

# 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>