

Applying to be a registered lobbyist in Queensland - what information do I need to apply?

What to read before you make the application

If you decide to register as a lobbyist in Queensland, it is important that you and your officers and employees who will carry out lobbying, read Chapter 4 (Lobbying activity) of the *Integrity Act 2009* (**Integrity Act**) and the registered **Lobbyists' Code of Conduct**, before you complete the application – this is because at the end of your application form you will need to make a declaration that you will ensure, to the greatest extent possible, that all officers and employees who carry out lobbying activity will comply with their obligations under the Integrity Act and the Lobbyists Code of Conduct.

What information to collate before you start your application

Signed statutory declarations

To complete the application form you will first need, from each employee or officer who will engage in lobbying work in Queensland, a signed **statutory declaration form**. The signed declarations must be submitted with the application, and the application cannot be accepted without them.

Additionally, there is some information from the statutory declaration forms that also needs to be included in your application form (please ensure the information entered on declaration forms and on the application form are identical), so you need these forms completed and signed before you start your application.

The statutory declaration forms (by state and territory) which need to be completed are on our website [here](#) – generally you will use the statutory declaration form in the state or territory you reside in (or are in at the time you are completing the form).

Please ensure that for each statutory declaration form:

- that all fields have been completed (if any are left incomplete, we cannot accept the form)
- it has been witnessed by a person who is eligible to witness the statutory declaration under the relevant legislation (each form on our website lists the relevant legislation).

Information about your entity and your contact officer

You will need to provide the following information about your entity:

- the full legal name of the entity
- the registered Australian Business Name/Trading Name
- the ABN
- the ACN (if your entity is a company)
- street address, contact details and website (if you have one) for your entity
- the type of entity it is (e.g. company, sole trader, partnership, trust or other)
- who owns the entity or in the case of a company, each director

You will need to name a contact officer and provide their position and contact details (email and phone).

Information about each officer and/or employee who is applying to be a registered lobbyist in Queensland

For each person applying to be a registered lobbyist, will need to submit a signed statutory declaration form (which can be found [here](#)). In the application form, you will need to provide:

- their name, position and email address
- whether they are a former Qld senior government¹ representative or Qld opposition representative² (former representative)
- if they are a former representative they will also need to provide:
 - the date they ceased to be a government or opposition representative
 - the portfolio/policy areas they worked in during there last two years in their government or opposition role
 - the details of matters on which they had official dealings³
 - if they held more than one senior government/ opposition role in their last two years of employment in government or opposition – for each role held, the position title, the department/office employed in, and the start and finish date for each.

Each person will also need to indicate if:

- they have ever been sentenced to a term of imprisonment of 30 months or more (excluding spent convictions)
- they have ever been found guilty of an offence involving fraud or dishonesty for which the individual has been convicted as an adult (excluding spent convictions)
- they are disqualified from being a Qld registered lobbyist under section 49 (disqualification of individual engaged in dual hatting) of the Integrity Act
- they are currently performing, or intend to perform, a substantial role in the election campaign of a Qld political party for the next Qld state election
- they have ever had their registration as a lobbyist in another jurisdiction cancelled or suspended (and if yes, why).

The names of each officer and/or employee (some exceptions apply)

It is a requirement of the Integrity Act, that applicants provide the full name of each officer and/or employee in the entity except those who:

- are applying to be a registered lobbyist (as per preceding section)
- are already registered as a lobbyist in Queensland
- have only administrative duties
- work exclusively outside of Queensland.

Details about your clients (current and former)

You will need to provide, in relation to your current clients who you have a contract or agreement with to undertake lobbying activities for in Queensland, and former clients for whom you have carried out a lobbying activity in Queensland in the preceding 12 months, their name and contact details (either phone, email or other contact method). This is a requirement under s 66M of the Integrity Act.

Ready to apply for registration as a lobbyist?

Once you are ready to apply for registration, please complete our online application which is available [here](#).

Our preference is that you apply via the online form, as this form automatically populates the Qld Lobbying Register once your application is approved (no manual data entry is required).

If you are unable to use the online form (e.g. there is a technical problem and our online form is not available), we have a PDF version of the application form which can be printed and completed, located [here](#).

1. A former senior government representative is a person who held, but no longer holds, any of the following offices – premier, minister, assistant minister, councillor, ministerial staff member, assistant minister staff member, an office of a public sector officer that is an office of the chief executive, senior executive or senior executive equivalent (s 59 Integrity Act).

2. A former Opposition representative is a person who held, but no longer holds, any of the following offices – leader of the opposition, deputy leader of the opposition, staff member in the office of the leader of the opposition.

3. 'Official dealings' means any of the following dealings that the person engaged in as part of the person's ordinary duties on a regular basis – government or opposition business or activities AND/OR negotiations, briefings, contracts and the making or receipt of representations relating to government or opposition business or activities (s 41 Integrity Act).

Questions and further information

If you have questions about whether your business needs to be registered in Queensland, about the application process, or about lobbying regulation more generally in Queensland, you can get in touch by:

- calling us on 07 3003 2888
- emailing us at lobbyist@integrity.com.au.

Please note that we will always do our best to assist you with your query, however we are not able to provide legal advice so if your question is a legal one, you will need to seek your own legal advice.

Please visit www.integrity.qld.gov.au to access new publications and announcements.

You can also follow us at [Queensland Integrity Commissioner](#) or [sign up](#) to our email subscription service to get the latest news and updates from the Office of the Queensland Integrity Commissioner.