



# 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 \$410.25 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 \$57.15.

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 and Energy.

Building and Energy  
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 and Energy  
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](mailto: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 and Energy:

(08) 6251 1501



BPAY and online payment are not available for this renewal.

**Return of documents**

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

**After your form is submitted**

If the Building and Energy 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](mailto: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	
Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms <input type="checkbox"/> Other please specify
Family name			
First name			
Other name(s)		Date of birth	

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

Street			
Suburb		State	Postcode

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

Street			
Suburb		State	Postcode

**Postal address** – address for correspondence from the Building and Energy.

Street or PO Box			
Suburb		State	Postcode

**Contact details**

Phone (home)		Phone (work)	
Phone (mobile)		Phone (fax)	
Email			

**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.

OFFICE USE

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

**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. All Western Australian HII policies are issued by QBE Insurance (Australia) Limited or Builders Underwriting Agency (RBUA); or  Attached  N/A
- 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 and Energy or persons acting on behalf of the Board or the Building and Energy 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

- \$410.25 for three years

registration. **Payment method**

- Cash                       Cheque                       Money order                       Credit card

### Card authorisation

**Building and Energy ABN: 91 329 800417**

<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
Card number                      /                      /                      /	Expiry date                      /
Name on card	Amount payable \$410.25
Cardholder's signature	Date
Cardholder's contact phone number	

Level 1, 303 Sevenoaks Street, Cannington, Western Australia 6107  
 Locked Bag 14, Cloisters Square, Western Australia 6850  
 Telephone: 1300 489 099 Facsimile: (08) 6251 1501