

# APPLICANT'S CHECKLIST

## FOR INDIVIDUAL APPLICANTS FOR MUTUAL RECOGNITION

**Purpose of this checklist:** This form is for individuals who hold a current interstate registration and are applying under the provisions of Mutual Recognition. It is to assist you in deciding if you have sufficient information to commence the application process.



**Fair  
Trading**

13 32 20 [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

<b>1. Application form:</b>	<input checked="" type="checkbox"/>
Click here to access the <a href="#">Application Form</a>	
I have read the Explanatory Notes that accompany the Mutual Recognition Form as they contain important information relevant to me as a mutual recognition applicant	<input type="checkbox"/>
<b>2. Certified Copy of Registration Details</b>	
I am enclosing certified copies of both sides of my current licence card(s) or licence certificates(s) that evidence my existing registrations in another State/Territory	<input type="checkbox"/>
<b>3. Financial and Criminal History</b>	
I have answered all the questions in Section 7 and am not required to submit any Additional Details Forms.	<input type="checkbox"/>
<b>OR</b>	<b>OR</b>
I have answered all the questions in Section 7 and based on my responses I am required to provide additional information.	<input type="checkbox"/>
I confirm the following, that I:	
<ul style="list-style-type: none"> <li>• have completed <input type="text"/> (insert number) relevant Additional Details Forms as attachments to my application</li> <li>• am submitting all supporting paperwork as required by the relevant Additional Details Forms</li> </ul>	<input type="checkbox"/>
<b>NOTE: If you are a current bankrupt or the director of a company that is currently in external administration (other than external administration resulting from a members' voluntary winding up of the body corporate), Fair Trading cannot issue you a contractor licence in the categories of: Building or Swimming Pool Building.</b>	
<b>4. Declaration</b>	
I have read and understood the legal declaration that I have signed at section 9 of the form and understand I could commit a punishable offence under the <i>Crimes Act 1900</i> if I make a false or misleading statement in respect of my application	<input type="checkbox"/>
<b>5. Insurance</b>	
<b>Insurance under the Home Building Compensation Fund (previously known as Home Warranty Insurance) – only applicable for Contractor Licences applying for a Building Work category</b>	
I have read and am aware of the insurance requirements under the <i>Home Building Act 1989</i> . <a href="http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Applying_for_a_licence_or_certificate.page?#Insurance_under_the_Home_Building_Compensation_Fund">http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Applying_for_a_licence_or_certificate.page?#Insurance_under_the_Home_Building_Compensation_Fund</a>	<input type="checkbox"/>
I am enclosing a current certificate of eligibility to obtain insurance under the Home Building Compensation Fund	<input type="checkbox"/>
<b>OR</b>	<b>OR</b>
I do not have a current certificate of eligibility and do not require insurance under the Home Building Compensation Fund. I understand that will I not be able to contract or work over the \$20,000 threshold until I obtain insurance under the Home Building Compensation Fund.	<input type="checkbox"/>
<b>6. Proof of Identity</b>	
For information on proof of identity requirements visit; <a href="http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Applying_for_a_licence_or_certificate/Proof_of_identity_requirement.page?">http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Applying_for_a_licence_or_certificate/Proof_of_identity_requirement.page?</a>	
I have checked the proof of identity requirements on the application form.	<input type="checkbox"/>
I have the required proof of identity documents to submit with my application as follows:	
<ul style="list-style-type: none"> <li>• 1 document from list 1 and</li> <li>• 2 documents from list 2</li> </ul>	<input type="checkbox"/>
<b>OR</b>	<b>OR</b>
<ul style="list-style-type: none"> <li>• 1 document from list 1 and</li> <li>• 1 document from list 2 and</li> <li>• 1 document from list 3</li> </ul>	<input type="checkbox"/>

## 7. Application Fee



For information on the Fees and Charges please visit:

[http://www.fairtrading.nsw.gov.au/ftw/About\\_us/Our\\_services/Fees/Home\\_building\\_fees.page](http://www.fairtrading.nsw.gov.au/ftw/About_us/Our_services/Fees/Home_building_fees.page)

The appropriate payment will be made at the time of lodging the application.

### OR

I hold a current registration issued by the Victorian Building Authority and I am applying for plumbing and gasfitting work and my principal place of business/residence is in Victoria; therefore I am fee exempt.

OR

## 8. Refunds

In accordance with the *Home Building Regulation 2014* and *Licensing and Registration (Uniform Procedures) Act 2002* the processing component of your application fee **is not refundable**. Some applications also have an additional fixed fee component that is refundable if the application is refused or withdrawn.

**I have read and understood the above statements regarding Fair Trading refund policy**

## 9. Submission

Once you have completed the above checklist and application form in full, print and sign the checklist & application form, enclose all applicable supporting documents and then proceed to submit the application at a Service NSW or Government Access Centre.

**I am submitting the following documents with my application** (*tick as applicable*)

- Evidence of current registration in another State or Territory (licence cards or certificates)
- Additional Details Forms
- Certificate of eligibility or certificate of insurance under the Home Building Compensation Fund

**Applicants signature** \_\_\_\_\_ **Date** \_\_\_\_\_

All information submitted by the applicant (including the application form, checklist and any other supporting documents) will be assessed by Fair Trading in processing the application.

**Disclaimer:** This checklist is an aid for your application. The information submitted by you in your application must meet the approved requirements in accordance with the *Mutual Recognition Act (New South Wales) Act 1992*, *Trans Tasman Mutual Recognition (New South Wales) Act 1996*, *Home Building Act 1989*, *Home Building Regulations 2014* and the *Licensing and Registration (Uniform Procedures) Act 2002* as applicable at the time of any application.

All Fair Trading application forms, referee statement forms, additional details forms and administrative forms are available at <https://ablis.business.gov.au>