



Application for registration

Building contractor (partnership)

Form 14

Use of this form

This form is for a partnership intending to apply for registration as a building contractor. Registration as a building contractor entitles the registration holder to carry out building work. In order to carry out building work, the building contractor must, at all times, have a registered building practitioner appointed as nominated supervisor.

Registration as a building contractor

A building contractor registration is required if the partnership wants 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; and
- use a prescribed title such as *registered building contractor*.

Nominated supervisor

A building contractor must have a registered building practitioner appointed as the nominated supervisor at all times.

Application guidelines

It is important that you read the '[Registered Building Contractor - Application Guidelines](#)' document on our website. This document explains the requirements for registration and what information you must provide in order to demonstrate those requirements.

Questions may be directed to Licensing Services on 1300 489 099.

Duration of registration

Registration is for a period of three years.

Application fee and registration fee

The registration fee is for the three years.

Payment of **both** an application fee and a registration fee must accompany this application.

GST is not payable on this fee.

The application fee is non-refundable.

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

Please refer to our website for the current schedule of fees.

How to submit and pay

Pay for and submit your application including attachments:



Online

Submit your application and pay online: <https://www.commerce.wa.gov.au/building-and-energy/building-practitioner-registration>



By post

Pay by credit card using our payment slip form:

<https://www.commerce.wa.gov.au/publications/application-payment-form>, or through cheque or money order made payable to:

Department of Mines, Industry Regulation and Safety
Licensing Services Branch
Locked Bag 100
EAST PERTH WA 6892



In person

Submit your application and pay by cash, cheque, money order or card at the customer service counter.

Applications will not be assessed for completeness upon submission. Your application will be assessed following allocation to a Licensing Officer.

Level 1, 303 Sevenoaks Street
CANNINGTON WA 6107

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



BPAY is not available for this application.



Fax and email submission are not available for this application.



Complete your application

Your application cannot be processed unless all sections are completed, all attachments provided and fees paid.

Incomplete applications

The Department cannot assess incomplete applications. If your application is incomplete at the time of submission, you will be requested to provide outstanding or additional information. If you do not provide the information by the date stated in the request, your application will be lapsed or refused. The application fee will not be refunded.

Return of documents

The Department does not return documents submitted with applications. If you need a copy of your application or attached documents, please make a copy before you submit your application.

After your application is submitted

The Department will confirm receipt of your application. If you do not receive an acknowledgement of your application within 15 business days, please contact the Department on 1300 489 099.

State Administrative Tribunal review of Board decisions

The decision to refuse an application for registration is a reviewable decision. If you disagree with the Board's determination in relation to this registration application, you may apply to the SAT 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: be.licensing@dmirs.wa.gov.au



Registration

**Form
14**

Application for registration Building contractor (partnership)

Checklist

Use this checklist to ensure that all parts of the application have been completed and all necessary supporting documents are attached.

- Partner details form completed and attached:
 - Form A2.1 (natural person partner); OR
 - Form A2.2 (body corporate partner)
- Management and Supervision Questionnaire downloaded, completed and attached
- Business Profile Information document downloaded, completed and attached
- Financial information section completed
- Personal financial statement for each individual partner completed
- Special purpose financial statements for a body corporate partner that has been trading. Please refer to the [Building Contractor Application Guidelines](#) for more information.
- Bank statements in the name of at least one partner, or in the name of the partnership, dated within three months of this application date
- Nominated supervisor details completed
- Letter confirming the nominated supervisor is engaged under an employment contract. This is not required if the nominated supervisor is a partner of the partnership
- Declaration signed and dated
- Payment – *I will make appropriate payment as applicable at the time of submitting my application.*

Payment

Visit our [building fee schedule](#) page for current application and registration fees.

Submit and pay for your application:

- Online**
If you are submitting this form online, you will be able to make payment using the department's secure payment gateway.
- By post (or in person) using your credit card**
If you are submitting this form by post (or in person) and are making payment by credit card, you must complete the Application Payment Form:
<https://www.commerce.wa.gov.au/publications/application-payment-form> and attach it to your application.

Application for registration Building contractor (partnership)

Refer to the [Application Guidelines](#) on our website for assistance in completing this application form.

Partnership details

Partnership Name:

Business Name (trading as)

Australian Business Number (ABN)

Principal Place of business address:

(required for publication on the register. It cannot be a PO Box)

Post Code:

Postal Address:

Post Code:

Telephone details: Office: Area Code ()

Mobile:

*A mobile number **must** be provided to receive renewal reminder notifications via SMS.*

Email:

*An email address **must** be provided for service of renewal reminder notifications and other important information.*

Partner details

Download and complete the relevant form for each partner of the partnership. Form A2.1 is to be completed for each partner that is an individual (natural person). Form A2.2 is to be completed for each partner that is a body corporate (company).



