



Registration

Painting practitioner (set 1)

Form 17

Use of this form

This form is to be used by people applying to be registered as painting practitioners with the Building Services Board.

In Western Australia the *Building Services (Registration) Act 2011* provides for registration in two classes of painter, painting practitioner and painting contractor.

Required qualification

Set 1 is the registration pathway for applicants who have a Certificate III in Painting and Decorating, or an equivalent qualification as determined by the Board.

All applicants under Set 1 must also complete two units offered as part of the Course in Painter's Registration in small business management and estimating and specification.

If you do not have this Certificate or equivalent qualification you may be able to register under another pathway.

Experience carrying out painting work

Applicants under Set 1 must have experience in carrying out painting work:

- Completion of an apprenticeship in painting; or
- at least the equivalent of four years full-time experience in carrying out painting work.

Registration as a painting practitioner

A registered painting practitioner may:

- use a prescribed title such as *registered painting practitioner*; and
- be a nominated supervisor for a registered painting contractor.

When considering an application for registration as a painting practitioner the Board considers:

- your qualifications and experience;
- your fitness and propriety; and
- any other requirements prescribed by the Building Services (Registration) Regulations 2011.

Registration as a painting practitioner does not authorise a person to provide services as a painting 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 of \$1,000 or more and the painting work is located within the area of the Board's jurisdiction; or
- use a prescribed title such as *registered painting contractor*.
- Period of registration
- If the Board approves your application, registration will be granted for a period of three years.

Registration and application fees

Two fees are payable with this application, a registration fee and a non-refundable application fee.

The registration fee is for three years.

GST is not payable on the application or registration fee.

If the Board does not grant your registration, the registration fee will be refunded.

Registration requirements

To be considered for registration you must:

- provide a complete application including payment of application and registration fees;
- have the required qualifications and experience;
- be a fit and proper person to be registered; and
- comply with any other requirements.

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 lodgement, 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.

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/painting-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**

Lodge 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 8:30 am to 4:30 pm.



BPAY is not available for this application.



Fax and email submission are not available for this application.

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 lodge your application

After your application is submitted

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

The Department will thoroughly assess your application and will contact the person that endorsed your experience to verify information provided.

When satisfied that your application is complete and payment is received, the Department may refer your application to the Board for a decision.

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 decision in relation to your 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 application or about practitioner registration generally please contact Licensing Services on 1300 489 099 or email be.licensing@dmirs.wa.gov.au.



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CHECKLIST

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

- Current Proof of identification – copies totalling 100 points attached
- Fitness and propriety questions 1-11 answered and if necessary, documents attached
- Australian police check – copy of original and less than three months old attached
- Certificate III in Painting and Decorating or equivalent qualification attached
- Statement of Attainment for two units from Course in Painters' Registration attached
- Trade certificate attached if applicable
- Statement of painting work signed and attached if applicable
- Written verification of experience signed and attached if applicable
- Declaration signed and dated
- Payment - *I will make appropriate payment as applicable at the time of submitting my application.*

PAYMENT

Visit our [building services 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.



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Ensure you complete all parts of your application and attach all necessary supporting documents. Incomplete applications **will not** be processed.

Personal details

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	
Have you been known by any other names?	<input type="checkbox"/> No <input type="checkbox"/> Yes			



If you answered 'yes' above, attach a separate page with full details. Attached

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

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 Department.

As above

Street or PO Box			
Suburb		State	Postcode

Contact details

Phone (home)	()	Phone (work)	()
Phone (mobile)*			
Email*			

***Required** to receive courtesy renewal reminder notifications by SMS and email and other important information relevant to your registration

PROOF OF IDENTITY



Provide proof of your identity by attaching copies of two or more documents making a total of at least 100 points. At least one document must include photo identification.

