

# 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**

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|--|---|
| <b>1. Application form:</b>  | <input checked="" type="checkbox"/>   |
| Click here to access the <a href="#">Application Form</a><br>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.<br><b>OR</b><br>I have answered all the questions in Section 7 and based on my responses I am required to provide additional information.<br>I confirm the following, that I:<br><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> <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 <u>contractor licence</u> in the categories of: Building or Swimming Pool Building.</b> | <input type="checkbox"/><br><b>OR</b><br><input type="checkbox"/><br><input type="checkbox"/> |
| <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><br>I have read and am aware of the insurance requirements under the <i>Home Building Act 1989</i> .<br><a href="https://www.sira.nsw.gov.au/insurance-coverage/home-building-compensation-insurance">https://www.sira.nsw.gov.au/insurance-coverage/home-building-compensation-insurance</a>  | <input type="checkbox"/>  |
| I am enclosing a current certificate of eligibility to obtain insurance under the Home Building Compensation Fund<br><b>OR</b><br>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"/><br><b>OR</b><br><input type="checkbox"/>                             |
| <b>6. Proof of Identity</b>  |   |
| For information on proof of identity requirements visit;<br><a href="https://www.fairtrading.nsw.gov.au/trades-and-businesses/licensing-and-qualifications/proof-of-identity-requirement">https://www.fairtrading.nsw.gov.au/trades-and-businesses/licensing-and-qualifications/proof-of-identity-requirement</a><br>I have checked the proof of identity requirements on the application form.  | <input type="checkbox"/>  |

## 7. Application Fee



For information on the Fees and Charges please visit:

<https://www.fairtrading.nsw.gov.au/help-centre/fees/home-building-fees>

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**

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## 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**

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## 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>