

# ADDITIONAL DETAILS FORM 6

## DUAL NOMINATION



Fair  
Trading

13 32 20 [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

### FAIR TRADING – HOME BUILDING SERVICE

#### 1. When should you complete this form?

If you have completed a Nominated Qualified Supervisor Consent Declaration form and are already a nominated supervisor for an existing contractor licence with NSW Fair Trading. This form must be completed by:

- The person being nominated to be the supervisor
- Directors or members of the licensee proposing the nomination of the supervisor
- Directors or members of the licensee for whom the nominee is already the nominated supervisor for

This form is to assist you in providing the required details and allow the prompt assessment of your application and situation. Failure to provide sufficiently detailed information below can affect the outcome of your application as Fair Trading will be unable to assess your circumstances.

#### 2. What Type of Details Are Required?

##### This information is provided for a:

☐ Application   or   ☐ Existing Licence   ►   Licence number or Application number (if known):

Nominated Supervisor's Name

Nominated Supervisor licence or certificate number:

2.1 Name and licence number (if applicable) of contractor licence nominating the supervisor.

2.2 Name and licence number of existing contractor licence where the nominee is already the nominated supervisor.

2.3 Details as to what special circumstances exist in regards requiring these proposed arrangements for carrying out residential building or specialist work and how will adequate supervision be ensured for all work done undertaken by each contractor.

2.4 The nature of all proposed activities (types of work, etc.) for each organisation.

2.5 The estimated projected turnover for each organisation.

2.6 The approximate number of jobs estimated to be undertaken on behalf of each organisation within the next 12 months and the estimated average costs of jobs.

In accordance with section 12 of the *Licensing and Registration (Uniform Procedures) Act 2002* this additional details form and any supporting attachments are part of the application form submitted by the applicant making application for an authority under the *Home Building Act 1989*.

## 2. What Type of Details Are Required? (Continued)

2.7 The districts/areas where the majority of contracts would be carried out for each organisation.

2.8 The names of persons (including employees, apprentices and unregistered trade workers etc) of each organisation that will be involved in carrying out trade work and details of any contractor licence, qualified supervisor certificate they may hold;

2.9 Details of proposed arrangements for providing immediate supervision to employees/partners who do not hold a personal contractor licence or qualified supervisor/registration certificate.

## 3. Checklist & Declaration

In providing the above information we declare that:

- We have provided true and correct information.
- We understand that the provision of false or misleading information by me may result in proceedings being brought against me under the *Crimes Act, 1900* that could lead to imprisonment for up to 2 years and/or fines of up to \$22,000.
- We understand that the provision of false or misleading information may result in Fair Trading assessing me as not being a fit and proper person under the *Home Building Act, 1989* that could result in the refusal of my application.
- We have read and understand the information required to be provided in this statement.
- We authorise the Fair Trading to make the necessary enquiries with any organisation or individual to verify the information I have provided on this form and any organisation or individual to disclose relevant information to the Fair Trading for these purposes.

### Declaration of nominated supervisor:

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

### Declaration of any directors or members making the nomination:

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

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

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

### Declaration of any directors or members for whom the nominee is already the nominated supervisor for:

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

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

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