



Application for approval as a valuer

Cultural Gifts Program

Section 30-210 of the *Income Tax Assessment Act 1997*

Completing this form

- You can download this form from www.arts.gov.au/documents/apply-be-valuator and complete it electronically. Alternately, you can complete the application in clear handwriting. If you are completing the form in handwriting and the space in any section is insufficient, please provide a separate attachment.
- Ensure that ALL sections are completed.
- **Please ensure that you address all the assessment criteria thoroughly, however keep your responses concise and do not repeat information.**
- All the following required forms can be downloaded from <https://www.arts.gov.au/what-we-do/cultural-heritage/cultural-gifts-program-overview/cultural-gifts-program-valuers>:
 - ATTACH *Nomination of a Valuer* form from the person nominating you to your application before submitting it to us
 - ATTACH *Valuer Referee Reports* from TWO referees to your application before submitting it to us
 - ATTACH a signed *Code of Conduct for Valuers* form
 - ATTACH a completed *Valuer Private Interests Assurance* form.

How your application is assessed

Under section 30-210 of the *Income Tax Assessment Act 1997*, the Assistant Secretary of the Department of Communications and the Arts, Arts (the Secretary) may approve a person to be a valuer of a particular kind of property after having regard to the person's:

- qualifications, experience and knowledge in valuing that kind of property; and
- knowledge of the current GST inclusive market value of that kind of property; and
- standing in the professional community.

The Department will make an assessment of your application based on the above criteria and make a recommendation to the Secretary. The Secretary will decide whether to approve the applicant as a valuer for the purposes of the Program.

How we use the information you provide

Any personal information you provide in this application form is used for the purpose of administering the Cultural Gifts Program. Such information may be provided to the Minister for the Arts, the Australian Taxation Office, your referees, any other relevant party in the administration of the program and as required by law.

Applicant details

Name:

Phone number:

Mobile number:

Facsimile number:

Email address:

Postal address:

Have you previously been a valuer for the program?

- Yes
 No

Application

Specify **each class** of property that you are applying to value.

What are **your qualifications** in relation to **each class** of property that you are applying to value?

What relevant **experience** do you have in valuing property in each class of property that you wish to value?

The Secretary must have regard to an individual's experience in valuing that kind of property.

What relevant **knowledge** do you have about valuing property in each class of property that you wish to value?

The Secretary must have regard to an individual's knowledge about valuing that kind of property.

Demonstrate your knowledge of how to provide the current GST inclusive market values of the kind of property in each class of property that you wish to value.

The Secretary must have regard to an individual's knowledge of the current GST inclusive market value of that kind of property.

Please provide contact details of clients and/or public collecting institutions for whom you have valued property in each class of property you wish to value (for the Cultural Gifts Program if you have previously been an approved valuer) or otherwise.

This will be used to inform the Secretary in relation to all assessment criteria in section 30-210 of the ITAA.

Note: By submitting this application, you give us permission to contact the persons or institutions that you have specified and to seek further information in relation to your skills and suitability as they relate to this application to be an Approved Valuer for the purposes of the Cultural Gifts Program.

Further requirements

Nomination to be an approved valuer

You MUST ATTACH the original of a Nomination of a Valuer form from a person holding the position of Director, Deputy Director or an equivalent position in a relevant institution and who is able to comment on your suitability as a valuer of each class of property that you are applying to value.

The Nomination of a Valuer form can be downloaded from <https://www.arts.gov.au/what-we-do/cultural-heritage/cultural-gifts-program-overview/cultural-gifts-program-valuers>.

Referee reports

You MUST ATTACH original written referee reports from at least two referees for each class of property that you are applying to value.

The reports must be on the Valuer Referee Report form which can be downloaded from <https://www.arts.gov.au/what-we-do/cultural-heritage/cultural-gifts-program-overview/cultural-gifts-program-valuers>.

Your referees must be able to comment, in a professional capacity, on your competence as a valuer and your knowledge of each proposed class of property that you are applying to value.

One referee must be an appropriate specialist staff member of the institution that is nominating you to be an Approved Valuer; and the other referee is to be from outside the nominating institution.

Note: EACH class of property you have specified must be verified by two referees who have the professional competence to comment on these material types.

Certification

1. I have answered all the questions in this application.
2. I have attached the original of a completed Nomination of a Valuer form.
3. I have attached the originals of at least two written referee reports on the Valuer Referee Report form for each class of property that I am applying to value under the Cultural Gifts Program.
4. I have read and understand my obligations under, and agree to act in accordance with, the Code of Conduct for Valuers as in force from time to time. I have attached an original signed Code of Conduct for Valuers (September 2008).
5. I have attached an original completed Valuer Private Interests Assurance form.
6. The information that I have provided in this application is to the best of my knowledge true and not misleading or deceptive.

Applicant signature:

Date:

Applicant to return completed forms

The Applicant should keep a copy of all forms and submit the originals of this completed form, the Nomination of a Valuer form, all applicable Valuer Referee Report forms, the Code of Conduct for Valuers and the Valuer Private Interests Assurance forms to:

Cultural Gifts Program
Department of Communications and the Arts
GPO Box 2154
CANBERRA ACT 2601

If you have any queries, please phone the CGP Program Administrator on 02 6271 7106.