



Renewal of registration

Building contractor (individual)

Form 52

Use of this form

This form is to be used by builders who are currently registered as practitioners and who are also registered as contractors with the Building Services Board and are applying for their registrations to be renewed.

If you decide that you no longer require building contractor registration, please advise the Board.

Registration as a building practitioner

In Western Australia a builder who wishes to act as a nominated supervisor for a registered building contractor or wishes to use a prescribed title such as *registered building practitioner* must be registered as a building practitioner.

Registration as a building practitioner does not authorise a person to provide services as a building contractor.

Registration as a building contractor

A person, partnership or company must be registered as a building contractor to:

- be named as a builder on a building permit;
- provide services as a builder for work that requires a building permit with a value of \$20,000 or more and is located within the area of the Board's jurisdiction; or
- use a prescribed title such as *registered building contractor*.

Financial capacity

Building contractors must demonstrate their capacity to pay debts as and when they fall due. A contractor can do this by submitting one of the following supporting documents:

- a certificate of eligibility for Home Indemnity Insurance in the name of the contractor; or
- a letter from an independent qualified accountant to the effect that in the accountant's opinion at the time of signing you "can pay your debts as and when they fall due".

The qualified accountant must not be an employee of the contractor, or of a related entity.

A qualified accountant is defined by section 88B of the *Corporations Act 2001* and the Australian Securities and Investments Commission (ASIC) as a member of one of the following:

- Chartered Accountants Australia and New Zealand (ICA) - CA, ACA and FCA;
- CPA Australia (CPA) - CPA and FCPA;
- Institute of Public Accountants (IPA) - AIPA, MIPA and FIPA; or
- Eligible foreign professional bodies.

Registration expiry date

You must submit your form no later than the registration expiry date.

You are encouraged to submit your form well before the expiry date. If you do not have the supporting documents, you should still submit your application form and make payment by the expiry date.

Please provide all supporting documents within 28 days of submitting this form. Your application will be finalised after receipt of the supporting documents. If you do not provide the supporting documents in 28 days, the Board may not consider your application and your registration may expire.

Duration of registration

The renewal is for a period of three years.

Registration renewal fee

The registration renewal fee is \$390.70 for the three years.

GST is not payable on this fee.

If the Board refuses your application the registration fee will be refunded.

Late renewal of registration

If there is a reason you have not submitted your form by the expiry date you can apply for a late renewal. Should the Board agree your circumstances are exceptional they may accept your late renewal. The late renewal of registration fee is \$54.45.

Instead of a late renewal you can re-apply for registration.

Applications and payments

Complete and sign your form. Submit it with your supporting documents and payment no later than the expiry date.

**By post**

Pay by credit card using the payment slip on the form or pay by cheque or money order made payable to the Building Commission.

Building Commission
Locked Bag 14
Cloisters Square WA 6850

**In person**

Pay by cash, cheque, money order, credit or debit card at the Customer Service counter.

Building Commission
Level 1, 303 Sevenoaks Street
Cannington WA 6107

Office hours are:
Mon–Fri 8:30 am to 4:30 pm.

**By email**

Pay by credit card using the payment slip on the form. Scan your renewal forms and supporting documents and email to:
bcrenewals@dmirs.wa.gov.au

**By fax**

Pay by credit card using the payment slip on the renewal form. Fax your form to the Building Commission:
(08) 6251 1501



BPAY and online payment are not available for this renewal.

Return of documents

The Building Commission does not return documents. If required, make a copy before you submit your form and attachments.

After your form is submitted

If the Building Commission requires further information, you will be contacted.

SAT review of Board decisions

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

More information

If you need more information about the status of your renewal call 1300 489 099 or email bcrenewals@dmirs.wa.gov.au



OFFICE USE

Renewal of registration

**Form
52**

Building contractor (individual)

Completed forms and payment must be submitted before your registration expires. If necessary, supporting documents can be submitted separately.

OFFICE
USE

Personal details

CONDITION

Registration				Expiry date	<input type="checkbox"/>
Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other please specify	<input type="checkbox"/>
Family name					<input type="checkbox"/>
First name					<input type="checkbox"/>
Other name(s)		Date of birth			<input type="checkbox"/>

Principal place of business address – required for publication on the register. It cannot be a post office box number.

Street				<input type="checkbox"/>
Suburb		State	Postcode	<input type="checkbox"/>

Address for service – required for the purpose of serving documents. It cannot be a post office box number. As above

Street				<input type="checkbox"/>
Suburb		State	Postcode	<input type="checkbox"/>

Postal address – address for correspondence from the Building Commission.

Street or PO Box				<input type="checkbox"/>
Suburb		State	Postcode	<input type="checkbox"/>

Contact details

Phone (home)		Phone (work)		<input type="checkbox"/>
Phone (mobile)		Phone (fax)		<input type="checkbox"/>
Email				<input type="checkbox"/>

MANAGEMENT AND SUPERVISION

As an individual contractor you are required to have arrangements in place to ensure that the building services are completed in a proficient manner.

- 1 Can you confirm you have arrangements in place? Confirmed Not confirmed OFFICE USE

INELIGIBLE PERSON

The State Administrative Tribunal will have informed you if you have been declared an “ineligible person”.

- 2 Are you currently declared an ineligible person by the State Administrative Tribunal? Yes No

FINANCIAL CAPACITY


Building contractors must demonstrate their capacity to pay debts as and when they fall due.

- 3 Have you been a bankrupt in the last three years? Yes No

If you answered ‘yes’ above, identify your status:

- Still bankrupt Discharged Date discharged: / /

- 4 Do you have the capacity to pay your debts as and when they fall due? Yes No

 Attach a current copy, less than three months old and in the name used for registration, of one of the documents listed below:

- a certificate of eligibility for Home Indemnity Insurance (HII) in the name of the contractor. Attached N/A
All Western Australian HII policies are issued by QBE Insurance (Australia) Limited or Builders Underwriting Agency (RBUA);
or
- a letter from an independent qualified accountant to the effect that in the accountant's opinion at the time of signing you “can pay your debts as and when they fall due”. Attached N/A

YOUR PRACTITIONER REGISTRATION

As an individual building contractor you must also be registered as a building practitioner.

- 5 State your practitioner registration number.

Practitioner registration number

DECLARATION BY APPLICANT

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.

Declaration

OFFICE
USE

I, _____

Applicants full name

- 1 authorise the Building Services Board, the Building Commission or persons acting on behalf of the Board or the Building 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. 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.

Signature

Date

Checklist - use this checklist to ensure that you complete all parts of your application and attach all necessary supporting documents.

- Form complete – all questions answered
- Questions 1 to 5 answered
 - Financial capacity - letter or certificate less than three months old attached
 - Practitioner registration number stated
- Declaration signed and dated
- Payment details provided

PAYMENT

Registration fee

- \$390.70 for three 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 \$390.70
Cardholder's signature			Date
Cardholder's contact phone number			

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 Telephone : 1300 489 099 Facsimile: (08) 6251 1501