

APPLICATION FORM

COMPANY OR PARTNERSHIP



Fair Trading

13 32 20 www.fairtrading.nsw.gov.au

NSW FAIR TRADING - HOME BUILDING SERVICE

Office Use Only: Do not stamp this form		Location of SNSW/GAC:	
Application No:		Licence No:	

1. Type of Application

What type of licence are you applying for?

Company Contractor Licence Partnership Contractor Licence

2. Duration of Licence

A licence period of 1 year or 3 years is available. Please select 1 year OR 3 years

Do any directors of the company or members of the partnership hold, or previously held, a licence, certificate, or registration for residential building or specialist work? No Yes ▶ If yes, provide all relevant licence numbers:

Licence/Certificate number	Issuing authority & state	Date of expiry	Category of Work
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you require:-

Variation to an existing current Licence No.

OR

Application to reapply for a previously held Licence No.

Note: The company or partnership will be reissued the same Licence No as the most recently expired Licence No being reapplied for.

3. Details of Applicant

Company or Partnership Name

ACN

Business Address (Not PO Box)

Postcode

Postal Address

Postcode

Business Phone Number

()

Fax Number

()

Mobile Phone Number

Email address

Preferred Contact Method:

EMAIL is Fair Trading's preferred communication method and all communication regarding this application will be via **EMAIL**.

Please tick here if you prefer to be contacted by Mail.



4. Category of Work (Please place an 'X' next to the category/ies of work for which you are applying)

Note: It is not necessary to identify all types of work carried out under a particular category of work. For example, if you nominate Building Work you are not required to also indicate all the trade work categories that will be undertaken in that category of work. The category/ies of work that can be issued to a company or partnership is limited to the category/ies held by the nominated qualified supervisor.

Building Work Categories

- Building
- Erection of prefabricated metal-framed home additions & structures
- Kitchen, bathroom & laundry renovation
- Structural landscaping
- Swimming pool building

Minor Trade Work Categories

- Bitumen placement
- Ducting & mechanical ventilation
- Kitchen/Bathroom bench installation
- Paving
- Shade sails & shade systems
- Shower screen enclosures
- Splash-backs

Minor Maintenance Cleaning Categories

- Pressure washing/graffiti removal/brick cleaning
- Repairs non-structural
- Resurfacing tiles, baths, etc

Trade Work Categories

- Bricklaying
- Carpentry
- Decorating
- Excavating
- Fencing
- General concreting
- Glazing
- Joinery
- Metal fabrication
- Painting
- Plastering (dry)
- Plastering (solid/wet)
- Roof plumbing
- Roof slating
- Roof tiling
- Stonemasonry
- Swimming Pool repairs & servicing
- Wall & floor tiling
- Waterproofing
- Underpinning/Piering

Specialist Work Categories

- Electrical wiring
- Air conditioning
- Refrigeration
- Gasfitting
- LP Gasfitting
- Advanced LP Gasfitting
- Plumbing - includes:
 - Sanitary plumbing
 - Water plumbing
- Note: the category of roof plumbing is under TRADE WORK**
- Water plumbing - includes
 - Urban irrigation
 - Fire protection & Fire sprinkler systems
- Draining
- Urban irrigation
- Fire sprinkler systems
- Fire protection systems

5. Details of Company Directors/Partnership Members

Indicate below the name(s) of each current company director or partnership member.

NAME - DIRECTOR (FOR COMPANIES) OR MEMBER (FOR PARTNERSHIPS) 1

Address

Phone

()

Date of Birth

/ /

Male Female

NAME - DIRECTOR (FOR COMPANIES) OR MEMBER (FOR PARTNERSHIPS) 2

Address

Phone

()

Date of Birth

/ /

Male Female

NAME - DIRECTOR (FOR COMPANIES) OR MEMBER (FOR PARTNERSHIPS) 3

Address

Phone

()

Date of Birth

/ /

Male Female

If additional directors or members, please attach separate sheets covering the same details as outlined above.

6. Nominated Qualified Supervisor(s)

The Company/Partnership Contractor Licence must have a Qualified Supervisor (QS) who is either a director or member or who is a genuine full-time employee. The QS is required to supervise residential building, building trade and specialist work contracted for by a holder of the Contractor Licence.

