

REFEREE'S STATEMENT

- SWIMMING POOL BUILDING
- SWIMMING POOL REPAIRS & SERVICING
- MINOR TRADEWORK - DUCTING & MECHANICAL VENTILATION



Fair Trading

133220 www.fairtrading.nsw.gov.au

FAIR TRADING – HOME BUILDING SERVICE

1. Purpose of Referee's Statement

Applicant's in the category of Minor Tradework – Ducting & Mechanical Ventilation and applicants that fall under transitional arrangements for the categories of Swimming Pool Building or Swimming Pool Repairs & Servicing must provide supporting statements from the applicant's supervisor verifying the applicant's experience in carrying out the work in accordance with relevant standards and codes. Please read the explanatory notes overleaf before completing this form.

2. Responsibility of Person Providing Referee Statement

The person providing this statement must have:

- held a Qualified Supervisor Certificate or Individual Contractor Licence (Q) during the period of time of the stated experience,
- held that Certificate or Licence in the same category of work nominated by applicant or the category of general building ('builder') during the period of time of the stated experience, and
- supervised the applicant carrying out the work the subject of their application.

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.

3. Referee's Details

| | |
|--|--|
| Surname of Referee | Given Names (<i>full legal name</i>) |
| <input type="text"/> | <input type="text"/> |
| Date of Birth | |
| <input type="text"/> | |
| Address (Not PO Box) | |
| <input type="text"/> | |
| <input type="text"/> | Postcode <input type="text"/> |
| Contact Telephone Number (<input type="text"/> <input type="text"/>) <input type="text"/> | Mobile Number <input type="text"/> |
| Contractor Licence (Q) /Qualified Supervisor Certificate No. <input type="text"/> | Category of Work <input type="text"/> |
| Email address <input type="text"/> | |

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

| | |
|--|---------------------------------------|
| Name of Employer | |
| <input type="text"/> | |
| Address (Not PO Box) | |
| <input type="text"/> | |
| <input type="text"/> | Postcode <input type="text"/> |
| Contact Telephone Number (<input type="text"/> <input type="text"/>) <input type="text"/> | Mobile Number <input type="text"/> |
| Contractor Licence No. <input type="text"/> | Category of Work <input type="text"/> |
| Email address <input type="text"/> | |

5. Details of Applicant

| | | |
|---|--|---|
| Surname of Applicant | First Names (<i>full legal name</i>) | |
| <input type="text"/> | <input type="text"/> | |
| Category of Work | | |
| <input type="checkbox"/> Swimming Pool Building (incl all types of pools and spas) | <input type="checkbox"/> Swimming Pool Repairs & Services (non-structural) | <input type="checkbox"/> Ducting & Mechanical Ventilation |
| Term of Employment: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time | <i>(Provide details of part time arrangement, eg. 2 days pw over 12 months which equates to 20 weeks overall experience)</i> | |
| <input type="text"/> | | |
| Nature of Employment: <input type="checkbox"/> Apprentice TCID <input type="checkbox"/> Employee <input type="checkbox"/> Other | <input type="text"/> | |

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*.

6. Declaration

I, (name of Referee), the holder of Qualified Supervisor Certificate / Contractor Licence (Q) Number , **DECLARE THAT:**

1. The above named Applicant was supervised by me between the following dates: // to //.

2. I certify that the applicant was supervised me carrying out (insert type of work – see below guide)

3. I certify that the applicant has demonstrated a level of knowledge and experience in this work which I declare would allow him/her to competently carry out the above residential building work in accordance with relevant standards.

4. 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 2 years and/or fines of up to \$22,000.

5. 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* and could result in disciplinary action and/or the refusal of future applications to renew my authority.

6. 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".

7. 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.

Signature: Date //

The following explanatory notes on the various categories of work will assist you to complete this statement. Refer to our website for full details of work that can be carried out under each category – www.fairtrading.nsw.gov.au

Swimming Pool Building For licensing purposes, the category of swimming pool building refers to all work involved in the construction, renovation, alteration, repair, extension, maintenance, decorative or protective treatment of a swimming pool. It includes all other works directly associated with a swimming pool installation such as landscaping, safety fencing, pool water filtration and heating. It also includes work referred to by the term swimming pool repairs and servicing.

Swimming Pool Repairs & Servicing For licensing purposes, swimming pool repairs & servicing covers all internally reticulated pool plumbing not connected to a portable water source, equipment installation (filters, skimmers, etc), solar heating installation, acid washing and pool cleaning etc. It also includes any additions, alterations and repairs of a non-structural nature and the painting or surfacing (rendering or application of surface coatings) to a pool or spa. It does not include any work related to paving, decking, landscaping or fencing associated with a pool or spa installation.

Minor Tradework - Ducting & Mechanical Ventilation For licensing purposes, the category of ducting & mechanical ventilation means the installation of air ducts to handle the passage of air from one part of an air-handling system to another by the use of fans and associated drive and control gear.