

REFEREE'S STATEMENT

FAIR TRADING – HOME BUILDING SERVICE

GENERAL BUILDING WORK (BUILDER)

This Referee's Statement is for applicants applying for a General Building Work (Builder) licence (Q) or certificate to do or supervise residential building work. Residential building work refers to activities such as a new dwelling construction, making alteration, additions, repairing or renovating a building or portion of a building used as a dwelling. It also includes work to other structures such as swimming pools and garages.



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1. Purpose of Referee's Statement

- When applying for a licence (Q) or a certificate for the category of Builder it must be accompanied by supporting statements from the applicant's building work supervisor verifying the applicant's experience in carrying out the work in accordance with relevant standards and codes.

2. Responsibility of Person Providing Referee Statement

The person providing this statement must have:

- held a Qualified Supervisor Certificate or Individual Contractor Licence (Q) issued by NSW Fair Trading during the period of time of the stated experience. The holder of a company or partnership licence cannot provide a referee statement,
- held that Certificate or Licence (Q) in the category of General Work Builder (Builder) during the period of time of the stated experience.
- supervised and directed the applicant carrying out the work that is the subject of this referee statement

Your attention is also drawn to the penalties outlined in the Declaration that may be imposed on any person found to be providing false or misleading information.

Note: Please refer to the detailed definition of "Experience" as provided for on the Fair Trading webpage for the licence qualification requirements in the category of General Building Work (Builder).

3. Details of Applicant

Surname of Applicant

First Names (full legal name)

Term of Employment: ☐ Full Time ☐ Part Time (Provide details of part time arrangement, eg. 2 days pw over 12 months which equates to 20 weeks overall experience)

Nature of Employment: (☒ tick applicable)

☐ Employee - where any employment claimed includes an apprenticeship, please provide apprenticeship completion date / /
☐ Sub-Contractor

4. Referee's Details (Supervisor)

Surname of Referee

Given Names (full legal name)

Date of Birth

Driver Licence Number

Expiry Date

State of Issue

Address (Not PO Box)

Postcode

Contact Telephone Number

Mobile Number

Contractor Licence (Q)/QSC (issued by NSW Fair Trading)

Category of Work

Email address

In accordance with section 12 of the *Licensing and Registration (Uniform Procedures) Act 2002* this referee statement document 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*.

5. Employer Details (Company, Partnership or Sole Trader)

Note: Fair Trading cannot accept this referee statement if the employer details are not completed.

Name of Employer

Address (Not PO Box)

Postcode

Contact Telephone Number

Mobile Number

Contractor Licence No.

Category of Work

Email address

6. Referee's Declaration

I, (name of Referee), the holder of Qualified Supervisor

Certificate / Contractor Licence Number , **DECLARE THAT:**

1. The above named applicant was supervised by me, carrying out a wide range of building work for the time periods I have declared in the attached 'Applicant's On Site Building Experience' form. This work was whilst as an employee or as a sub-contractor, where they held an endorsed contractor licence or held a qualified supervisor certificate and were the nominated supervisor for a contractor licence. The work was financially remunerated.
2. I certify that the applicant has demonstrated a level of knowledge and experience in a wide range of building work which would allow him/her to competently perform the roles and responsibility of a licensed builder. This includes and is not limited to:
 - Applying building codes and standards to the construction process in accordance with the Building Code of Australia.
 - Dealing effectively with Sub-contractors, consumers and other parties
 - Reading and interpreting plans and specifications
 - Planning building or construction projects and work
 - Organising site surveys and set-out procedures to building and construction projects.
 - Applying structural principals to residential constructions
 - Conducting on-site supervision of building and construction projects
 - Applying legal requirements to building and construction projects
 - Managing occupational health and safety in a building and construction workplace.
3. I understand further enquiries may be made of me in giving this referee statement and that any information obtained by Fair Trading may be made available to the applicant.
4. I confirm that the attached 'Applicant's On Site Building Experience' form(s) covers ALL the building sites where I have supervised the applicant in respect of a wide range of building construction work. I understand that Fair Trading may not accept any additional site work claimed by the applicant that was under my supervision that is not included in the accompanying 'Applicant's On Site Building Experience' form(s).

A total of (insert number) 'Applicant's On Site Building Experience' form(s) accompany this Referee Statement.
5. I 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 of up to two years and/or fines of up to \$22,000.
6. I 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 disciplinary action and/or the refusal of future applications not to renew my authority.
7. I have read and understood the information provided in Section 1 "Purpose of Referee's Statement" and Section 2 "Responsibility of Person Making a Referee Statement".
8. I authorise 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 Fair Trading for these purposes.

Referee's Signature:

Date

7. Applicant's Declaration

I, (name of Applicant) have reviewed the referee statement and a total of (insert number) 'Applicant's On Site Building Experience' form(s) that accompany this Referee Statement. I am satisfied that these accurately reflect **ALL** of my experience and employment history under the supervision of (insert referee's name).

Applicant's Signature:

Date

APPLICANT'S ON SITE BUILDING EXPERIENCE

Experience must be relevant to carrying out residential building work

This document is to accompany the Referee's Statement Form

for the applicant

(Name of Applicant)

as completed by me

(Name of Referee)

who is the holder of Qualified Supervisor Certificate / Licence Number:

issued by NSW Fair Trading

NOTE: If you have supervised the applicant's building work on more than 2 sites, additional 'Applicant's On Site Building Experience' forms **must** be submitted to cover all building sites where you have supervised the applicant.



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Building Site 1

Address of Building Site where you have supervised the applicant carrying out building work (not single trade work):

DA/CDC Approval Number:

Name and Licence Number of the Builder in control at the above building site:

Starting and finishing dates that the applicant was working on site

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	to:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	to:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	to:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Estimate the total time period the applicant was carrying out building work at this site:

months/ days

Tick all approved DA/CDC work at this building site

☐ Construction of new single dwelling-house or dual occupancy

☐ Construction of non-habitable structures, specify type:

(includes examples such as: carports/garages/swimming pool etc)

☐ Construction of new multi-dwelling housing or residential flat buildings, specify type:

(includes examples such as: townhouses/unit complex/mixed purpose developments etc)

☐ Additions/Alterations to an existing dwelling, specify type:

(includes examples such as: extension/first floor addition etc)

Please list the applicant's roles and responsibilities at the above building site.

Building Site 2

Address of Building Site where you have supervised the applicant carrying out building work (not single trade work):

DA/CDC Approval Number:

Name and Licence Number of the Builder in control at the above building site:

Starting and finishing dates that the applicant was working on site

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	to:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	to:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	to:	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Estimate the total time period the applicant was carrying out building work at this site:

months/ days

Tick all approved DA/CDC work at this building site

☐ Construction of new single dwelling-house or dual occupancy

☐ Construction of non-habitable structures, specify type:

(includes examples such as: carports/garages/swimming pool etc)

☐ Construction of new multi-dwelling housing or residential flat buildings, specify type:

(includes examples such as: townhouses/unit complex/mixed purpose developments etc)

☐ Additions/Alterations to an existing dwelling, specify type:

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Please list the applicant's roles and responsibilities at the above building site.

NOTE: I confirm that this and any accompanying 'Applicant's On Site Building Experience' form(s) cover ALL the building sites where I have supervised the applicant in respect of a wide range of building construction work. I understand that Fair Trading may not accept any additional site work claimed by the applicant that was under my supervision that is not included in this or any accompanying 'Applicant's On Site Building Experience' form(s).

Signature:

Date