee

Daytime contact number

E-mail address

 ()

Circumstances leading to bankruptcy/arrangement proceedings (including details of any pending arrangements).

Section E – Financial

8. Are you and the brothel company up to date with taxation lodgements?

No Go to the next question

Yes Go to the next question

9. Please provide a copy of your personal tax return for the last available financial year.

10. Please provide a copy of the tax return for the brothel operations for the last available financial year.

11. Please provide a copy of the Balance Sheet and the Profit and Loss Statement for the brothel operations that is associated with the tax return provided in question 10. The financial statements must have comparable figures with the year before.

12. Please provide a copy of the Balance Sheet and the Profit and Loss Statement for the brothel operations from the previous 1 July to the end of the month prior to lodging this renewal.

Section F – Sources of funds

13. Indicate below the sources over the past year of all income and other benefits received for your use or disposal (whether received in money or in kind) whether as a result of your employment or association with any corporation, partnership, trust, joint venture business or otherwise. List the amount and source of each item received by yourself (and your spouse/de facto, if received jointly).

Source	Amount
	\$
	\$
	\$
	\$
TOTAL	\$

Section G – Applicant’s Statement of Personal Net Assets (non-brothel related)

14. As atday of..... 20 (that is, date of this statement) **NB:** Should there be insufficient space please provide details by attachment

ASSETS				OTHER INFORMATION	
CASH ASSETS - CURRENT ASSETS					
Financial Institution Other	Branch/Country/ Address stored	Account name	Total Amount \$	Percentage of share relating to applicant	Name of other parties who hold remaining share (if applicable)
DEBTS OWING TO YOU BY OTHER PERSONS				OTHER INFORMATION	
Please Circle	Name of debtor	Due Date	Total Amount \$	Percentage of share relating to applicant	Name of other parties who hold remaining share (if applicable)
Secured/ Unsecured					
Secured/ Unsecured					
Secured/ Unsecured					
Secured/ Unsecured					
TOTAL OF ASSETS			\$		

Applicant Surname _____

ASSETS					LIABILITIES					OTHER INFORMATION	
INVESTMENTS Shares (including family, company shares), bonds, debentures, notes					DEBTS RELATING TO INVESTMENTS (if applicable)						
Company/ Fund/Trust/ Shares/Type	No. held	Year of acquisition	Total acquisition cost \$	Estimated market value \$	Financial institution	Amount of Loan \$	Amount outstanding \$	Year Due	Please Circle	Percentage of share relating to applicant	Name of other parties who hold remaining share (if applicable)
									Secured/ Unsecured		
									Secured/ Unsecured		
									Secured/ Unsecured		
									Secured/ Unsecured		
									Secured/ Unsecured		
									Secured/ Unsecured		
									Secured/ Unsecured		
									Secured/ Unsecured		
									Secured/ Unsecured		
									Secured/ Unsecured		
									Secured/ Unsecured		
TOTAL OF ASSETS				\$	TOTAL OF DEBTS			\$			

Applicant Surname _____

FIXED ASSETS (that is, own residence and other properties)				DEBTS RELATING TO FIXED ASSETS					OTHER INFORMATION	
Location and description	Year of acquisition	Total acquisition cost \$	Estimated market value \$	Financial institution	Amount of Loan \$	Amount outstanding \$	Year Due	Please Circle	Percentage of share relating to applicant	Name of other parties who hold remaining share (if applicable)
								Secured/ Unsecured		
								Secured/ Unsecured		
								Secured/ Unsecured		
								Secured/ Unsecured		
								Secured/ Unsecured		
OTHER ASSETS (that is, motor vehicles, caravan, boat, furniture, jewellery)				DEBTS OR MORTGAGES RELATING TO OTHER ASSETS					OTHER INFORMATION	
Description		Total acquisition cost \$	Estimated market value \$	Financial institution	Amount of Loan \$	Amount outstanding \$	Year Due	Please Circle	Percentage of share relating to applicant	Name of other parties who hold remaining share (if applicable)
								Secured/ Unsecured		
								Secured/ Unsecured		
								Secured/ Unsecured		
								Secured/ Unsecured		
TOTAL OF ASSETS		\$		TOTAL OF DEBTS		\$				

