



Renewal of registration

Building contractor (partnership)

Form 54

Use of this form

This form is to be used by builders 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.

If you decide that your partnership no longer requires building contractor registration, please advise the Board.

Registration as a building practitioner

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

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

Registration as a building contractor

A person, partnership or company must be registered as a building contractor 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; or
- use a prescribed title such as *registered building contractor*.

Financial capacity

Building contractors must demonstrate their capacity to pay debts as and when they fall due. A contractor can do this by submitting one of the following supporting documents:

- a certificate of eligibility for Home Indemnity Insurance in the name of the contractor; or
- a letter from an independent qualified accountant to the effect that in the accountant's opinion at the time of signing you "can pay your debts as and when they fall due". The letter must be signed, dated and include the accountant's qualification.

The qualified accountant must not be an employee of the contractor, or of a related entity.

A qualified accountant is defined by section 88B of the *Corporations Act 2001* and the Australian Securities and Investments Commission (ASIC) as a member of one of the following:

- Chartered Accountants Australia and New Zealand (ICA) - CA, ACA and FCA;
- CPA Australia (CPA) - CPA and FCPA;
- Institute of Public Accountants (IPA) - AIPA, MIPA and FIPA; or
- Eligible foreign professional bodies.

Nominated supervisor

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

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

Registration expiry date

You must submit your form no later than the registration expiry date.

You are strongly encouraged to apply for renewal well before your expiry date to avoid your registration expiring.

Duration of registration

The renewal is for a period of three years.

Registration renewal fee

The registration renewal fee is for three years.

GST is not payable on this fee.

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

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. Late renewals can only be accepted within six months from the expiry date. However, the Board must also agree your circumstances are exceptional in order to accept your late renewal.

A fee is payable for late renewal of registration.

If you are not eligible for a late renewal you can re-apply for registration.



Return of documents

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

After your form is submitted

If the Department requires further information, you will be contacted.

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 –

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.

 BPAY and online payment are not available for this renewal.

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 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, contact the Licensing Renewals team on 1300 489 099 or email be.renewals@dmirs.wa.gov.au



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CHECKLIST

Incomplete applications cannot be assessed. Use this checklist to ensure all parts of your application are completed and all necessary supporting documents are attached.

- Form complete - all questions answered
- Contact person provided
- Questions 1 to 6 answered
 - Management and Supervision Questionnaire downloaded, completed and attached
 - Business Profile Information document downloaded, completed and attached
 - Financial capacity - letter or certificate less than three months old attached
- Nominated supervisor(s) details provided
- Declaration signed and dated
- Payment details provided

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

Registration No:		Department Code	BD	Chart Description	<input type="checkbox"/> Build Reg Fee Cont Pship Renewal
Total Fee	\$	Link Licence	Yes	Late Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>



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Ensure you complete all parts of this application and attach all necessary supporting documents. You must submit the completed form, supporting documents and payment, no later than the partnership's registration expiry date. Incomplete applications **will not** be processed.

Partnership details

CONDITION

OFFICE
USE

Registration No.		Expiry date	
Partnership name			
Business name		ABN*	

*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			
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

Partnership contact details – Email for partnership required for courtesy renewal reminders and other notifications. Mobile required for important notifications via SMS.

Phone (office)		Phone (mobile)	
Email			

Contact person for enquiries for this form

Name			
Phone (mobile)			
Email			

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

As a contractor your partnership is required to have arrangements in place to ensure building services are completed in a proficient manner.

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-renewal

1 'Management and Supervision Questionnaire' completed and attached. Attached

BUSINESS PROFILE INFORMATION

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-renewal

2 'Business Profile Information' document completed and attached. Attached

INELIGIBLE PERSON

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

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

FINANCIAL CAPACITY

Building contractors must demonstrate their capacity to pay debts as and when they fall due.

4 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: / /

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

If you answered 'yes' to above, identify the external administrator's status:

Still appointed Retired Date retired: / /

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



Attach a current copy, less than three months old and in the name used for registration, of one of the documents listed below:

- a certificate of eligibility for Home Indemnity Insurance (HII). Attached N/A

All Western Australian HII policies are issued by QBE Insurance (Australia) Limited or Builders Underwriting Agency (RBUA); or
- a letter from an independent qualified accountant to the effect that in the accountant's opinion at the time of signing the contractor "can pay its debts as and when they fall due". Attached N/A

The letter must be signed, dated and include the accountant's qualification.

NOMINATED SUPERVISOR

Your partnership is required to have at least one nominated supervisor who is a registered practitioner. For each nominated supervisor provide details below.

First name	Family name	Registration	Current nominated supervisor?
			<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

This section has been left blank intentionally. Application continued on the next page.

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 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:

Applicant's name (name of registered entity)

OFFICE
USE

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 of partner/director (print)

Name partner/director/secretary (print)

Date

Date