Government of **Western Australia**
Department of **Commerce**

Building Commission

Registration
Painting practitioner (set 2)

Form 18

Use of this form

This form is to be used by people applying to be registered as painting practitioners with the Building Services Board.

In Western Australia the *Building Services (Registration) Act 2011* provides for registration in two classes of painter, painting practitioner and painting contractor.

Set 2

Set 2 is the registration pathway for applicants who have a Certificate III in Painting and Decorating or equivalent qualification, four years of experience carrying out painting work.

The Board uses examination in Estimating and Specification, and in Business Management to assess an applicant's knowledge in these areas.

If you do not have this Certificate or equivalent qualification and experience you may be able to register under another pathway.

Registration as a painting practitioner

A registered painting practitioner may:

- use a prescribed title such as *registered painting practitioner*; and
- be a nominated supervisor for a registered painting contractor.

When considering an application for registration as a painting practitioner the Board considers among other factors, the applicant's qualifications, experience and fitness to be registered.

Registration as a painting practitioner does not authorise a person to provide services as a painting contractor.

Registration as a painting contractor

A person, partnership or company must be registered as a painting contractor to:

- contract with others to provide services as a painter with a value of $1,000 or more and the painting work is located within the area of the Board's jurisdiction; or
- use a prescribed title such as *registered painting contractor*.

Registration and application fees

Two fees are payable with this application, a registration fee and a non-refundable application fee.

The application fee is $82.50.

The registration fee is $425.00 for three years.

GST is not payable on the application or registration fee.

If the Board does not grant your registration, the registration fee will be refunded.

Registration requirements

To be considered for registration you must:

- provide a complete application including payment of application and registration fees;
- have the required qualifications and experience;
- be a fit and proper person to be registered; and
- comply with any other requirements.

Complete your application

Your application cannot be processed unless all sections are completed, all attachments provided and fees paid.

Incomplete applications

The Building Commission cannot process incomplete applications. If your application is incomplete at the time of lodgement it will be returned. If your application is later found to be incomplete or is not fully informative, you will be requested to provide outstanding or additional information. If you do not provide the information by the date stated in the request your application will be returned. The application fee will not be refunded.

How to lodge and pay

Pay for and lodge your application including attachments:

By post

Lodge your application and pay by cheque or money order made payable to the Building Commission or pay by card using the payment slip on the form.

Building Commission
Locked Bag 14
Cloisters Square WA 6850

In person

Lodge your application and pay by cash, cheque, money order or card at the Building Commission counter.

Building Commission
Level 1, 303 Sevenoaks Street
Cannington WA 6107

Office hours are:
Mon–Fri 8:30 am to 4:30 pm.

BPAY and online payment are not available for this application.

The Building Commission will not receive email or fax applications.

Return of documents

The Building Commission does not return documents lodged with applications. If you need a copy of your application or attached documents, please make a copy before you lodge your application

Certified copies

If you are providing a copy of a document with your application rather than the original it must be a certified copy. To have a copy certified you must show a copy of the document, together with the original document to a person who is a qualified witness.

The witness must:

- certify the copy is a true copy of the original;
- place their signature, together with their full name and address and their qualification to be a witness, immediately adjacent to the words of certification.

The following people, who must not be related to the applicant, are qualified to witness:

- Accountant
- Bank Manager
- Chemist
- Dentist
- Doctor
- Justice of the Peace
- Lawyer
- Local Government Councillor
- Minister of Religion
- Police Officer
- Post Office Manager
- Public Servant
- Real Estate Agent

and other people listed in Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.

After your application is lodged

The Building Commission will confirm receipt of your application. If you do not receive an acknowledgement of your application within 15 business days, please contact the Building Commission on 1300 489 099.

The Building Commission will thoroughly assess your application and will contact referees to verify information provided.

When the Building Commission is satisfied that your application is complete and payment is received, the Building Commission will refer your application to the Board for a decision.

SAT review of Board decisions

If you are aggrieved by a decision of the Board refusing to renew your registration or imposing a condition on your registration you may apply to the State Administrative Tribunal for a review of the decision.

More information

If you need more information about the status of your application or about practitioner registration generally please call 1300 489 099 and ask for the Licensing team, or email bclicensing@commerce.wa.gov.au.