Points allowed	Document	Points
70 points	<input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Current passport <input type="checkbox"/> Australian citizenship certificate	
40 points - for first document from this category. 25 points - for additional documents from this category.	<input type="checkbox"/> Current Australian issued licence or permit card e.g. Drivers licence <input type="checkbox"/> Current Australian government issued identification card <input type="checkbox"/> Australian tertiary student identification	
35 points A document from this set must show your name and current residential address.	<input type="checkbox"/> Mortgage document held by an Australian financial body <input type="checkbox"/> Australian Land Title Office record <input type="checkbox"/> Document from the Credit Reference Association of Australia	
25 points	<input type="checkbox"/> Australian public utility bill, rates notice or bank statement <input type="checkbox"/> Medicare card <input type="checkbox"/> Marriage certificate (for maiden name only) or change of name certificate	
Total points		

FITNESS AND PROPRIETY

- 1 Have you been refused an occupational licence/registration as a painting practitioner by a licensing board or similar body in any Australian state or territory? Yes No
-
- 2 Have you been refused an occupational licence other than as a painting practitioner by a licensing board or similar body in any Australian state or territory? Yes No
-
- 3 Has your occupational licence with any licensing board been suspended or cancelled, other than for non-payment of fees? Yes No
-
- 4 Have you been disciplined by any licensing board? Yes No
-
- 5 Have you been or are you currently the subject of disciplinary proceedings by any licensing board, including any preliminary investigation or action that might lead to disciplinary proceedings? Yes No
-
- 6 Have you been the subject of an order made by the State Administrative Tribunal? Yes No
-
- 7 Have you been a director or officer of a corporation that has been the subject of disciplinary proceedings for contravention of the *Building Act 2011*, *Building Services (Registration) Act 2011* or the *Building Services (Complaint Resolution and Administration) Act 2011* or the *Home Building Contracts Act 1991*? Yes No
-
- 8 Have you been disqualified from being a company director? Yes No
-
- 9 Have you been a director or officer of a company that has been declared an insolvent? Yes No
-
- 10 Have you been declared bankrupt? Yes No
-
- 11 Are there any other matters which may be relevant to your suitability to continue to hold a registration about which the Board should be informed? Yes No



If you answered 'yes' to any of questions 1 to 11 above, attach details and, if appropriate, a list of cases. A 'yes' response will be considered by the Board on the facts presented and may not affect your application.

Attached N/A

AUSTRALIAN POLICE CHECK

You must apply for and attach to this application an Australian police check from the approved list of providers, available here: www.dmirs.wa.gov.au/licensingpolicechecks.

The police check *must* specify “Mines, Industry Regulation and Safety Licensing purposes” as the reason for the check.

For more information about how to obtain a police check, go to: www.dmirs.wa.gov.au/licensingpolicechecks. The date of issue of the police check must be within three (3) months of the date you lodge this application.



Attach an Australian police check dated within three months of this application date.

Attached

QUALIFICATIONS SET 1

Set 1 is the pathway to registration for people who have a Certificate III in Painting and Decorating and experience carrying out painting work. The qualification required for registration as a painting practitioner under Set 1 is:

- CPC30611 Certificate III in Painting and Decorating as described in the CPC08: Construction, Plumbing and Services Training Package published by Training.gov.au, or an equivalent qualification determined by the Board;
as well as
- two units provided as part of the Course in Painters’ Registration: small business management; and estimating and specification.

1 Select the qualification you have completed:

- CPC30611 Certificate III in Painting and Decorating.
- C30608, BCG30603, or any other Certificate III in Painting and Decorating pre 1998.
- BCG30498 Certificate III in General Construction (Painting and Decorating).
- Trade Certificate in Painting and Decorating.



Attach a copy of one certificate of qualification as evidence of course completion.

Attached

2 For registration purposes, you must have completed units in small business management and estimating and specification.

- BSBSMB401 Establish legal and risk management requirements of small business; or pre March 2015, BSBSMB401A Establish Business and Legal Requirements for Small Business; and
- CPCCBC4004A – Identify and produce estimated costs for building and construction projects.



Attach a copy of your Course in Painters’ Registration Statement of Attainment to demonstrate completed units.

Attached

All qualifications must be obtained before applying to be registered.