The QS must hold a current QS Certificate or Contractor Licence in their individual name in a category of work for which the company/partnership contractor has been licensed; or, where there is more than one QS, the combined categories of work are equivalent to the company/partnership licence category.

The company/partnership must maintain a qualified supervisor with a current licence with the appropriate category of work at all times. If the QS leaves, or his/her licence expires, or his/her licence category is changed, the company/partnership contractor licence may be cancelled.

The company or partnership **MUST** complete the following sections for their proposed nominated supervisor(s):

(i) Name of Nominated Qualified Supervisor (enter full legal name)

Date Of Birth

 / /

Certificate/Licence Number

Licence Category

The nominated supervisor is a: director of the company or member of the partnership or an employee of the above applicant

➔ For each nominated supervisor, a [Nominated Qualified Supervisor Consent Declaration](#) form **must be completed**

(ii) Name of Nominated Qualified Supervisor (enter full legal name)

Date Of Birth

 / /

Certificate/Licence Number

Licence Category

The nominated supervisor is a: director of the company or member of the partnership or an employee of the above applicant

➔ For each nominated supervisor, a [Nominated Qualified Supervisor Consent Declaration](#) form **must be completed**

(iii) Name of Nominated Qualified Supervisor (enter full legal name)

Date Of Birth

 / /

Certificate/Licence Number

Licence Category

The nominated supervisor is a: director of the company or member of the partnership or an employee of the above applicant

➔ For each nominated supervisor, a [Nominated Qualified Supervisor Consent Declaration](#) form **must be completed**

(iv) Name of Nominated Qualified Supervisor (enter full legal name)

Date Of Birth

 / /

Certificate/Licence Number

Licence Category

The nominated supervisor is a: director of the company or member of the partnership or an employee of the above applicant

➔ For each nominated supervisor, a [Nominated Qualified Supervisor Consent Declaration](#) form **must be completed**

7. Insurance requirements under the Home Building Compensation Fund

It is recognised that new applicants for building work category licences will not generally hold current insurance under the Home Building Compensation Fund or a certificate of eligibility to obtain such insurance from an approved insurer.

Consequently, new licences will be conditioned "ONLY FOR CONTRACTS NOT REQUIRING INSURANCE UNDER THE HOME BUILDING COMPENSATION FUND".

This condition will be displayed on the public register. Licence holders with this condition can only contract for work up to \$20,000.

The condition will be removed once Fair Trading is advised by the licensee or an insurer that insurance or eligibility for insurance has been granted.

If however, your company/partnership already holds eligibility for insurance under the Home Building Compensation Fund, please **attach** the relevant Certificate of Eligibility.

Certificate of eligibility under the Home Building Compensation Fund is **attached**. Yes No

8. Financial and Criminal History

- All directors and members **MUST** read each of the questions below and mark an **X** against all matters that each director or member needs to declare.
- For any declared matters, you **MUST** provide full details on the relevant additional details form(s). If the required additional details form(s) are not provided, the application will be considered incomplete and may affect the outcome of the application.

i. Please place an **X** in any of the following if any director or partner:

- Has had other names or aliases that they have also been known as

*If any director or partner has placed an **X** in the above, complete the ["Additional Details Form 1"](#).*

ii. Please place an **X** if any director or partner has ever had any of the following compliance matters arising from their activities related to carrying out of residential building or specialist work by them as an individual or as a director of a company or as a member of a partnership:

- Any complaints lodged
- Any disciplinary action or proceedings including penalty notices, infringement notices, warnings or formal cautions.
- Any disqualifications from holding a licence or applying for a new licence
- Any previous licence/certificate suspension or cancellation
- Any refusals of licence/certificate application
- Any orders of a Tribunal or other Court Orders
- Any paid or pending insurance claims against contracts entered into

*If any director or partner has placed an **X** in any of the above, complete the ["Additional Details Form 2"](#).*

iii. Place an **X** if any director or partner has had:

- Any criminal history within the last 10 years

This includes:

- Any recorded conviction for a criminal offence
- Being subject to a bond
- Any pending criminal charges
- Incarceration
- Being on parole or subject to any parole conditions

