

Request to submit a late application for renewal

Form 68

It is recommended that you use the Online Renewals System to apply. Refer to your renewal reminder email for details.

Use of this form

This form is for building service providers whose registrations have expired and are seeking to submit a late application for renewal.

A late application for renewal can only be accepted within six (6) months after the expiry date of a registration if the Building Services Board (the Board) is satisfied the delay was caused by reasons beyond your control or other special circumstances warrant acceptance of the application.

You are required to complete this form to explain why the delay was caused by reasons beyond your control or outline other special circumstances which warrant acceptance of the application.

In addition to this form, you are required to submit a completed renewal application form and provide payment of the late fee and application fee.

Request for late application is accepted

If the Board is satisfied with your reasons or considers there are other special circumstances that warrant acceptance of a late application, it will accept a renewal application made within six (6) months after the expiry date of a registration.

Request for late application is not accepted

If the Board is not satisfied with your reasons or determines there are no special circumstances that warrant acceptance of a late renewal application, you will not be able to renew your registration.

If you were previously registered as a building service practitioner, you can:

- apply for the reissue of your registration if it has been less than

three (3) years since your registration expired; or

- apply for a new registration if it has been more than three years since your registration expired.

If you were previously registered as a building service contractor, you will be required to apply for a new registration.

How to submit and pay

Pay for and submit your application:



In person

Submit your form and pay by cash, cheque, money order or credit card at the customer service counter.

Level 1, 303 Sevenoaks Street
CANNINGTON WA 6107

Office hours are:

Mon–Fri 8:30am to 4:30pm.



By post

Pay by credit card using the payment slip on the form or pay by cheque or money order made payable to –

Department of Local Government,
Industry Regulation and Safety

Licensing Services

Locked Bag 14

CLOISTERS SQUARE WA 6850



The department will **not** accept email or fax applications for this form.

More information

If you need more information regarding your request to submit a late application for renewal, or about registration generally, contact the Department on 1300 489 099 or email be.licensing@lgirs.wa.gov.au.



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for renewal**

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68**

The Department does not accept emailed or faxed applications.

PAYMENT

CREDIT CARD PAYMENT DETAILS

Card Type Visa Mastercard (Only Visa and Mastercard accepted)

Card Number

Card Holder Please print

Expiry Date / *I authorise the Department to deduct the current prescribed fee**

Signature / Authorisation Date

Cardholder's contact phone number:

*Fees are subject to annual review

ABN: 48 723 237 878

Visit our [building fee schedule](#) page for current application and registration fees.

Office Use only

Total Fee	\$	Department Code	<input type="checkbox"/> BD	Chart Description	Builder Renewal – Late Fee or
		Department Code	<input type="checkbox"/> PT	Chart Description	Paint Late Fee or
		Department Code	<input type="checkbox"/> BC	Chart Description	BSurv App Fee Late Fee

REQUEST TO SUBMIT A LATE APPLICATION FOR RENEWAL

Refer to the Board's policy *Late Applications for Building Service Providers' Renewal of Registration Policy* [Acceptance of late applications renewals](#) for further information regarding the reasons for lodging a late renewal or other special circumstances that may be accepted by the Board.

Name:*

*Name of registered individual, partnership or company

Registration Number:

Expiry Date:

Signature/s:**

Date:

Name/s of Company Directors if required:

Name/s:

**if a company; two directors, or one director and one secretary; or one director where that person is both sole director and sole secretary.

Complete the following:

Delay beyond your control – the reason for the late renewal was due to:

(Tick the box/s below that indicates the reason for lodging the late renewal)

- Suffering an incapacitating injury or physical or mental illness
- Death of a member of your immediate family
- A member of your immediate family is suffering serious injury or physical or mental illness
- You have suffered an act of violence or the threat of an act of violence sufficient to disrupt or distract you from your positive intention to lodge an application on time
- You have been detained beyond your control at a time for lodgment of the application
- An act of God such as a flood, storm, earthquake, tsunami, damaging fire at a time relevant to the lodgment of the application not later than the expiry date
- The failure of the delivery provider contracted to deliver the application not later than the expiry date (include any supporting documentation)
- You were away from your postal location unexpectedly until the expiry date and out of reach by modern communications
- You were unintentionally affected by changes to the Department of Local Government, Industry Regulation and Safety's administrative processes

OR

Special circumstances – the late renewal warrants acceptance by the Board for other special circumstances:

Provide details:

OFFICE USE

Decision under delegation:

Accepted

Refused

Date received _____

Exp Date _____

Renewal received Yes No

Delegated officer position and name: _____

Signature _____

Date _____