EXPERIENCE SET 1

The Building Services (Registration) Regulations 2011 described the following two options for applicants to demonstrate experience for Set 1:

- experience “gained in the course of the completion of an apprenticeship in painting”; or
- experience in “*carrying out painting work for periods totalling at least the equivalent of 4 years full-time covering a significant range of painting techniques*”

Painting work

The Building Services (Complaint Resolution and Administration) Regulations 2011 describe painting work as the application of paint, wall paper, or a similar substance or material to a building or fixture.

Paint

Paint is defined as including varnish or stain.

Significant range of painting techniques

For the purposes of registration a *significant range of painting techniques* includes but is not limited to:

- applying paint by brush and roller;
- applying paint by spray;
- applying texture coat paint finishes by brush, roller and spray;
- applying stains and clear timber finishes;
- applying wall paper; and
- applying decorative finishes.

Carrying out painting work

For registration purposes, *carrying out* refers to performing painting work as an apprentice or tradesperson. If you performed a variety of work on a painting project, some of it being carrying out painting work and some of it being other work, record the actual time spent carrying out painting work.

Four years full-time experience

If you did not complete an apprenticeship in painting you must submit your record of experience with a total of at least the equivalent of four years full-time experience in carrying out painting work. If you were not working full-time on a project calculate the portion of your time actually spent in carrying out painting work. If you worked overtime, you cannot allow more than one day for each day worked.

Work not included

Painting on anything other than a building or fixture is not painting work, for example marine or automotive painting is not credited towards registration.

For registration purposes, some painting industry work is not painting work. Some of the types of work that are not included in carrying out painting work are:

- industrial painting;
- the application of paint to a floor, path or driveway composed of concrete or a similar material;
- the application of a protective coating to a building which has first been treated by abrasive blasting or mechanical cleaning, if both processes are undertaken by the same contractor; and
- signwriting.

Not valid as experience

The Board does not recognise experience obtained while performing unlawful work such as performing painting work with a value over \$1000 when not registered. All experience must be independently verified. Do not claim experience that cannot be verified.

EXPERIENCE SET 1 cont.

1 Have you completed an apprenticeship in painting? Yes No



If you answered 'yes' to question 1 above, attach a copy of your Trade Certificate as evidence of experience gained through an apprenticeship.

Attached N/A

If you answered 'no' to question 1 above, complete the Statement of painting work template at Attachment 1 to record at least four years' experience in carrying out painting work.

Statement of painting work – Attachment 1

Use Attachment 1 to record your experience, in date order, in carrying out painting work. Complete additional copies of the template to demonstrate at least four years of experience in carrying out painting work. Ensure that all experience claimed is independently verified by the employer, client or authorised representative. Alternatively, attach a reference verifying your experience claim.

It is an offence to make a false or misleading statement in this application.



Statement of painting work (Attachment 1).

Attached N/A

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. By signing this application form, you give consent to the Board and its staff to make enquires and to receive and disclose any information about this application.

Declaration

I

Full name of applicant

- 1 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 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

STATEMENT OF PAINTING WORK

Use this template to record your experience, in date order, in carrying out painting work. Arrange for the employer, client or authorised representative such as the manager or supervisor familiar with your work to endorse this record. Alternatively attach statements of verification. It is an offence to make a false or misleading statement in this application. If you need more space to document your experience, make copies of this template.

Describe the positions you held that were carrying out painting work

Refer to the definitions of *carrying out* and *painting work* on page 6. Do not claim other experience.

