

Application for registration

Building contractor (partnership)

Form 14

Use of this form

This form is for a partnership applying to be registered as a building contractor with the Building Service Board.

Registration as a building contractor entitles the registration holder to carry out building work.

Registration as a building contractor

A person, partnership or company must be registered as a building contractor to:

- be named as a builder on a building permit;
- provide services as a builder for work that requires a building permit, with a value of \$20,000 or more and is located within the area of the Board's jurisdiction; and
- use a prescribed title such as *registered building contractor*.

Nominated supervisor

A building contractor must have a registered building practitioner appointed as the nominated supervisor at all times.

Financial probity

If you have experienced an insolvency event, further information regarding this event may be required. In certain circumstances, the Board has the power to declare a person an excluded contractor from registration as a building contractor on either a temporary or permanent basis.

Financial capacity

The partnership must demonstrate it has the capacity to meet its debts as and when they fall due. It is important that you read the [Building Contractor – Application Guidelines](#) document on the Department's website. This document explains the financial requirements for registration and what information you must provide in order to satisfy those requirements.

Each partner that is a natural person will be required to attach their credit report to this application.

Building service debt

If your partnership has incurred a building service debt, being an unsatisfied court judgement or adjudication determination that has not been paid, it cannot be registered as a building contractor.

Ineligible person

If a partner of the partnership is currently declared an ineligible person, the partnership cannot be registered as a building contractor.

Excluded contractor

If the partnership is currently declared an excluded contractor (either temporarily or permanently), the partnership cannot be registered as a building contractor.

Duration of registration

Registration is for a period of three years.

Application fee and registration fee

The registration fee is for the three years.

Payment of both an application fee and a registration fee must accompany this application.

GST is not payable on this fee.

The application fee is non-refundable.

If the Board refuses your application the registration fee will be refunded.

Please refer to our website for the current schedule of fees.

Complete your application

Your application cannot be processed unless all sections are completed, all attachments provided, and fees paid.

Incomplete applications

The Department cannot assess incomplete applications. If your application is incomplete at the time of lodgement, you will be requested to provide outstanding or additional information. If you do not provide the information by the date stated in the request, your application will be lapsed or refused. The application fee will not be refunded.

Return of documents

The Department does not return documents.

If required, make a copy before you submit your form and attachments.

After your form is submitted

If the Department requires further information, you will be contacted.

How to submit and pay

Pay for and submit your application, including attachments:



Online

Submit your application and pay online:

www.wa.gov.au/government/multi-step-guides/builders-registration/building-contractor-registration-new



By post

Pay by credit card using the [Application Payment 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



In person

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

Applications will not be assessed for completeness upon submission. Your application will be assessed following allocation to a Licensing Officer.

Level 1, 303 Sevenoaks Street
CANNINGTON WA 6107

Office hours are:
Mon–Fri 8:30am to 4:30pm.



Fax and email submission is not available for this application.

State Administrative Tribunal review of Board decisions

The decision to refuse an application for registration or impose a condition on registration is a reviewable decision in certain circumstances. If you disagree with the Board's determination in relation to this registration application, you may be able to apply to the SAT for a review of the decision.

More information

If you need more information about the status of your application, contact 1300 489 099 or email: be.licensing@lgirs.wa.gov.au

Form 14

Application for registration

Building contractor (partnership)

Checklist

Use this checklist to ensure all parts of the application have been completed and all necessary supporting documents are ready to attach.

- ☐ Partner details form completed and ready to attach:
 - ☐ Form A2.1 (natural person partner); OR
 - ☐ Form A2.2 (body corporate partner)
- ☐ Management and supervision questionnaire downloaded, completed and ready to attach
- ☐ Business profile information document downloaded, completed and ready to attach
- ☐ Financial information section completed
- ☐ Personal financial statement for each individual partner completed and ready to attach
- ☐ Special purpose financial statements for a body corporate partner that has been trading. Must include corresponding bank statement, accounts receivable aging and accounts payable aging attached (refer to the [Building Contractor – Application Guidelines](#) for more information)
- ☐ Bank statements identifying the partnership as the accountholder or individual bank statements of all partners which constitute the partnership ready to attach.
- ☐ A credit report for each partner that is a natural person (individual) attached.
- ☐ Nominated supervisor details completed
- ☐ Letter confirming the nominated supervisor is engaged under an employment contract ready to attach (not required if the nominated supervisor is a partner of the partnership)
- ☐ Declaration signed and dated
- ☐ Payment – *appropriate payment applicable at the time of submitting application made*

Payment

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

Submit and pay for your application:

☐ **Online**

If you are submitting your application online, you will be able to make payment using the Department's secure payment gateway.

