

ADDITIONAL DETAILS FORM 2

COMPLIANCE RECORDS IN RESPECT OF RESIDENTIAL BUILDING WORK



Fair Trading

13 32 20 www.fairtrading.nsw.gov.au

FAIR TRADING – HOME BUILDING SERVICE

1. When should you complete this form?

You should complete this form:

- If you are an individual applicant for a new licence or a renewal application that is to provide additional details regarding 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 member of a partnership
- If you are an individual member of a partnership, that is applying for a new licence or a renewal, that is to provide additional details regarding 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 member of a partnership
- If you are an individual director of a company, that is applying for a new licence or a renewal, that is to provide additional details regarding 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 member of a partnership

This form is to assist you in providing the required details and allow the prompt assessment of your application. 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:

New application or Renewal application ▶ Licence number or Application number (if known):

2.1 Please provide the following information regarding any **Complaints and Disciplinary Actions**

- Details of the Complaints and/or Disciplinary actions
- A written detailed explanation of the circumstances which led to the Complaints and/or Disciplinary actions
- Details of actions taken to avoid lodgement of the Complaints and/or Disciplinary actions
- What would you do differently if the same set of circumstances arose again?
- Provide any supporting evidence to confirm you have paid an infringement notice

Complaints and Disciplinary action include all penalty notices, infringement notices and formal cautions.

2.2 Please provide the following information regarding any **Licence Disqualifications, Cancellation, Suspensions or Refused Applications**

- Details of the licence or certificate from which any individual, director or member was disqualified, cancelled, suspended or refused an application for
- Details of the events or actions which resulted in the disqualification, cancellation, suspension or refusal
- Did you take any action to address or rectify the matters raised resulting in the decision to disqualify, cancel, suspend or refuse

2.3 Please provide the following information regarding any **Orders of the Tribunal or other Courts**

- Written confirmation must be provided from the licensee, or a director/member in the case of a company or partnership, as to the details of the order and supporting documents that show the date the money or work order was complied with.
- If outstanding, reasons why you have not complied with the order within the required timeframe.

Please note: If you have complied with an order of the NSW Civil and Administrative Tribunal but have not notified Fair Trading, please email written confirmation together with any supporting documentation to HBLicensing@customerservice.nsw.gov.au

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)*

2.4 Please provide the following information regarding any **Paid or Pending Insurance Claims against contracts entered into**

- Details of the individual, member or director associated with the claim, the insurer, claim numbers and amounts relating to paid insurance claims and claims yet to be determined.
- Events leading to the insurance claim
- Nature of the claim (e.g. incomplete work, defective work etc)
- Provide any information as to your actions or involvement with the work that ultimately resulted in the claim, including any mitigating circumstances

2.5 Please provide any additional information that you may wish to provide for consideration in assessment of your application in regards to any of the above matters

3. Declaration

I, *(insert full legal name of the Individual, Member or Director that this additional details form relates to)* born on *(insert Date of Birth)* declare that:

- I have provided true and correct information.
- 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 for up to 2 years and/or fines of up to \$22,000.
- 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 may affect the outcome of my application.
- I have read and understand the information required to be provided in this statement.
- 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.

Applicant's Signature

Date / /