Position 1 - Details of experience

Employer/client				Reg No if applicable
Employer/client address				
Position held				
Position start date	/ /	Position end date	/ /	
Your employment was	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time*	<input type="checkbox"/> As required* FTE (months)
	*If you worked 'part time' or 'as required', please tally and indicate the full time equivalent (FTE) in months			
Your role was	<input type="checkbox"/> Carrying out		<input type="checkbox"/> Other	
% time allocated to role	%		%	
What techniques did you use?				
<input type="checkbox"/> Apply paint by brush and roller	<input type="checkbox"/> Apply paint by spray		<input type="checkbox"/> Apply texture coat paint finishes by brush, roller and spray	
<input type="checkbox"/> Apply stains and clear timber finishes	<input type="checkbox"/> Apply wall paper		<input type="checkbox"/> Apply decorative finishes	
How did you apply these techniques?				
<input type="checkbox"/> Painting residential buildings	<input type="checkbox"/> Coating roofs		<input type="checkbox"/> Painting commercial buildings	
<input type="checkbox"/> Graffiti removal <small>not credited</small>	<input type="checkbox"/> Signwriting <small>not credited</small>		<input type="checkbox"/> Painting industrial structures <small>not credited</small>	
Endorsed by authorised representative, or attach written verification				<input type="checkbox"/> Attached
Name of person				
Position held			Phone ()	
Email				
Signature			Date / /	

Describe the positions you held that were carrying out painting workRefer to the definitions of *carrying out* and *painting work* on page 6. Do not claim other experience.**Position 2 - Details of experience**

Employer/client				Reg No if applicable
Employer/client address				
Position held				
Position start date	/ /	Position end date	/ /	
Your employment was	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time*	<input type="checkbox"/> As required* <small>*If you worked 'part time' or 'as required', please tally and indicate the full time equivalent (FTE) in months</small> FTE (months)
Your role was	<input type="checkbox"/> Carrying out		<input type="checkbox"/> Other	
% time allocated to role	%		%	
What techniques did you use?				
<input type="checkbox"/> Apply paint by brush and roller	<input type="checkbox"/> Apply paint by spray		<input type="checkbox"/> Apply texture coat paint finishes by brush, roller and spray	
<input type="checkbox"/> Apply stains and clear timber finishes	<input type="checkbox"/> Apply wall paper		<input type="checkbox"/> Apply decorative finishes	
How did you apply these techniques?				
<input type="checkbox"/> Painting residential buildings	<input type="checkbox"/> Coating roofs		<input type="checkbox"/> Painting commercial buildings	
<input type="checkbox"/> Graffiti removal <small>not credited</small>	<input type="checkbox"/> Signwriting <small>not credited</small>		<input type="checkbox"/> Painting industrial structures <small>not credited</small>	
Endorsed by authorised representative, or attach written verification				<input type="checkbox"/> Attached
Name of person				
Position held			Phone ()	
Email				
Signature			Date / /	

Describe the positions you held that were carrying out painting workRefer to the definitions of *carrying out* and *painting work* on page 6. Do not claim other experience.**Position 3 - Details of experience**

Employer/client				Reg No if applicable
Employer/client address				
Position held				
Position start date	/ /	Position end date	/ /	
Your employment was	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time*	<input type="checkbox"/> As required* FTE (months)
	*If you worked 'part time' or 'as required', please tally and indicate the full time equivalent (FTE) in months			
Your role was	<input type="checkbox"/> Carrying out		<input type="checkbox"/> Other	
% time allocated to role	%		%	
What techniques did you use?				
<input type="checkbox"/> Apply paint by brush and roller	<input type="checkbox"/> Apply paint by spray		<input type="checkbox"/> Apply texture coat paint finishes by brush, roller and spray	
<input type="checkbox"/> Apply stains and clear timber finishes	<input type="checkbox"/> Apply wall paper		<input type="checkbox"/> Apply decorative finishes	
How did you apply these techniques?				
<input type="checkbox"/> Painting residential buildings	<input type="checkbox"/> Coating roofs		<input type="checkbox"/> Painting commercial buildings	
<input type="checkbox"/> Graffiti removal <small>not credited</small>	<input type="checkbox"/> Signwriting <small>not credited</small>		<input type="checkbox"/> Painting industrial structures <small>not credited</small>	
Endorsed by authorised representative, or attach written verification				<input type="checkbox"/> Attached
Name of person				
Position held			Phone ()	
Email				
Signature			Date / /	

If you need more space to document your experience, make copies of this template.