Government of **Western Australia**
Department of **Commerce**

Building Commission

OFFICE USE

Registration **Form 18**

Painting practitioner (set 2)

Your application cannot be assessed unless all sections are completed and all attachments are provided.

Personal details

Salutation	☐ Mr ☐ Mrs ☐ Ms ☐ Other please specify		
Family name			
First name			
Other name(s)		Date of birth	
Have you been known by any other names?		☐ No ☐ Yes	

If you answered 'yes' above, attach a separate page with full details. ☐ Attached

Principal place of business address – required for publication in the register. It cannot be a post office box.

Street			
Suburb		State	Postcode

Postal address – address for correspondence from the Building Commission.

Street or PO Box			
Suburb		State	Postcode

Residential address – this address will be used on the register if a Principal place of business address is not provided.

Street			
Suburb		State	Postcode

Contact details

Phone (home)	( )	Phone (work) ( )	
Phone (mobile)		Fax ( )	
Email			

PROOF OF IDENTITY

Provide proof of your identity by attaching certified copies of two or more documents making a total of at least 100 points. At least one document must include photo identification.

Points allowed	Document	Points	*Office use*
70 points	☐ Birth certificate (not an extract) ☐ Current passport ☐ Australian citizenship certificate		
40 points - for first document from this category. **25 points** - for additional documents from this category.	☐ Current Australian issued licence or permit card e.g. Drivers licence ☐ Current Australian government issued identification card ☐ Australian tertiary student identification		
35 points A document from this set must show your name and current residential address.	☐ Mortgage document held by an Australian financial body ☐ Australian Land Title Office record ☐ Document from the Credit Reference Association of Australia		
25 points	☐ Australian public utility bill, rates notice or bank statement ☐ Credit or debit card issued by Australian banking or credit institution ☐ Medicare card ☐ Marriage certificate (for maiden name only) or change of name certificate		
Total points			

FITNESS AND PROPRIETY

1	Have you ever been refused registration as a painter by a registration board or similar body in any Australian state or territory?	☐ Yes	☐ No
2	Have you ever been refused a registration or occupational licence, other than as a painter, by a registration board or similar body in any Australian state or territory?	☐ Yes	☐ No
3	Has your registration with any registration board ever been suspended or cancelled, other than for non-payment of registration?	☐ Yes	☐ No
4	Have you ever been disciplined by any registration board?	☐ Yes	☐ No
5	Are you currently the subject of disciplinary proceedings by any registration board, including any preliminary investigation or action that might lead to disciplinary proceedings?	☐ Yes	☐ No
6	Have you ever been the subject of an order made by the State Administrative Tribunal?	☐ Yes	☐ No
7	Have you been a director or officer, of a corporation which has been the subject of disciplinary proceedings for contravention of the *Building Act 2011*, *Building Services (Registration) Act 2011* or the *Building Services (Complaint Resolution and Administration) Act 2011* or the *Home Building Contracts Act 1991*?	☐ Yes	☐ No
8	Have you ever been disqualified from being a director of a company?	☐ Yes	☐ No
9	Have you ever been a director or officer of a company that has been declared an insolvent?	☐ Yes	☐ No
10	Have you ever been declared bankrupt?	☐ Yes	☐ No
11	Are there any other matters which may be relevant to your suitability for registration about which the Board should be informed?	☐ Yes	☐ No

If you answered 'yes' to any of questions 1 to 11 above, attach details and if appropriate, a list of cases. If you prefer you may place these attachments in a sealed envelope marked with your name. A "yes" response will be considered by the Board on the facts presented and may not affect your application for registration.

☐ Attached ☐ N/A

NATIONAL POLICE CERTIFICATE

You are required to submit an Australian National Police Certificate. A conviction does not necessarily affect your registration.

Attach an original or certified copy of an Australian National Police Certificate dated within three months of this application date. Apply at Australia Post. ☐ Attached

12	Have you resided in another country for one or more years during the last five years?	☐ Yes	☐ No

If you answered 'yes' to question 12 above, attach an original or certified copy of police certificates dated no more than three months before your Australian arrival date from all other countries in which you resided for one or more years during the last five years. Have the certificates officially translated into English if they are in other languages.

