



**REQUEST TO SUBMIT A LATE APPLICATION FOR REGISTRATION RENEWAL**

**FORM 68**

**Delay beyond your control**

The reason for the late renewal was because the delay was beyond your control.

Please tick the box below that indicates the reason for lodging the late renewal

- Suffering an incapacitating injury or physical or mental illness
- Death of a member of your immediate family
- A member of your immediate family is suffering serious injury or physical or mental illness
- You have suffered an act of violence or the threat of an act of violence sufficient to disrupt or distract you your positive intention to lodge an application on time
- You have been detained beyond your control at a time for lodgement of the application
- An act of God such as a flood, storm, earthquake, tsunami, damaging fire at a time relevant to the lodgement of the application not later than the expiry date
- The failure of the delivery provider contracted to deliver the application not later than the expiry date (include any supporting documentation)
- You were away from your postal location unexpectedly until the expiry date and out of reach by modern communications
- You were unintentionally affected by changes to the Building and Energy's/Department of Commerce's administrative processes
- Other:

OR

**Special circumstances**

The late renewal warrants acceptance by the Board for other special circumstances.

Details:

Name		Registration
Signature	Date	Expiry Date

OFFICE USE

Decision under delegation:  Accepted  Refused

Date received \_\_\_\_\_ Exp Date \_\_\_\_\_ Renewal received  Yes  No

Delegated officer position and name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



### Applications and payments

Submit and pay by credit card using the payment slip below or pay by cheque or money order made payable to the Building and Energy.



**By email**  
 Scan and email to the Building and Energy:  
 bcrenewals@dmirs.wa.gov.au

**By post**  
 Building and Energy  
 Locked Bag 14  
 Cloisters Square WA 6850

**In person**  
 Building and Energy Customer  
 Service counter Level 1, 303  
 Sevenoaks Street Cannington WA  
 6107  
 Office hours are:

**By fax**  
 Fax to the Building and Energy:  
 (08) 6251 1501

## PAYMENT

### Request for late renewal of registration fee

Builder \$57.15       Painter \$42.75       Building Surveyor \$54.45

GST is not applicable

### 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 \$
Cardholder's signature	Date      /      /
Cardholder's contact phone number	