☐ **By post (or in person) using your credit card**

If you are submitting this application by post (or in person) and are making payment by credit card, you must complete the [Application Payment Form](#) and attach it to your application.

OFFICE USE ONLY					
Total Fee	\$	Department Code	BD	Chart Description	<input type="checkbox"/> Build App Fee Cont Pship initial <input type="checkbox"/> Build Reg Fee Cont Pship initial

Application for registration Building contractor (partnership)

Form 14

Your application cannot be assessed unless all sections are completed and all attachments are provided. Refer to the application guidelines for assistance in completing this application.

Partnership details

Partnership Name:	<input type="text"/>		
Business Name	<input type="text"/> (trading as)		
Australian Business Number (ABN)	<input type="text"/>		
Principal Place of business address: (Required for publication on the register. It cannot be a PO Box)	<input type="text"/>		
	<input type="text"/>	Post Code:	<input type="text"/>
Postal Address:	<input type="text"/>		
	<input type="text"/>	Post Code:	<input type="text"/>
Telephone details:	Office:	<input type="text"/> Area Code ()	
	Mobile:	<input type="text"/>	
	<i>A mobile number must be provided to receive renewal reminder notifications via SMS.</i>		
Email:	<input type="text"/>		
	<i>An email address must be provided for service of renewal reminder notifications and other important information.</i>		

Partner details

Download and complete the relevant form for each partner of the partnership. Form A2.1 must be completed for each partner that is an individual (natural person). Form A2.2 must be completed for each partner that is a company/body corporate.



[Partner details – Individual \(natural person\) form A2.1.](#)

☐ Attached

☐ N/A



[Partner details – \(Company/Body Corporate\) form A2.2.](#)

☐ Attached

☐ N/A

Management and supervision

The partnership is required to have arrangements to ensure building services carried out will be managed and supervised in a proficient manner.

Download and complete the 'Management and Supervision Questionnaire' and attach to this application. The 'Management and Supervision Questionnaire' is available at: www.wa.gov.au/government/multi-step-guides/builders-registration/building-contractor-registration-new



'Management and Supervision Questionnaire' attached.

☐ Attached

Business profile

Download and complete the 'Business Profile Information' document and attach to this application. The 'Business Profile Information' document is available at: www.wa.gov.au/government/multi-step-guides/builders-registration/building-contractor-registration-new



'Business Profile Information' document attached.

☐ Attached

Registration history

- | | | | |
|-------|--|------------------------------|-----------------------------|
| 1 | Has the partnership or a partner (who is either an individual or an officer of the company, or the company which constitutes the partnership) been refused a licence or registration in the last ten years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <hr/> | | | |
| 2 | Has the partnership or a partner (who is either an individual or an officer of the company, or the company which constitutes the partnership) had a licence or registration cancelled or suspended in the last ten years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| <hr/> | | | |
| 3 | Has a partner (who is either an individual or an officer of the company, or the company which constitutes the partnership) been involved in court, tribunal or disciplinary proceedings (including remedy orders) in the last ten years? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If your answer was "Yes" to any of the questions above, provide full details on a separate page and submit with this application. ☐ Attached

Ineligible person

If a partner is currently an ineligible person, the partnership cannot be registered as a building contractor. The State Administrative Tribunal will have informed a partner if they have been declared an "ineligible person".

- | | | | |
|---|---|------------------------------|-----------------------------|
| 4 | Is any partner (who is either an individual or an officer of the company which constitutes the partnership) currently declared an ineligible person by the State Administrative Tribunal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|---|---|------------------------------|-----------------------------|

Excluded contractor

If the partnership is currently an excluded contractor, the partnership cannot be registered as a building contractor. The Building Services Board will have informed the partnership if it has been declared an "excluded contractor".

- 5 Is the partnership currently declared an excluded contractor by the Building Services Board? ☐ Yes ☐ No

Financial probity

If the partnership or any of its partners have experienced an insolvency event, you may be required to provide further information about this event(s) in relation to the Building Services Board's power to declare a person an excluded contractor. You will be contacted by the Department if further information is required.

