



# Application for registration Building contractor (individual)

Refer to the application guidelines for assistance in completing this application form.

## Personal details

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Salutation: please circle correct title Mr Mrs Ms Other: (list other title) \_\_\_\_\_

Surname:

First name

Middle name(s)

Date of Birth:  Place / Country of Birth:

Have you been known by any other names? Yes / No (if yes provide full details on separate page)

Residential Address:

Post Code:

Postal Address

Post Code:

Principal place of business address:

Post Code:

Business name (if applicable)   
(Trading As)

Telephone details: Home:  Area Code ( )

Work:  Area Code ( )

Fax:  Area Code ( )

Mobile:

Email:

Do you currently hold a building practitioner registration in Western Australia?

YES  NO, If yes what is your Building Services Practitioner licence number? \_\_\_\_\_

If no, you must also complete an application for registration as a building practitioner and submit it with this application.

## Proof of identity

Provide proof of your identity by attaching certified copies of one or more documents making a total of at least 65 points. At least one document must include photo identification.



Points allowed	Document	Points	Office use
<b>65 points</b>	<input type="checkbox"/> Current passport <input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Australian citizenship certificate		
<b>40 points</b> - for first document from this category.  <b>25 points</b> - for additional documents from this category.	<input type="checkbox"/> Current Australian drivers licence or other government issued licence or permit card  <input type="checkbox"/> Current Australian government issued identification card  <input type="checkbox"/> Australian tertiary student identification		
<b>25 points</b>	<input type="checkbox"/> Medicare card		
<b>Total points</b>			

## Fitness to be registered

Have you previously applied for or held registration as a builder, painter, building surveyor or building services contractor, in Western Australia?  Yes  No

Have you applied for and been refused any other licence or registration required by law to carry on business or held any such licence which has been cancelled or suspended at any time during the past ten years?  Yes  No

Are you an undischarged bankrupt?  Yes  No

Have you been a bankrupt at any time during the past ten years?  Yes  No

Have you been convicted of any criminal offence or breaches of bankruptcy or corporation law at any time during the past ten years?  Yes  No

Do you have any pending or current proceedings of any criminal offences?  Yes  No

Have you or has any body corporate of which you were a director or any partnership of which you were a member been involved in court, tribunal or disciplinary proceedings (including remedy orders) concerning the quality of any building work carried out by you or the body corporate at any time during the past ten years?  Yes  No

Have you been involved in any partnership, company or body corporate which has been placed in administration, liquidation, deed of company arrangement, receivership or wound up on financial grounds?  Yes  No

If you answered "Yes" to any of these questions, provide full details on a separate page and submit with this application.  Attached  N/A

## Business profile

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Outline the type of building work intended to be carried out as a contractor and estimate the value of work to be undertaken in the next three years.


**The estimated value of building services work to be undertaken within each of the next three years is as follows –**

Year 1 \$	Year 2 \$	Year 3 \$
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## Statement of intention

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Provide a statement of business intention to explain how your financial position is sufficient to meet debts expected to be incurred in undertaking the activities proposed in your business profile.



Statement of intention attached

Attached

## Management and supervision

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Building service contractors must have arrangements in place to ensure that building services to be carried out will be managed and supervised in a proficient manner.

Please attach a written submission outlining the arrangements in place. For example, your submission could outline the following: number of staff employed, capacity of staff, roles and responsibilities, nominated supervisor and job description, training, succession planning, OH&S, contracting procedures, quality control, client management, progress reports etc.



Statement of arrangements in place attached

Attached

## Personal financial statement

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The Board must be satisfied that an applicant has sufficient resources to meet its financial obligations as and when they become due. Complete this form or provide a prepared financial statement certified by the your accountant. You may attach further written details to this form if there is insufficient space to include all relevant matters. Note: do not include intangibles such as goodwill, rights of indemnity, intellectual property such as trademarks or patents, formation expenses or borrowing expenses.