Applicant Surname _____

LIABILITIES							OTHER INFORMATION	
OTHER MORTGAGES, LOANS AND LONG-TERM LIABILITIES - not previously stated								
Borrower's name	Financial institution	Amount of Loan \$	Amount outstanding \$	Year Due	Monthly repayment \$	Please circle	Percentage of share relating to applicant	Name of other parties who hold remaining share (if applicable)
						Secured/ Unsecured		
						Secured/ Unsecured		
						Secured/ Unsecured		
CREDIT CARDS AND OTHER LIABILITIES indicate name and address of lender or creditor and repayment details							OTHER INFORMATION	
Account name	Financial institution	Limit on account \$	Amount outstanding \$	Monthly repayment \$	Credit limit \$		Percentage of share relating to applicant	Name of other parties who hold remaining share (if applicable)
OTHER CURRENT LIABILITIES							OTHER INFORMATION	
Indicate details of creditor			Amount outstanding \$				Percentage of share relating to applicant	Name of other parties who hold remaining share (if applicable)
TOTAL OF DEBTS			\$					
CONTINGENT LIABILITIES (that is, liabilities of an indefinite nature or unspecified amount for which you may become liable in the future). Provide details								

Applicant Surname _____

STATUTORY DECLARATION

I,
Full name of the applicant

of
Address of applicant

in the State of Queensland, do solemnly and sincerely declare that the complete contents of the Brothel Licence Renewal Application including attachments are true and correct in every particular.

And I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

.....
Signature of person making this declaration

.....
Signature of witness

.....
Declared at (print suburb or town)

.....
Printed name of witness

in the State of Queensland, on

.....
Category of witness

this day of 20

.....
Address of witness

In accordance with the Oaths Act 1867 the following people may witness a Statutory Declaration in Queensland:

- a justice
- a commissioner for declaration or notary public under the law of the State, the Commonwealth or another state
- a lawyer
- a conveyancer or another person authorised to administer the Queensland oath, under the law of the State, the Commonwealth, or another state.

Applicant Surname _____

Definitions used in association with the *Prostitution Act 1999*

Useful Definitions

The following definitions are provided for your reference only. Full definitions are available under the Act.

"associate" means any person who-

- (a) is a member of the individual's family; or
- (b) has entered into a business arrangement or relationship with the individual for the provision of prostitution; or
- (c) is the owner or lessor, either alone or jointly, of premises used or proposed to be used for the provision of prostitution under licence; and
- (d) includes an **"associate"** of a body corporate if the person is an executive officer of the body corporate.

"brothel" means premises made available for prostitution by 2 or more prostitutes at the premises.

"corporation" includes a body corporate or politic.

"corresponding law" means a law of another State corresponding to this Act.

"development permit" means a development permit granted under the *Sustainable Planning Act 2009*.

"disqualifying offence"

- money laundering under section 250 of the *Criminal Proceeds Confiscation Act 2002*
- trafficking in dangerous drugs under section 5 of the *Drugs Misuse Act 1986*
- the Criminal Code offences of Official corruption; official corruption not judicial but relating to offences; unlawful homicide; attempt to murder; rape; attempt to commit rape; kidnapping; kidnapping for ransom; demanding property; benefit or performance of services with threats; an offence against morality in chapter 22 if the offence relates to a child or intellectually impaired

person; or a prostitution offence in chapter 22A if the offence relates to a child or intellectually impaired person.

- Migration offences under Schedule 2 of the *Migration Act 1958 (C'wlth)*.

"exempt prostitution service provider" section 23 of the *Prostitution Control Act 1994 (VIC)* provides that certain persons who carry on a prostitution service providing business are exempt from the requirement to be licensed.

"family" of an individual, consists of the following members-

- (a) the individual's spouse;
- (b) each of the individual's children who is 18 years or more, including a stepchild, an adopted child and a person for whom the individual was foster-parent or guardian when the person was a child;
- (c) each of the individual's parents, including a step-parent, and a person who was a foster-parent or guardian for the individual when the individual was a child;
- (d) each of the individual's siblings who is 18 years or more, including a step-sibling and a person who was a foster-sibling when the individual was a child.

"indictable offence" Crimes and misdemeanours are indictable offences. An indictable offence is a more serious offence that is usually decided in the District of Supreme Court. Examples include murder, rape, robbery, assault and break and enter.