- 6 Is any partner (who is either an individual or an officer of the company, or the company which constitutes the partnership) currently declared an excluded contractor by the Building Services Board? ☐ Yes ☐ No

- 7 Has any partner (who is either an individual or an officer of the company which constitutes the partnership) experienced an insolvency event* in the last five years? ☐ Yes ☐ No

**An insolvency event for individuals includes bankruptcy, Part IX (Debt Agreements), Part X (Personal Insolvency Agreement) or cancellation by the State Administrative Tribunal on financial grounds.*

If you answered 'yes', identify the partner/officer's current status:

☐ Still bankrupt ☐ Discharged Date discharged: / /

- 8 If a company constitutes the partnership, has the company experienced an insolvency event^ in the last five years? ☐ Yes ☐ No

^An insolvency event for companies includes members' voluntary liquidation, court liquidation, creditors' voluntary liquidation, appointment of an administrator, a Deed of Company Arrangement or cancellation by the State Administrative Tribunal on financial grounds.

If you answered 'yes' above, identify the external administrator's current status:

☐ Still appointed ☐ Retired Date retired: / /

- 9 If a company constitutes the partnership, has any officer of the company been a director or company secretary of a company(s) within two years of that company(s) experiencing an insolvency event^ in the last five years? ☐ Yes ☐ No

If you answered 'yes' above, provide the following details:

Company Name	ACN	Name of Officer



Attach a list if there is insufficient space above.

☐ Attached

Building service debt

If the partnership has a building service debt that has not been paid in full within the specified period (or is not subject to a payment arrangement, or proceedings have not commenced for an appeal or review), the company cannot be registered as a building contractor.

- 10 Does the partnership have any outstanding debts for which judgement has been entered in a court of competent jurisdiction (e.g. Magistrates, District, Federal Court) in connection with a contract for a building service or for the supply of goods or services for a building service? ☐ Yes ☐ No

- 11 Does the partnership have any outstanding adjudicated amounts that are payable under the *Building and Construction Industry (Security of Payment) Act 2021* or the *Construction Contracts (Former Provisions) Act 2004*? ☐ Yes ☐ No

Financial capacity

The partnership must demonstrate it has the capacity to meet debts as and when they fall due.

The Building Services Board generally requires an applicant to demonstrate access to a minimum of \$50,000 in liquid funds (cash or cash equivalent) and have a quick ratio of at least 1:1 to in addition to the further requirements set out below.

If the partnership is between natural persons (individuals), each individual partner must complete a personal financial statement on the following page. Alternatively, provide prepared financial statements certified by an independent accountant. The financial statements must be completed within three months from the date of application.

If the partnership includes a company, the company will need to provide current special purpose financial reports prepared and certified by an independent accountant within three months from the date of application. Intangibles such as goodwill, rights of indemnity, intellectual property such as trademarks or patents, formation expenses or borrowing expenses should not be included. Refer to the Application Guidelines available here: [Building Contractor – Application Guidelines](#) for more information about the content requirements of the reports.

Copies of any loan agreements, paid up share capital, overdraft facilities etc. will need to be provided as verification and must be in the name of the company only.



Required financial documentation attached.

☐ Attached

Personal financial statement (natural persons only) – partner 1

Each partner of the partnership must complete the following form or provide a prepared financial statement certified by an independent accountant. Make additional copies if necessary.

You may attach further written details to this form if there is not enough space to include all relevant matters.

Note: Do not include intangibles such as goodwill, rights of indemnity, intellectual property such as trademarks or patents, formation expenses or borrowing expenses.

Partner name: _____

Date statement completed* / /

**Must be completed within three months of submitting the application.*

Assets

Please indicate if any or all of the items below are held in joint names or by a partnership.

Properties

%
owned

Land and properties (house, flat, factory, shop, vacant land)

\$ _____

\$ _____

\$ _____

Value of contents

\$ _____

Cash Balances (list bank, credit union etc. and branch)

\$ _____

\$ _____

Business Related Assets

Salary, annual leave accrual

\$ _____

Plant and equipment (exclude leased items)

\$ _____

Motor vehicles (exclude leased items)

\$ _____

Tools of trade

\$ _____

Stock of materials

\$ _____

Trade debtors (supply list)

\$ _____

Other Assets

Personal effects

\$ _____

Life insurance policies (policy surrender value)

\$ _____

Superannuation accrued benefit

\$ _____

Boat / caravan

\$ _____

Details of other assets (shares, investments, etc.)

