



## Checklist for new valuer applications

This checklist is designed for valuers preparing documentation to gain approved status under the Cultural Gifts Program. Incomplete and inaccurate forms may be returned to valuers for amendment before they are considered.

All valuer application forms can be downloaded at <https://www.arts.gov.au/what-we-do/cultural-heritage/cultural-gifts-program-overview/cultural-gifts-program-valuers>. All forms should be either keyed or handwritten legibly.

To minimise delays with the processing of your application please check the following:

### Application for approval as a valuer form

- Class(es) of property being applied for have been clearly identified:
  - refer to 'Valuer classification guidelines' at Appendix B of the Cultural Gifts Program Guide available at <https://www.arts.gov.au/what-we-do/cultural-heritage/cultural-gifts-program-overview/cultural-gifts-program-valuers> for guidance on classification of areas of valuing expertise; and
    - refer to the 'Glossary of terms for valuers' at Appendix D of the Cultural Gifts Program Guide.
- Ensure you have provided sufficient information to address each of the valuer legislative assessment criteria as detailed on the form:
  - (a) qualifications, experience and knowledge in valuing that kind of property;
  - (b) knowledge of the current GST inclusive market value of that kind of property; and
  - (c) standing in the professional community.

Note: the Department may request further information from you if your application does not fully address the criteria, or it may suggest a reduced class of property.

### Nomination of a valuer form

- A nomination form has been completed by the Director or Deputy Director (or equivalent) of a major public collection major public collecting institution which collects material in the area of your proposed class(es) of property.

### Valuer referee report form

- You have provided two referee reports for each class of property you are applying to value.
- One of your referees is from the nominating institution.
- Your referees have provided sufficient information to address each of the valuer legislative assessment criteria (listed above).

Note: the Department may request additional information from your referees if they have not fully addressed the criteria, or it may request that additional referee reports be provided to support your application.

## Code of conduct for valuers

- You have signed the Code of conduct for valuers to confirm you have read and agreed to comply with it.

## Valuer private interests assurance form

- You have completed and signed this assurance.

## Applicant to return completed forms

Applicants should keep a copy of all forms and submit original forms to the Cultural Gifts Programat:

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

The following forms are attached:

- Application for approval as a valuer
- Nomination of a valuer
- Valuer referee reports
- Signed code of conduct for valuers, and
- Valuer private interests assurance.