

# APPLICATION FORM - INDIVIDUAL

Contractor Licence (Q), Qualified Supervisor Certificate or  
Tradesperson Certificate



## Fair Trading

NSW FAIR TRADING - HOME BUILDING SERVICE

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

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

### 1. Type of Application

Are you applying based on an Offshore Technical Skills Record?  Yes  No

What type of licence or certificate are you applying for?

- Individual Contractor Licence (Q)    Qualified Supervisor Certificate  
 Tradesperson Certificate (Plumbing, Draining and Gasfitting and a Provisional Certificate for applicants with an Offshore Technical Skills Record)

### 2. Duration of Licence

Certificates are issued for 3 years

A licence period of 1 year and 3 years is available for contractor licences. Please select  1 year OR  3 years

Do you hold or have you previously held a licence, certificate, registration for residential building or specialist work?

No    Yes ▶

Licence/Certificate number <input type="text"/>	Issuing authority & state <input type="text"/>
Date of expiry DD / MM / YYYY	Work category <input type="text"/>

Do you require:-

- Variation to an existing current Licence/Certificate No.   
OR  
 Application to reapply for a previously held Licence/Certificate No.   
*Note: You will be reissued the same Licence/Certificate No. as your most recently expired Licence/Certificate No being reapplied for.*

### 3. Details of Applicant

Family name (surname)

Given names

Date of birth

Male   Female

Postal address

  
 Postcode 

Residential/Business address (not PO Box)

  
 Postcode 

Home phone number

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.



FN 10A

## 4. Category of Work

Place an 'X' next to the category(ies) for which this application or variation is being made.

### • BUILDING WORK

- |   |  |
|---|--|
| <input type="checkbox"/> General building work  | <input type="checkbox"/> Kitchen, bathroom and laundry renovation                              |
| <input type="checkbox"/> Swimming pool building<br>(includes all types of pools & spas) | <input type="checkbox"/> Erection of pre-fabricated metal-framed home additions and structures |
| <input type="checkbox"/> Structural landscaping   |  |

### • TRADE WORK

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Bricklaying        | <input type="checkbox"/> Glazing                | <input type="checkbox"/> Roof plumbing                                      | <input type="checkbox"/> Wall & floor tiling  |
| <input type="checkbox"/> Carpentry          | <input type="checkbox"/> Joinery                | <input type="checkbox"/> Roof slating                                       | <input type="checkbox"/> Waterproofing        |
| <input type="checkbox"/> Decorating         | <input type="checkbox"/> Metal fabrication      | <input type="checkbox"/> Roof tiling  | <input type="checkbox"/> Underpinning/Piering |
| <input type="checkbox"/> Excavating         | <input type="checkbox"/> Painting               | <input type="checkbox"/> Stonemasonry                                       |   |
| <input type="checkbox"/> Fencing            | <input type="checkbox"/> Plastering (dry)       | <input type="checkbox"/> Swimming pool repairs & servicing (non-structural) |   |
| <input type="checkbox"/> General concreting | <input type="checkbox"/> Plastering (solid/wet) |   |   |

#### Minor Tradework

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Bitumen surfacing                   | <input type="checkbox"/> Paving                   | <input type="checkbox"/> Splash-backs |
| <input type="checkbox"/> Ducting & mechanical ventilation    | <input type="checkbox"/> Shade sails / systems    |                                       |
| <input type="checkbox"/> Kitchen/Bathroom bench installation | <input type="checkbox"/> Shower screen enclosures |                                       |

#### Minor Maintenance Cleaning

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Pressure washing/graffitti removal/brick cleaning | <input type="checkbox"/> Resurfacing, bathroom tiles, baths | <input type="checkbox"/> Repairs non-structural |
|--|---|---|

### • SPECIALIST WORK

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Electrical wiring  | <input type="checkbox"/> Air-conditioning       | <input type="checkbox"/> Refrigeration |
| <input type="checkbox"/> Plumbing ( <i>Plumbing includes water and sanitary plumbing</i> ) <b>Note:</b> the class of roof plumbing is under <b>TRADE WORK</b> |   |  |
| <input type="checkbox"/> Draining   | <input type="checkbox"/> Gasfitting             |  |
| <input type="checkbox"/> LP Gasfitting  | <input type="checkbox"/> Advanced LP Gasfitting |  |

**Note:** If applying for the full category of Plumbing – you are not required to also complete this section

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Water Plumbing ( <i>includes Urban Irrigation, Fire Protection Systems and Fire Sprinkler Systems</i> ) |  |   |
| <i>OR</i>  |  |   |
| <input type="checkbox"/> Urban irrigation  | <input type="checkbox"/> Fire Protection Systems | <input type="checkbox"/> Fire Sprinkler Systems |

#### Disconnection & reconnection of fixed electrical equipment

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Hot water heaters ( <i>only for Qualified Supervisor Certificates or variation to existing Plumbing Contractor licence</i> ) |   |  |
| <input type="checkbox"/> Appliances ( <i>only for Qualified Supervisor Certificates</i> )   | <input type="checkbox"/> Motors ( <i>only for Qualified Supervisor Certificates</i> ) |  |

## 5. Questions relating to qualifications and experience.

Was your qualification(s) issued solely by a process of recognition of prior learning assessment?  Yes  No  
**Note: This does not include any qualifications delivered through classroom based training.**

Are you a current apprentice or trainee?  Yes  No  
**Note: A licence or certificate cannot be issued to an applicant who is still in a current a contract of training either as an apprentice or trainee. For information on early completion go the State Training Services website.**

If you have completed an apprenticeship or traineeship: Completion date:

Trade area:

## 6. Employment and Experience History

Detail your practical experience. All applicants **MUST** include a complete employment history, including where an individual has been previously licensed.