\$ _____

Total Assets

\$ _____

Liabilities

		% owned
Owing on residential property	\$ _____	_____
Owing on other properties	\$ _____	_____
Owing on hire purchase / lease	\$ _____	_____
Owing on personal loans, credit cards	\$ _____	_____
Bank overdraft limit \$ _____	\$ _____	_____
Trade creditors (supply list)	\$ _____	_____
Unpaid tax liability	\$ _____	_____
Other liabilities (please specify) _____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
Total Liabilities	\$ _____	_____

Summary

Total Assets	\$ _____
Less Total Liabilities	\$ _____
Net Tangible Assets	\$ _____

Credit report

Each natural person partner must obtain their credit report and attach to this application.

Credit reports can usually be accessed for free from any of the providers listed at <https://moneysmart.gov.au/managing-debt/credit-scores-and-credit-reports>.

Credit reports are not required for company partners.



Credit report that is less than three months old

☐ Attached

Verification of funds available

Copies of bank statements which identify the applicant as the account holder must be provided to substantiate available cash funds and credit facilities.

Funds held in a different name to the applicant will not be considered.

The statements must correspond to the date of when the personal financial statement was completed and/or the financial statement certified by your accountant.



Current bank statement(s) attached

☐ Attached

Personal financial statement (natural persons only) – partner 2

Partner name: _____

Date statement completed* / /

**Must be completed within three months of submitting the application.*

Assets

Please indicate if any or all of the items below are held in joint names or by a partnership

Properties

%
owned

Land and properties (house, flat, factory, shop, vacant land)

\$ _____

\$ _____

\$ _____

Value of contents

\$ _____

Cash Balances (list bank, credit union etc. and branch)

\$ _____

\$ _____

Business Related Assets

Salary, annual leave accrual

\$ _____

Plant and equipment (exclude leased items)

\$ _____

Motor vehicles (exclude leased items)

\$ _____

Tools of trade

\$ _____

Stock of materials

\$ _____

Trade debtors (supply list)

\$ _____

Other Assets

Personal effects

\$ _____

Life insurance policies (policy surrender value)

\$ _____

Superannuation accrued benefit

\$ _____

Boat / caravan

\$ _____

Details of other assets (shares, investments, etc.)

\$ _____

Total Assets

\$ _____

Liabilities

		% owned
Owing on residential property	\$ _____	_____
Owing on other properties	\$ _____	_____
Owing on hire purchase / lease	\$ _____	_____
Owing on personal loans, credit cards	\$ _____	_____
Bank overdraft limit \$ _____	\$ _____	_____
Trade creditors (supply list)	\$ _____	_____
Unpaid tax liability	\$ _____	_____
Other liabilities (please specify) _____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
Total Liabilities	\$ _____	_____

Summary

Total Assets	\$ _____
Less Total Liabilities	\$ _____
Net Tangible Assets	\$ _____

Credit Report

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The statements must correspond to the date of when the personal financial statement was completed and/or the financial statement certified by your accountant.



Current bank statements attached

☐ Attached

Nominated Supervisor

Please complete a copy of this page for each nominated supervisor.

Salutation Please circle correct title Mr Mrs Ms Other (list other title) _____

Family name

First name

Middle name(s)

Building practitioner registration number

Is the nominated supervisor a partner of the partnership? ☐ Yes ☐ No



If you answered 'no' above, attach a letter, signed by a partner, confirming the nominated supervisor will be engaged as an employee of the company under an employment contract. (Not required if the nominated supervisor is a director or officer of the company).

☐ Attached

If 'other officer' state the office held by the nominated supervisor

Basis of employment ☐ Full time ☐ Part time

Signature of Nominated supervisor Date:

Declaration by applicant

False and misleading information

Section 99 of the *Building Services (Registration) Act 2011* provides for penalties of up to \$25,000 where a person makes a false or misleading statement or provides false or misleading information or particulars as part of an application for registration or renewal of registration.

Declaration

I hereby authorise the Building Services Board, the Department of Local Government, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries considered necessary to assess this application. My general consent includes the specific consent to the acquisition of copies of the criminal records and credit reports of the partners. I agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application.

Executed for and on behalf of:

In accordance with Section 127 of the
Corporations Act 2001

Name of partnership

Signature of applicant partner/director of partner (if applicable)
For and on behalf of the partnership
(Delete if not applicable)

Signature of partner/director of partner (if applicable) or
Signature of company secretary (being sole director/secretary of the
company, if applicable)
For and on behalf of the partnership
(Delete if not applicable)

Name (print)

Name (print)

Date

Date