"interest in a brothel" a person has an "interest in a brothel" if the person-

- (a) is the licensee of the brothel; or

- (b) is a member of the family of the licensee of the brothel;
or
- (c) is an approved manager of the brothel; or
- (d) is a member of the family of an approved manager of
the brothel; or
- (e) is the owner, either alone or jointly, of premises used
by the licensee of the brothel for the provision of
prostitution; or
- (f) is a member of the family of an owner mentioned in
paragraph (e); or
- (g) is the lessor of the premises used by the licensee of
the brothel for the provision of prostitution; or
- (h) is a member of the family of a lessor mentioned in
paragraph (g); or
- (i) has entered into a business arrangement or
relationship with another person for the provision of
prostitution at the brothel; or
- (j) directly receives income from the provision of
prostitution at the brothel; or
- (k) is able to exercise a significant influence over the
operations of, or in relation to the provision of
prostitution at, the brothel; or
- (l) is an executive officer of a body corporate that is a
person mentioned in paragraphs (e), (g), (i), (j) or (k)
- (m) for (1)(i), (j) and (k), a prostitute does not have an
interest in a brothel merely because the prostitute is
entitled by way of remuneration to a proportion of the
payments made for the provision of prostitution by the
prostitute at the brothel.
- (n) If a financial institution is a mortgagee of premises
used by the licensee of a brothel for the provision of
prostitution, the institution does not have an **"interest
in a brothel"** only because the institution is a
mortgagee of the premises.

"minor" a person under the age of 18

"operate" a brothel means to carry on the business of
providing prostitution at the brothel.

"partnership" is the -

- state or condition of being a partner; participation;
association; joint interest.
- relation subsisting between partners.

"prostitution"

(1) a person engages in "prostitution" if the person engages,
or offers to engage, in the provision to another person,
under an arrangement of a commercial character, of any of
the following activities -

- (a) sexual intercourse;
- (b) masturbation;
- (c) oral sex;
- (d) any activity, other than sexual intercourse,
masturbation or oral sex, that involves the use of 1
person by another for his or her sexual satisfaction
involving physical contact.

(2) However, a person does not engage in prostitution if –

- (a) the activity is an activity mentioned in subsection
(1)(d); and
- (b) the person is providing adult entertainment under an
adult entertainment permit and is an adult and is not an
intellectually impaired person; and
- (c) the activity is authorised under the permit.

(3) Subsection (1) applies equally to males and females.

"trustee" a person -

- (a) or one of a body of person's, appointed to administer
the affairs of a company, institution etc.
- (b) who holds the title to property for the benefit of
another.

Disclaimer - This document is intended to be a guide only and it is not intended to take the place of either the written law or regulations. It is only intended to be a general summary of information to you. As such, no responsibility is accepted for any loss or damage arising from action taken in reliance on the contents of this document. Any person contemplating action pursuant to the Act should first obtain a thorough knowledge of all aspects of the Act. It is strongly recommended that independent legal advice should be sought before taking any action.

COLLECTION AND PROTECTION OF CONFIDENTIAL INFORMATION

Information is collected from licence and certificate applicants to determine their ongoing eligibility and suitability for a brothel licence or manager's certificate and to support decisions by the Prostitution Licensing Authority to grant or refuse licences and certificates.

Applicants supply detailed information through application forms about their personal, business and financial arrangements, their criminal histories and prior involvement in prostitution, their employment history, and their associates as defined by *the Prostitution Act 1999*. In addition to information sought through application forms, some information is sought from other agencies and financial institutions. Once an individual has made an application to the Office of the Prostitution Licensing Authority, records of contact between Prostitution Licensing Authority staff and the applicant may also be kept.

Access to records containing applicant personal information is granted to the staff of the Office of the Prostitution Licensing Authority. The Office of the Information Commissioner, the Crime and Corruption Commission and the Ombudsman may have access to Prostitution Licensing Authority records containing personal information in the course of their official duties.

All information collected by the Office of the Prostitution Licensing Authority in application forms is made available to the Queensland Police Service pursuant to sections 14 and 39 of the *Prostitution Act 1999*. The names and dates of birth of applicants and their associates are disclosed to the Liquor Licensing Division and to the Business Licensing Authority (Victoria) for relevant checks. The names of all companies with which applicants are associated are disclosed to the Office of Fair Trading and the Australian Securities and Investments Commission in the course of inquiries.

The *Information Privacy Act 2009* provides for the protection of personal information collected and held by Queensland Government Agencies. It is designed to protect all forms of personal information from being lost, misused or inappropriately modified or disclosed. Under the Information Privacy Act, the PLA must comply with Information Privacy Principles which govern how information is collected, stored used and disclosed.

Personal information about applicants is kept in both paper and electronic formats. Applicant's personal information is retained in locked filing cabinets at the Office of the Prostitution Licensing. Electronic information is retained in a password-protected environment.

If an individual believes that their personal information has not been dealt with appropriately, they may make a complaint to the Prostitution Licensing Authority. A complaint must be made in writing within six months from the date when the breach was suspected to have occurred. Written complaints should be sent to the Office of the Prostitution Licensing Authority:

The Privacy Officer
The Office of the Prostitution Licensing Authority
GPO Box 3196
BRISBANE QLD 4001