Partner details – Individual (natural person) form A2.1.

Attached N/A



Partner details – (Company / Body Corporate) form A2.2.

Attached N/A

Management and supervision

Please download and complete the 'Management and Supervision Questionnaire' and attach to this application. The 'Management and Supervision Questionnaire' is available at: www.commerce.wa.gov.au/building-and-energy/building-contractor-registration



'Management and Supervision Questionnaire' attached.

Attached

Business profile

Please download and complete the 'Business Profile Information' document and attach to this application. The 'Business Profile Information' document is available at: www.commerce.wa.gov.au/building-and-energy/building-contractor-registration



'Business Profile Information' document attached.

Attached

Registration history

Has the partnership been refused a licence or registration during the past ten years? Yes No

Has the partnership had a licence or registration cancelled or suspended during the past ten years? Yes No

Has an individual partner of the partnership or director of a body corporate partner been involved in court, tribunal or disciplinary proceedings (including remedy orders) concerning the quality of any building work carried out at any time during the past ten years? Yes No

Has an individual partner or body corporate partner been placed in administration, liquidation, deed of company arrangement, receivership or wound up on financial grounds? Yes No

If your answer was "Yes" to any of the questions above, provide full details on a separate page and submit with this application. Attached N/A

Financial information

The applicant must satisfy the Board that it has the capacity to meet debts as and when they fall due. The Building Services Board generally requires an applicant to demonstrate access to a minimum of \$50,000 in liquid funds to meet the financial requirements.

If the partnership is between natural persons (individuals), each individual partner will need to complete a personal financial statement.

If the partnership includes a company, the company will need to provide special purpose financial reports. More information about the content requirements of special purpose financial reports is in the '**Registered Building Contractor - Application Guidelines**' available on our website.

Personal financial statement (natural persons only) – partner 1

Applicants must satisfy the Board that they have sufficient resources to meet their financial obligations as and when they become due. Each partner of the partnership is required to complete the following form or provide a prepared financial statement certified by an independent accountant. Make additional copies if necessary.

You may attach further written details to this form if there is not enough space to include all relevant matters.

Do not include intangibles such as goodwill, rights of indemnity, intellectual property such as trademarks or patents, formation expenses or borrowing expenses.

Partner name: _____

Assets

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, credit union 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 _____ \$ _____

Liabilities

		% 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) _____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
Total Liabilities	\$ _____	_____

Summary

Total Assets	\$ _____	
Less Total Liabilities	\$ _____	
Net Tangible Assets	\$ _____	

Verification of funds available

Provide copies of bank statements to substantiate cash balance indicated in personal financial statement above. The statements must be dated within three months from the date of this application and identify the individual partner as the accountholder. Funds held in a different name to the individual will not be considered.



Current bank statements attached

Attached

Personal financial statement (natural persons only) – partner 2

Partner name: _____

Assets

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, credit union 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

	\$		
--	----	--	--

Liabilities

		% 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) _____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
Total Liabilities	\$ _____	_____

Summary

Total Assets	\$ _____	
Less Total Liabilities	\$ _____	
Net Tangible Assets	\$ _____	

Verification of funds available

Provide copies of bank statements to substantiate cash balance indicated in personal financial statement above. The statements must be dated within three months from the date of application and identify the individual partner as the accountholder. Funds held in a different name to the individual will not be considered.



Current bank statements attached

Attached

Nominated Supervisor

Please complete a copy of this page for each nominated supervisor.

Salutation

Family Name


First name

Middle name(s)

Building practitioner registration number

Basis of employment Full time Part time

Is the nominated supervisor a partner of the partnership? Yes No –
Please attach a letter confirming that the nominated supervisor is to be employed by the applicant building contractor

 Please attach a letter confirming that the nominated supervisor will be engaged as an employee under an employment contract. (Not required if the nominated supervisor is a partner of the partnership). The letter must be signed by at least one partner.

Signature of Nominated Supervisor Date:

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

I hereby authorise the Building Services Board, the Department of Mines, Industry Regulation and Safety or persons acting on behalf of the Board or the Department 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*

Name of partnership

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

SAT review of Board decisions

If you are aggrieved by a Board decision you may apply to the State Administrative Tribunal for a review of the decision.