



Registered Painting Contractor (Individual, Partnership or Company) Application Guidelines

To contract to provide building services in the class of *painter work* in Western Australia you must be registered by the Building Services Board ('the Board') as a painting contractor (individual, partnership or company). The Board registers painting contractors under the *Building Services (Registration) Act 2011* ('the Act') and the Building Services (Registration) Regulations 2011 ('the Regulations').

A painting contractor registration authorises the holder to:

- use the prescribed title of registered building services contractor for the licence class they are registered for; and
- contract to carry out building services meeting the definition of painter work set out in schedule 4 of the Regulations. In summary, painter work is defined as work with the value of \$1,000 done for payment or reward.

To be eligible to obtain a painting contractor registration an applicant must:

- provide a complete written application including payment of application and registration fees;
- provide additional information relevant to the application as required by the Board; noting that this may need to be provided in the form of a Statutory Declaration;
- on registration have at least one nominated supervisor for the class of building service contractor applied for;
- have arrangements in place to ensure that building services to be carried out will be managed and supervised in a proficient manner;
- is not a body of which an ineligible person is an officer of; and
- have complied with any other requirements prescribed by the regulations for registration and a building service contractor in that class which is having the financial capacity to meet debts as and when they fall due.

Important information for applicants

It is considered an offence to make a false or misleading statement to the Board. The offence has a maximum penalty of \$25,000.

As a building services contractor (in painting), painter work must not be carried out or undertakings given to carry out painter work while the contractor does not have a nominated supervisor (painting practitioner). This offence carries a penalty of \$25,000.

If a change in nominated supervisor does occur the painting contractor is required to give written notice to the Board within seven days of this change occurring. This offence carries a maximum penalty of \$10,000.

Additional information

For companies, a historical company extract from the Australian Securities and Investments Commission (ASIC), no older than one month from the date of submission of the application, is to be provided.

If the applicant trades under a business name or through a trust you should also provide a certificate of registration of business name from the Department of Commerce and/or a copy of any trust deed.

Application checklist and supporting documentation

The registration package must include the following completed forms:

Individual (sole trader)	Partnership	Company / Body Corporate
Contractor Form A1 Contractor Form E1	Contractor Forms A2, A2.1, A2.2 Contractor Form C Contractor Form E2	Contractor Form A3 Contractor Form C Contractor Form E3

Supporting documentation that must be submitted with this application is as follows:

- business profile;
- current historic ASIC company extract for corporate partners or companies / bodies corporate; and
- current historic business names search or certified copy of trust deed.

Note all supporting documentation is required to be either certified copies or the original documents. A certified copy is a copy of an original document that has been certified as a true and correct copy by a person authorised to witness a statutory declaration under the *Oaths, Affidavits and Statutory Declarations Act 2005 (WA)* or the *Statutory Declarations Act 1959 (Commonwealth)*. A table of authorised witnesses for Statutory Declarations and certifying documents is at Attachment A.

Fees

	Application fee	Registration fee
Individual	\$52.00*	\$138.50 (18 months) \$277.00 (3 years)
Partnership	\$98.90*	\$214.50 (18 months) \$429.00 (3 years)
Company / Body Corporate	\$130.00*	\$524.00 (18 months) \$1,048.00 (3 years)

*Note: Application fee is non-refundable
Fees current at 1 January 2014
GST is not applicable

The application and registration fees must be paid at the time of lodging an application for a painting contractor registration with the Board. If your application is unsuccessful the registration fee will automatically be refunded and posted to the address specified on the application form.

All registrations are valid for 3 years from the date of approval unless otherwise specified. Note until further notice, it is planned to limit registration to 1 year.

Lodging your application

Your application cannot be processed unless all of the relevant information and supporting documentation is provided. At the time of lodgement, your application should be complete, signed and witnessed.

Applications can be lodged:



In person (at):

The Building Commission
Level 1, 31 Troode Street
West Perth WA 6005
Mon -Fri 8:30am to 5:00pm



By post (addressed to):

The Building Services Board
c/o the Building Commission Licensing Branch
Locked Bag 12
West Perth WA 6872

Once your application has been determined, you will be notified of the decision in writing.

Should you have any queries regarding your application for the painting contractor registration, please contact the Building Commission on 1300 489 099. You can also obtain additional information from our website at www.buildingcommission.wa.gov.au.

Payment methods

Online (credit card) at www.buildingcommission.wa.gov.au

Post (credit card, cheque or money order)

In person (cash, eftpos, credit card, cheque, or money order)

Payment slip

Applicant name: _____

Contact telephone number: _____

Amount payable: _____

Payment method visa card master card cheque money order online

Online receipt number: _____

For credit card transactions

Card holder name: _____

Card number : _____ Expiry Date (MM/YYYY): _____

Card holder's signature: _____

Attachment A: Authorised witnesses, statutory declarations and certifying documents

The following are persons who may witness Statutory Declarations as well as certify copies of original documents pursuant to the *Oaths, Affidavits and Statutory Declarations Act 2005* in Western Australia.

- | | |
|---|-----------------------------------|
| 1. Academic (post-secondary institution) | 24. Local government councillor |
| 2. Accountant | 25. Loss adjuster |
| 3. Architect | 26. Marriage celebrant |
| 4. Australian Consular Officer | 27. Member of Parliament |
| 5. Australian Diplomatic Officer | 28. Minister of religion |
| 6. Bailiff | 29. Nurse |
| 7. Bank manager | 30. Optometrist |
| 8. Chartered secretary | 31. Patent attorney |
| 9. Chemist | 32. Physiotherapist |
| 10. Chiropractor | 33. Podiatrist |
| 11. Company auditor or liquidator | 34. Police officer |
| 12. Court officer | 35. Post office manager |
| 13. Defence force officer | 36. Psychologist |
| 14. Dentist | 37. Public notary |
| 15. Doctor | 38. Public servant (Commonwealth) |
| 16. Electorate officer of a member of
State Parliament | 39. Public servant (State) |
| 17. Engineer | 40. Real estate agent |
| 18. Industrial organisation secretary | 41. Settlement agent |
| 19. Insurance broker | 42. Sheriff or deputy sheriff |
| 20. Justice of the Peace | 43. Surveyor |
| 21. Landgate officer | 44. Teacher |
| 22. Lawyer | 45. Tribunal officer |
| 23. Local government CEO or deputy CEO | 46. Veterinary surgeon |

or any other person whom, under the *Statutory Declarations Act 1959* of the Commonwealth, Statutory Declaration may be made.