



APPLICATION FORM - INDIVIDUAL

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

13 32 20 fairtrading.nsw.gov.au

OFFICE USE ONLY: Do not stamp this form

Location of SNSW/GAC

Application number

Permit number

**Please read this information before completing this form.
This form can be completed in Adobe Reader and saved for your records.**

How to lodge

In person at any **Service NSW Centre**. For the address of your nearest Service NSW Centre please telephone 13 32 20 or visit www.service.nsw.gov.au/service-centre

Please note applications are not acceptable by email, fax or mail.

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

A licence period of 1 year, 3 years or 5 years is available for all home building licenses.

Please select 1 year 3 years 5 years

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

Yes No

If Yes:

Licence/Certificate number	Issuing authority and state
<input type="text"/>	<input type="text"/>
Date of expiry	Work category
<input type="text"/>	<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.



FN10A

3. Applicant details

Title Given name(s)

Family/Surname

Date of birth Gender

Email address

NOTE: Correspondence will be sent via email where this has been provided.

Residential/Business address (*not PO Box*)

Suburb State Postcode

Postal address

Suburb State Postcode

NOTE: Correspondence will only be sent to this address if an email address has not been provided.

Home telephone number Business telephone number

Mobile number

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
<i>(includes all types of pools and spas)</i> | <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 (<i>dry</i>) | <input type="checkbox"/> Swimming pool repairs & servicing (<i>non-structural</i>) | |
| <input type="checkbox"/> General concreting | <input type="checkbox"/> Plastering (<i>solid/wet</i>) | | |

Minor trade work

- | | | |
|--|---|---------------------------------------|
| <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 | |



4. Category of work *(continued)*

Minor maintenance cleaning

- Pressure washing/graffitti removal/brick cleaning
- Resurfacing, bathroom tiles, baths
- Repairs non-structural

SPECIALIST WORK

- Electrical wiring
- Draining
- LP Gasfitting
- Plumbing *(Plumbing includes water and sanitary plumbing)*
- Air-conditioning
- Gasfitting
- Advanced LP Gasfitting
- Refrigeration
- Medical Gasfitting
- Medical Gas Technician
- Mechanical Services and Medical Gas

NOTE: The class of roof plumbing is under **TRADE WORK**.

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

- Water Plumbing *(includes Urban Irrigation, Fire Protection Systems and Fire Sprinkler Systems)*

OR

- Urban irrigation
- Fire Protection Systems *(includes Fire Sprinkler Systems)*
- Fire Sprinkler Systems

Disconnection & reconnection of fixed electrical equipment

- Hot water heaters *(only eligible for Qualified Supervisor Certificates or as a variation to an existing Plumbing Contractor licence)*
- Appliances *(only eligible for Qualified Supervisor Certificates or as a variation to an existing Plumbing Contractor licence)*
- Motors *(only eligible for Qualified Supervisor Certificates or as a variation to an existing Plumbing Contractor licence)*

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 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

For General Building and Specialist Work ONLY.

You are not required to complete this section of the form if you are applying for Trade Work or Other building work.

Detail your practical experience. All General Building and Specialist Work applicants MUST include a complete employment history for the past 10 years and up to current date, including where an individual has been previously licensed, self-employed or unemployed.

Period of Employment <i>(DD/MM/YYYY)</i>	Name and address of employer or contractor who engaged you	Type of work
to		
to		
to		
to		

You should check online or call us on 13 32 20 to see if you need to provide fully completed Referee statements' from licensed supervisors for the category you're applying for. If yes, they **MUST** also accompany this application.



7. Declaration questions

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 forms(s) if applicable. If the required additional details form(s) are not provided, your application will be considered incomplete and may be refused.

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 the above, complete the "[Additional Details Form 2](#)".*

iii. Please place an **X** if you 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:

Declared bankrupt

Discharged from bankruptcy

Entered into arrangements with creditors or assigned your property to pay debts

*If you have placed an **X** in 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 the above, complete the "[Additional Details Form 5](#)".*

vi. Please place an **X** if you are currently:

An involuntary, forensic or correctional patient within the meaning of the *Mental Health Act 2007* (NSW)

A protected person within the meaning of the *NSW Trustee and Guardian Act 2009* (NSW)

Have you read i. to vi. above and had nothing to declare? Then tick here to confirm that you do not need to provide any additional details for assessment.



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.

9. 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](#)

10. Declaration and Photograph

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

Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents **is a serious offence** which may render you liable to prosecution for offences including under the Crimes Act which may result in penalties including a fine or imprisonment.

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.

I, , (Enter full legal name in BLOCK letters)

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.

I, , (Enter full legal name in BLOCK letters)

the applicant for this licence/certificate understand that:

- It is a criminal offence under the Crimes Act 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.

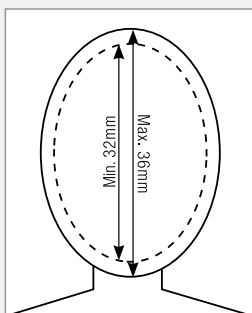


10. Declaration and Photograph *(continued)*

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

Date signed (DD/MM/YYYY)

11. Proof of Identity check for Business use ONLY

- Applicants must present original, hard copy documents in person at any Service NSW Centre
- Documents must be current, or no more than 12 months old, at the time they are presented.

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 list 2 and/or 3 below. 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 no more than 12 months old
- A telephone, gas or electricity bill no more than 12 months old
- A water rates, council rates or land valuation notice no more than 12 months old
- A residential tenancy agreement no more than 12 months old
- Current insurance renewal for house, contents, vehicle, boat, no more than 12 months old
- Taxation notice of assessment no more than 12 months old
- An electoral enrolment card or the evidence of enrolment no more than 12 months 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 no more than 12 months 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)



11. Proof of Identity check for Business use ONLY (continued)

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

Checking Officer's given name and initial of family/surname

Location of SNSW/GAC

Date (DD/MM/YYYY)

Privacy Statement

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To process your application for a Contractor Licence (Q), Qualified Supervisor Certificate or Tradesperson Certificate under Part 3, Division 1 and 2 of the *Home Building Act 1989*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/ update our customer database, including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au.

For more information about how Service NSW handles personal information please visit www.service.nsw.gov.au/privacy.