☐ Attached ☐ N/A

QUALIFICATIONS SET 2

Set 2 is the pathway to registration for people who have the Certificate III in Painting and Decorating or an equivalent qualification.

The qualification required for registration as a painting practitioner under Set 2 is CPC30611 Certificate III in Painting and Decorating as described in the CPC08: Construction, Plumbing and Services Training Package published by training.gov.au.

Attach a certified copy of your Certificate as evidence of having completed the prescribed qualification. ☐ Attached

The Board has discretion to consider alternative qualifications. The Board has endorsed the following as equivalent to the required CPC30611 Certificate III:

- all preceding Certificate III in Painting and Decorating, or
- a Trade Certificate in Painting and Decorating together with a Certificate of Trade Studies in Painting and Decorating.

Contact the Building Commission on 1300 489 099 before submitting an alternative qualification. Please obtain all qualifications before applying to be registered.

EXPERIENCE SET 2

Applicants under Set 2 must have the equivalent of four years full-time experience carrying out painting work. This can include the time spent undertaking your apprenticeship.

This experience is described in the Building Services (Registration) Regulations 2011 as "*carrying out painting work for periods totalling at least the equivalent of 4 years full-time covering a significant range of painting techniques*". Use the template at Attachment 1 to record your experience. Building Commission staff will verify your experience.

Painting work

The Building Services (Complaint Resolution and Administration) Regulations 2011 describe painting work as the application of paint, wall paper, or a similar substance or material to a building or fixture.

Paint

Paint is defined as including varnish or stain.

Significant range of painting techniques

For the purposes of registration a *significant range of painting techniques* includes but is not limited to:

- applying paint by brush and roller;
- applying paint by spray;
- applying texture coat paint finishes by brush, roller and spray;
- applying stains and clear timber finishes;
- applying wall paper; and
- applying decorative finishes.

Carrying out painting work

For registration purposes, *carrying out* refers to performing painting work as an apprentice or tradesperson. If you performed a variety of work on a painting project, some of it being carrying out painting work and some of it being other work, record the actual time spent in carrying out painting work.

Four years full-time experience

For registration you must submit your record of experience with a total of at least the equivalent of four years full-time experience in carrying out painting work. If you were not working full-time on a project calculate the portion of your time actually spent in carrying out painting work. If you worked overtime, you cannot allow more than one day for each day worked.

Work not included

Painting on anything other than a building or fixture is not painting work, for example marine or automotive painting is not credited towards registration.

For registration purposes, some painting industry work is not painting work. Some of the types of work that are not included in carrying out painting work are:

- industrial painting;
- the application of paint to a floor, path or driveway composed of concrete or a similar material;
- the application of a protective coating to a building which has first been treated by abrasive blasting or mechanical cleaning, if both processes are undertaken by the same contractor; and
- signwriting.

Not valid as experience

The Board does not recognise experience obtained while performing unlawful work such as performing painting work with a value over $1000 when not registered. All experience must be independently verified. Do not claim experience that cannot be verified by an employer or other referee.

Statement of painting work – Attachment 1

Use Attachment 1 to record your experience, in date order, in carrying out painting work. Complete additional copies of the template to demonstrate at least four years of experience in carrying out painting work. Ensure that all experience claimed is independently verified by the employer, client or authorised representative. Alternatively, attach a reference verifying your experience claim. It is an offence to make a false or misleading statement in this application.

Statement of painting work (Attachment 1). ☐ Attached

WRITTEN EXAMINATIONS SET 2

The Building Services (Registration) Regulations 2011 require applicants applying under Set 2 to demonstrate "*experience in small business management and estimating and specification sufficient to gain knowledge and skills equivalent to those possessed by a person who has successfully completed the units in those subjects provided as part of the qualification referred to in… set 3".*

The Regulations also explain that for the purposes of assessing a person's knowledge and skills in relation to painting work, small business management and estimating and specification, the Board may conduct examinations as appropriate.

The Board uses the following two examinations to evaluate a person's knowledge and skills in small business management and estimating and specification. A grade of 50% is required to pass.

