



Registration

Painting contractor (individual)

Form 24

Use of this form

This form is to be used by people applying to be registered as painting contractors 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.

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.

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 \$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*.

When considering an application for registration as a painting contractor the Board considers among other factors, the applicant's financial capacity and arrangements in place to manage and supervise painting services.

The obligations of painting contractors are published on the department's website:
www.commerce.wa.gov.au/publications/obligations-registered-painting-contractors

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;
- be currently registered or in the process or being registered as a painting practitioner with the Building Services Board;
- not be an ineligible person or body of which an ineligible person is an officer;
- provide confirmation (for those applicants previously bankrupt) you have the financial capacity to meet debts as and when they fall due;
- have arrangements in place to ensure that painting services to be carried out will be managed and supervised in a proficient manner; 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 process incomplete applications. If your application is incomplete at the time of lodgement it will be returned. If your application is later found to be incomplete or is not fully informative, 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 returned. The application fee will not be refunded.

Applications and payments

Please complete and sign your application. Lodge it with your supporting documents and payment.



By post

Pay by credit card using the payment slip on the form or pay by 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.

Level 1, 303 Sevenoaks Street
CANNINGTON WA 6107

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



In person (drop off only service)

Department of Mines, Industry
Regulation and Safety
Level 2, Gordon Stephenson House
140 William Street, PERTH



BPAY and online payment are not available for this application.



Fax and email lodgement are not available for this application.

Return of documents

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

Certified copies

If you are providing a copy of a document with your application rather than the original it must be a certified copy. To have a copy certified you must show a copy of the document, together with the original document to a person who is a qualified witness.

The witness must:

- certify the copy is a true copy of the original;
- place their signature, together with their full name and address and their qualification to be a witness, immediately adjacent to the words of certification.

The following people, who must not be related to the applicant, are qualified to witness:

- Accountant
- Bank Manager
- Chemist
- Dentist
- Doctor
- Justice of the Peace
- Lawyer
- Local Government Councillor
- Minister of Religion
- Police Officer
- Post Office Manager
- Public Servant
- Real Estate Agent

and other people listed in Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.

After your form 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.

When the department is satisfied that your application form is complete and payment is received, your application will be assessed and determined.

Review of Board decisions

If you are aggrieved by a decision of the Board refusing to grant 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 application or about contractor registration generally please call 1300 489 099 and ask for Licensing Services, or email bclicensing@dmirs.wa.gov.au.

Processing timeframes are published on the department website.



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An incomplete or inaccurate application will not be accepted. If you need help completing this form please call the department on 1300 489 099 and ask for Licensing Services.

CHECKLIST

Use this checklist to demonstrate you have completed all parts of your application and attached all necessary supporting documents.

- Personal and contact details answered
- Proof of identification - 65 points attached
- Ineligible person answered
- Your personal history answered and documents attached, as applicable
- Management and supervision arrangements answered
- Declaration signed and dated
- Payment made

PAYMENT

CREDIT CARD PAYMENT DETAILS (Payment will appear as "WA Gov – DMIRS" on your bank statement)

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee**

Signature / Authorisation Date

Cardholder's contact phone number:

*Fees are subject to change on 1 July of each year

ABN: 69 410 335 356

Office Use only					
Total Fee	\$	Department Code	PT	Chart Description	<input type="checkbox"/> Paint App Fee Cont Individual Initial <input type="checkbox"/> Paint Reg Fee Cont Ind Initial



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Your application cannot be assessed unless all sections are completed and all attachments are provided.

Personal details

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Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify			<input type="checkbox"/>
Family name				<input type="checkbox"/>
First name				<input type="checkbox"/>
Other name(s)		Date of birth		<input type="checkbox"/>
Have you been known by any other name(s)			<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/>



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

Attached

ABN (mandatory)		ABN of registered entity. Not another entity or trust	<input type="checkbox"/>
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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 department.

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

Contact details

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

PROOF OF IDENTITY



Provide proof of your identity by attaching certified copies of one or more documents making a total of at least 65 points. At least one document must include photo identification.

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Points allowed	Document	Points
65 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. Driver's licence <input type="checkbox"/> Current Australian government issued identification card <input type="checkbox"/> Australian tertiary student identification	
25 points	<input type="checkbox"/> Medicare card	
Total points		<input type="checkbox"/>

INELIGIBLE PERSON

If the State Administrative Tribunal has cancelled or suspended the registration of a building service contractor the Tribunal may use a power in section 60 of the *Building Services (Registration) Act 2011* to declare an individual an 'ineligible person'.

Has the State Administrative Tribunal ever declared you to be an ineligible person? Yes No

Phone the department's Licensing Services branch on 1300 489 099 for help with this question.

This has been left blank intentionally

YOUR PERSONAL HISTORY

The Building Services (Registration) Regulations 2011 state that an individual must not be an insolvent, and if you have previously been an insolvent, then you must have the capacity to meet debts as and when they fall due.

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1 Have you ever been a bankrupt? Yes No

If you answered 'no' to question 1, proceed to question 4.
If you answered 'yes' to question 1, proceed to question 2.

2 Identify the status of your bankruptcy:
 Still bankrupt Discharged Date discharged: / /

If you answered 'still bankrupt' to question 2, you are not eligible for registration.

3 Do you have the capacity to meet debts as and when they fall due? Yes No

If you answered 'no' to question 3, you are not eligible for registration.

4 Are you currently registered as a painting practitioner in Western Australia? Yes No

Registration number _____

If you answered 'no' to question 4, you must lodge a painting practitioner application with this painting contractor application to meet the requirements for registration.

The practitioner application form can be downloaded from
www.commerce.wa.gov.au/building-commission/painting-practitioner-registration



If you answered 'yes' to question 1, attach documents to verify these events. Attached N/A

MANAGEMENT AND SUPERVISION ARRANGEMENTS

For the purposes of registration as a building services contractor, the *Building Services (Registration) Act 2011* requires contractors to have arrangements to ensure that painting services to be carried out by the applicant will be managed and supervised in a proficient manner.

Confirm the following:

1 I will manage and supervise painting services in a proficient manner. Yes

2 I have knowledge of my obligations and will ensure compliance with the *Home Building Contracts Act 1991*, the *Building Services (Complaint Resolution and Administration) Act 2011*, and the *Building Services (Registration) Act 2011*. Yes

3 I will ensure all painting work will be carried out in accordance with AS/NZS 2311:2009 or the paint manufacturers' specification. Yes

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.

DeclarationOFFICE
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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