*If any director or partner has placed an **X** in the above, complete the ["Additional Details Form 3"](#).*

iv. Please place an **X** if within the last 3 years any director or partner has been:

- Declared bankrupt
- Discharged from bankruptcy
- Entered into arrangements with creditors or assigned your property to pay debts

*If any director or partner has placed an **X** in any of the above, complete the ["Additional Details Form 4"](#).*

v. Please place an **X** if any director or partner:

- Is or has been a director of a company that has experienced any insolvency issues
- Ceased being a director of a company and within 12 months of the resignation, the company experienced any insolvency issues

Insolvency issues include:

- Being subject to a winding up order (including creditors' voluntary winding up and/or court ordered winding up)
- Having a controller appointed, or entered into other arrangements with creditors due to insolvency
- Placed in receivership or administration, or under official management

*If any director or partner has placed an **X** in any of the above, complete the ["Additional Details Form 5"](#).*

vi. Please place an **X** if all directors and partners:

- Have read questions i. to v. above and have no matters to declare that require the completion of Additional Details Form(s)

Note: Each director or partner **MUST** complete their own relevant Additional Details Form(s) where there are matters to declare.

9. Declaration

This declaration is to be completed by all relevant persons to the application. The following persons are considered to be a **relevant person** in relation to an application:

- if the applicant is a partnership – every partner of the applicant, and
- if a member of the partnership is a corporation – every director of that corporation and
- if the applicant is a corporation – every director of the applicant.

All relevant persons must sign this declaration after they have read the completed form and where applicable, additional details form(s), to ensure the information is true and correct.

Before signing your declaration please note the following penalties for false or misleading statements:

- Under S.307A of the *Crimes Act 1900* a person is guilty of an offence if she/he makes a false or misleading statement in an application for an authority or benefit. The penalty for false or misleading application is imprisonment for 2 years, or a fine of \$22,000 or both.
- Under S.43(1) of the *Home Building Act 1989*, the Commissioner may cancel a licence if it is later discovered that a licence holder misrepresented information in their licence application.

I / We, the relevant person(s) in relation to the application hereby authorise:

- Fair Trading to make necessary inquiries with any organisation or individual to verify any information provided in this application to establish my identity and my eligibility for a licence or certificate.
- Fair Trading to publicise or pass to other governments and police agencies in other jurisdictions details of any lost or stolen document, to restrict its illegal use
- Any organisation or individual to disclose relevant information to the Fair Trading for these purposes
- Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicants initial and ongoing eligibility to hold this licence/certificate.

I / We, the relevant person(s) in relation to the application hereby understand:

- It is a criminal offence under the *Crimes Act 1900* to deliberately make false or misleading statements
- This application and the information provided in this form remains the property of the NSW Government
- Information will be placed on a register open to the public in accordance with the Home Building Act 1989 and available under the *Government Information (Public Access) Act 2009*
- Failure to supply information required on this form may delay the processing of this application
- I/we have a right to seek access to and correct any information I/we have supplied.

I/we declare that the statements made in this application are true and correct.

Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Name	<input type="text"/>	Signature	<input type="text"/>	Date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Lodging Your Application

1. Check your application to make sure it is completed fully. Fair Trading will be unable to assess your application if it has not been completed fully.
2. Make sure all directors/members have signed.
3. Check that sufficient **Nominated Qualified Supervisor Consent Declaration** forms have been fully completed and attached to this application form
4. If applying for a company licence, that you have included the required ASIC extract
5. Return your application together with the appropriate fee by:

Lodging in person at your local Service NSW or Government Access Centre.

For information on the location of your nearest Service NSW or Government Access Centre, please check our website www.fairtrading.nsw.gov.au or telephone 13 32 20.

Applications may be paid by cash, cheque, money order, credit or EFTPOS.
Applications are NOT acceptable by email, fax or mail.

11. Checklist

- All applicants **MUST** complete and attach the relevant [Checklist for a Company or Partnership](#)

12. Receipting Panel – for Service NSW or Government Access Centre use only

	1 year	3 years		
Amount paid:	\$ <input type="text"/>	\$ <input type="text"/>	Method of payment:	<input type="text"/>
Receipt number:	<input type="text"/>		Date of receipt:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Location of SNSW/GAC:	<input type="text"/>		Officer's initial:	<input type="text"/>