



Renewal of registration

Painting contractor (partnership)

Form 58

Use of this form

This form is to be used by painters trading in a partnership structure who are currently registered as contractors with the Building Services Board and are applying for their registrations to be renewed.

Registration as a painting practitioner

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

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

Registration as a painting contractor

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

- contract with others to provide services as a painter with a value \$1,000 or more and is located within the area of the Board's jurisdiction; or
- use a prescribed title such as *registered painting contractor*.

Nominated supervisor

It is an offence under the *Building Services (Registration) Act 2011* for a painting contractor to carry out or undertake to carry out building services without a nominated supervisor.

If a painting contractor changes a nominated supervisor the contractor must give written notice to the Board within seven days of this change.

Financial capacity

Painting contractors must inform the Board if any partner has been a bankrupt in the last three years..

Duration of registration

The renewal is for a period of three years.

Registration renewal fee

The registration renewal fee is \$480.80 for the three years.

GST is not payable on this fee.

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

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.

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 \$40.00.

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 forms and supporting documents and email to:
bcrenewals@dmirs.wa.gov.au

**By fax**

Pay by credit card using the payment slip on the 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



OFFICE USE

Renewal of registration **Form 58**

Painting contractor (partnership)

If any information shown on this form is incorrect or out of date, please mark the corrections on the form.

Partnership details

CONDITION

OFFICE USE

Registration		Expiry date		<input type="checkbox"/>
Partnership name				<input type="checkbox"/>
ABN		Business name		<input type="checkbox"/>

ABN of registered entity. Not another entity or trust.

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 and Energy.

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

Partnership contact details

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

Contact person for enquiries for this form

Name				<input type="checkbox"/>
Phone (mobile)		Email		<input type="checkbox"/>

Partners' details – for each partner please provide name and date of birth.

First Name	Family name	Date of Birth	OFFICE USE
			<input type="checkbox"/>
			<input type="checkbox"/>



Attach a list if there are more than two partners.

Attached

MANAGEMENT AND SUPERVISION

1 Can you confirm the partnership has arrangements in place to ensure that building services are managed and supervised in a proficient manner? Confirmed Not confirmed

INELIGIBLE PERSON

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

2 Is any partner of the partnership currently declared an ineligible person by the State Administrative Tribunal? Yes No

FINANCIAL CAPACITY

3 Has any partner of the partnership been a bankrupt in the last three years? Yes No

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

Still bankrupt

Discharged

Date discharged: / /

4 Has the partnership appointed an external administrator in the last three years? Yes No

If you answered ‘yes’ to above, identify the administrator’s status:

Still appointed

Retired

Date retired: / /

5 Do the partners have the capacity to meet their debts as and when they fall due? Yes No

NOMINATED SUPERVISOR

Each painting contractor is required to have at least one nominated supervisor who is a registered practitioner. If the information is incorrect mark the change on the form.

First name	Family name	Registration	Current nominated supervisor?	OFFICE USE
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>



Attach a list if the partnership has more than three nominated supervisors.

Attached

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.

Information for document execution

This document is to be executed on behalf of the partnership by a person authorised by the partnership.

Declaration

I/we hereby authorises 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 the criminal records and credit reports of the applicant partners'. 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.

Executed for and on behalf of:

In accordance with Section 127 of the *Corporations Act 2001*

Applicants full name

Signature of applicant partner/director of partner (if applicable)
For and on behalf of the partnership
Delete if not applicable

Signature of partner/director of partner (if applicable) or
Signature of company secretary (being sole director/secretary of the company, if applicable)
For and on behalf of the partnership
Delete if not applicable

Name (print)

Name (print)

Date

Date

Checklist

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

- Form completed
- Contact details provided
- Questions 1 to 5 answered and documents attached
- Nominated supervisor(s) confirmed
- Declaration signed and dated
- Payment made

PAYMENT**Registration Fee**

\$480.80 for three years registration.

Payment method

Cash

Cheque

Money order

Credit card

Card authorisation**Building and Energy ABN 91 329 800417**

Visa

Mastercard

Card number	/	/	/	Expiry date	/
Name on card	Amount payable \$480.80				
Cardholder's signature	Date				
Cardholder's contact phone number					