### Assets

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Please indicate if any or all of the items below are held in joint names or by a partnership

#### Properties

Land and properties (house, flat, factory, shop, vacant land)

%  
owned

_____	\$	_____	_____
_____	\$	_____	_____
_____	\$	_____	_____
Value of contents	\$	_____	_____

#### Cash Balances (list bank, building society etc and branch)

_____	\$	_____	_____
_____	\$	_____	_____

#### Business Related Assets

Salary, annual leave accrual	\$	_____	_____
Plant and equipment (exclude leased items)	\$	_____	_____
Motor vehicles (exclude leased items)	\$	_____	_____
Tools of trade	\$	_____	_____
Stock of materials	\$	_____	_____
Trade debtors (supply list)	\$	_____	_____

#### Other Assets

Personal effects	\$	_____	_____
Life insurance policies (policy surrender value)	\$	_____	_____
Superannuation accrued benefit	\$	_____	_____
Boat / caravan	\$	_____	_____
Details of other assets (shares, investments, etc)	\$	_____	_____

#### Total Assets

\$ \_\_\_\_\_

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## Liabilities

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		%
		owned
Owing on residential property	\$ _____	_____
Owing on other properties	\$ _____	_____
Owing on hire purchase / lease	\$ _____	_____
Owing on personal loans, credit cards	\$ _____	_____
Bank overdraft limit \$ _____	\$ _____	_____
Trade creditors (supply list)	\$ _____	_____
Unpaid tax liability	\$ _____	_____
Other liabilities (please specify) _____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
<b>Total Liabilities</b>	<b>\$ _____</b>	<b>_____</b>

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## Summary

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Total Assets	\$ _____	_____
Less Total Liabilities	\$ _____	_____
<b>Net Tangible Assets</b>	<b>\$ _____</b>	<b>_____</b>

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## Verification of funds and credit facilities available

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Copies of bank statements must be provided to substantiate available funds and credit facilities.

The statements must be less than three months old from the date of application and identify the applicant as the account holder.

Funds held in a different name to the applicant will not be considered.



Current bank statements attached

Attached

## Declaration by applicant

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### False and misleading information

Section 99 of the *Building Services (Registration) Act 2011* provides for penalties of up to \$25,000 where a person makes a false or misleading statement or provides false or misleading information or particulars as part of an application for registration or renewal of registration. By signing this application form, you give consent to the Board and its staff to make enquires and to receive and disclose any information about this application.

### Declaration

I

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Full name of applicant

- 1 authorise the Building Services Board, the Building Commission or persons acting on behalf of the Board or the Commission to make enquiries considered necessary to assess this application. My general consent includes the specific consent to the acquisition of copies of my criminal records and credit reports. I agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application.
  
- 2 sincerely declare that this application is true and correct.

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Signature

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Date

## SAT review of Board decisions

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If you are aggrieved by a decision of the Board refusing to grant your licence or imposing a condition on your licence you may apply to the State Administrative Tribunal for a review of the decision.

## Checklist

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Use this checklist reminder to ensure that you complete all parts of your application and attach all necessary supporting documents.

- Practitioner details provided / practitioner application form attached
- Certified proof of identification attached
- Statement of intention attached
- Management and supervision submission attached
- Bank statements dated within three months of this application date which identify the applicant as the account holder attached
- Declaration signed and dated
- Payment made

**An incomplete or inaccurate application will not be accepted. If you need help completing this form please call the Building Commission on 1300 489 099 and ask for the Licensing team.**

## Payment

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### Application and Registration fee

GST is not applicable

- \$594.20 (\$203.50 application fee + \$390.70 for 3 years registration).

### Payment method

- Cash                       Cheque                       Money order                       Credit card

### Card authorisation

**Building Commission ABN: 69 410 335 356**

<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
Card number                      /                      /                      /	Expiry date                      /
Name on card	Amount payable \$
Cardholder's signature	Date                      /                      /
Cardholder's contact phone number	

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