Attach evidence of completed Small Business Management examination. ☐ Attached

Attach evidence of completed Estimating and Specification examination. ☐ Attached

For information on examinations please call 1300 489 099 and ask for the licensing team, or email bclicensing@commerce.wa.gov.au. Please complete all examinations before applying to be registered.

DECLARATION BY APPLICANT

False and misleading information

Section 99 of the *Building Services (Registration) Act 2011* provides for penalties of up to $25,000 where a person makes a false or misleading statement or provides false or misleading information or particulars as part of an application for registration or renewal of registration. By signing this application form, you give consent to the Board and its staff to make enquires and to receive and disclose any information about this application.

Declaration

I _____

Full name of applicant

1 authorise the Building Services Board, the Building Commission or persons acting on behalf of the Board or the Commission to make enquiries considered necessary to assess this application. My general consent includes the specific consent to the acquisition of copies of my criminal records. I agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application.

2 sincerely declare that this application is true and correct.

Signature _____ Date _____

Checklist

Use this checklist reminder to ensure that you complete all parts of your application and attach all necessary supporting documents.

- ☐ Proof of identification - 100 points supplied
- ☐ Fitness and propriety questions 1-11 answered and if necessary, documents attached
- ☐ National Police Certificate attached
- ☐ CPC30611 Certificate III in Painting and Decorating or equivalent qualification attached
- ☐ Evidence of completed Small Business Management examination attached
- ☐ Evidence of completed Estimating and Specification examination attached
- ☐ Statement of painting work signed and attached
- ☐ References verifying record of experience attached if applicable
- ☐ Declaration signed and dated
- ☐ Payment made

An incomplete or inaccurate application will not be accepted. If you need help completing this form please call the Building Commission on 1300 489 099 and ask for the Licensing team.

PAYMENT

Application and Registration fee

GST is not applicable

☐ $507.50 ($82.50 application fee + $425.00 for 3 years registration)

Payment method

☐ Cash ☐ Cheque ☐ Money order ☐ Credit card

Card authorisation **Building Commission ABN: 91 329 800417**

☐ Visa ☐ Mastercard	
Card number / / /	Expiry date /
Name on card	Amount payable $
Cardholder's signature	Date
Cardholder's contact phone number	

Department of Commerce | Building Commission
Level 1, 303 Sevenoaks Street, Cannington, WA 6107 | Locked Bag 14, Cloisters Square, WA 6850
Telephone 1300 489 099 | Facsimile (08) 6251 1501
bclicensing@commerce.wa.gov.au
www.commerce.wa.gov.au/buildingcommission
ABN: 91 329 800417

STATEMENT OF PAINTING WORK

Use this template to record your experience, in date order, in carrying out painting work. Arrange for the employer, client or authorised representative such as the manager or supervisor familiar with your work to endorse this record. Alternatively attach statements of verification. It is an offence to make a false or misleading statement in this application. Make copies of this template if required to fully document your experience.

Name of applicant	

Apprenticeship if applicable

Trade			
Employer			
Start date	/ /	End date	/ /

Details of experience

Employer/client			Reg No if applicable
Employer/client address			
Start date	/ /	End date	/ /

Describe the positions you held that were carrying out painting work
Refer to the definitions of *carrying out* and *painting work* on pages 4 and 5. Do not claim other experience.

Position 1	Position held			*Office use only*
Position start date	/ /	Position end date	/ /	
Your involvement was	☐ Full time	☐ Part time	☐ As required	
Your role was	☐ Carrying out	☐ Supervising and managing not credited		
% time allocated to role	%	%	%	

What techniques did you use?		
☐ Apply paint by brush and roller	☐ Apply paint by spray	☐ Apply texture coat paint finishes by brush, roller and spray
☐ Apply stains and clear timber finishes	☐ Apply wall paper	☐ Apply decorative finishes

How did you apply these techniques?		
☐ Painting residential buildings	☐ Coating roofs	☐ Painting commercial buildings
☐ Graffiti removal not credited	☐ Signwriting not credited	☐ Painting industrial structures not credited

Endorsed by authorised representative, or attach written verification		☐ Attached
Name of person		
Position held		Phone ( )
Email		
Signature		Date / /