Period of experience	Name and address of employer or contractor who engaged you	Type of work
/ / to / /		
/ / to / /		
/ / to / /		
/ / to / /		
/ / to / /		

Referees' statements from licensed supervisors covering the minimum required period of practical experience **MUST** accompany this application for some licence categories. To check if the category you are applying for requires a Referees' Statement, go to: [www.fairtrading.nsw.gov.au/Tradespeople/Home\\_building\\_licensing/Licence\\_classes\\_and\\_qualifications.html](http://www.fairtrading.nsw.gov.au/Tradespeople/Home_building_licensing/Licence_classes_and_qualifications.html) and click on the relevant category to check the qualification and experience requirements or telephone 13 32 20.

## 7. Financial and Criminal History

- You **MUST** read each of the questions below and mark an X against matters that you need 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, your application will be considered incomplete and can affect the outcome of your application.
- i. Please place an **X** in any of the following if you have ever:
- Had other names or aliases that you have also been known as  
*If you have placed an X in the above, complete the "Additional Details Form 1".*
- ii. Please place an **X** if you have ever had any of the following compliance matters arising from your activities related to carrying out of residential building or specialist work by you 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 you have placed an X in any of the above, complete the "Additional Details Form 2".*
- iii. Place an **X** if you have 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 you have placed an X in the above, complete the "Additional Details Form 3".*
- iv. Please place an **X** if within the last 3 years you have been:
- Declared bankrupt
  - Discharged from bankruptcy
  - Entered into arrangements with creditors or assigned your property to pay debts  
*If you have placed an X in any of the above, complete the "Additional Details Form 4".*
- v. Please place an **X** if you:
- Are or have 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 you have placed an X in any of the above, complete the "Additional Details Form 5".*
- vi. Please place an **X** if you:
- Have read questions i. to v. above and have no matters to declare that require the completion of Additional Details Forms

## 8. Insurance requirements under the Home Building Compensation Fund (Building Work Contractors Only)

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 insurer that insurance or eligibility for insurance has been granted.

If however, you already hold 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

## 9. Declaration and Photograph

Before you sign 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.

Read and sign the declaration below and submit your application, supporting documents, POI documents and fee for assessment.

**Please note:** The photograph will be used to verify your identity and will be placed on your Fair Trading file.

(Enter name in BLOCK letters)

I, \_\_\_\_\_, **the applicant for this licence/certificate 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 Fair Trading for these purposes
- Fair Trading to make any inquiries and to receive and disclose any information which is relevant to the applicant's initial and ongoing eligibility to hold this licence/certificate.

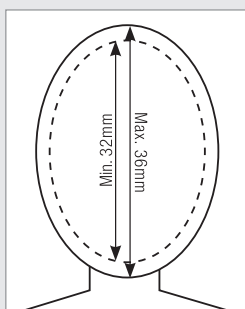
(Enter name in BLOCK letters)

I, \_\_\_\_\_, **the applicant for this licence/certificate understand that:**

- 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 have a right to seek access to and correct any information I have supplied.

Glue photo in the box below

The photo on the right is a true likeness of:
_____
Name of Applicant
_____
Signature of Checking Officer



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

Signature of Applicant

--

Date

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

## 10. Checklist

All applicants **must** complete and attach the relevant Checklist for Individuals based on the category(ies) of work being applied for.

Place an 'X' in the relevant box for the checklist(s) which you have completed as part of this application process:

- [Checklist for Individuals - General Building Work](#)
- [Checklist for Individuals - Specialist Work](#)
- [Checklist for Individuals - Other Building Work and Trade Work](#)

## 11. Service NSW or Government Access Centre Use ONLY

### Proof of Identity Documents

**Applicants MUST provide one (1) document from list 1 below and;  
It MUST show the applicant's day, month and year of birth, a current photo and signature.**

#### List 1

- A current Australian photo driver's licence or other such equivalent current photo card issued by a State or Territory Government agency
- A current Australian passport
- A current non-Australian passport

**Enter details of 'List 1' document provided:**

Document type POI List 1 document <i>Example: Australian Passport</i>	Document number	Date of Issue	Expiry date	Place of Issue	Original document sighted by <i>(please print name)</i>

**Applicants MUST provide two (2) documents from the below table, noting that:  
At least one (1) of the proof of identity documents MUST be from list 2 that evidences your current address**

#### List 2

- A passbook or account statement from a bank, building society or credit union up to 1 year old
- A telephone, gas or electricity bill up to 1 year old
- A water rates, council rates or land valuation notice up to 1 year old
- A residential tenancy agreement up to 1 year old
- Current Insurance renewal for house, contents, vehicle, boat, up to 1 year old
- Taxation notice of assessment up to 1 year old
- An electoral enrolment card or the evidence of enrolment up to 1 year old

#### List 3

- Provided two or more documents from List 2 and therefore do not need to supply any document from List 3
- or**
- A current Medicare card
- A current ATM, credit or debit card with your name and signature issued by a bank, building society credit union, or any other financial institution.
- A current student identity card or a certificate or statement of enrolment up to 1 year old from an education institution
- A current photo identification card issued for NSW regulatory purposes (includes NSW Firearm licence, NSW Security operator licence, NSW Commercial Agents and Private Inquiry Agents operator licence etc)

I have sighted and confirmed the Proof of Identity documents against original documents submitted with the application form.

Name of Checking Officer

Signature of Checking Officer

Date

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

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