

Application for registration

Building contractor (individual)

Form 13

Use of this form

This form is for an individual person intending to apply for registration as a building contractor.

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.

An individual building contractor must also hold a building practitioner registration. If you are not eligible for building practitioner registration, you will not be able to satisfy the requirements of this application Form 13.

Financial probity

You will be required to lodge your credit report from an accepted provider in support of this application.

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

You must demonstrate your capacity to meet debts as and when they fall due. It is important that you read the '[Registered 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 demonstrate those requirements.

Building service debt

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

Ineligible person or excluded contractor

If you are currently declared an ineligible person or an excluded contractor (either temporarily or permanently), you 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 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.

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 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



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.

After your form is submitted

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

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 your 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 13

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Checklist

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

- ☐ Nominated supervisor: building practitioner registration details provided/building practitioner application form completed, ready to attach
- ☐ Management and Supervision Questionnaire downloaded, completed and ready to attach
- ☐ Business Profile Information document downloaded, completed and ready to attach
- ☐ Bank statement (in your name) no more than three months old from the date this application is lodged which corresponds with the personal financial statement, ready to attach
- ☐ Your credit report (in your name) no more than three months old from the date this application is lodged
- ☐ Declaration signed and dated
- ☐ Payment – *appropriate payment as applicable at the time of submitting the 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 completed the Application Payment Form:
www.wa.gov.au/media/49957/download?inline and attach it your application.

OFFICE USE ONLY					
Total Fee	\$	Department Code	BD	Chart Description	☐ Build App Fee Cont Ind Initial ☐ Build Reg Fee Cont Ind Initial



Department of Local Government,
Industry Regulation and Safety

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Refer to the application guidelines on the Department's website for assistance in completing this application.

Personal details

Salutation: ☐ Mr ☐ Mrs ☐ Ms ☐ Other: (list other title) _____

Surname:

First name

Middle name(s)

Date of Birth: Place / Country of Birth:

Have you been known by any other names? ☐ Yes ☐ No (if yes provide full details on separate page)

Postal Address

Post Code:

Principal place of business address:

Post Code:

Business name (if applicable) (Trading As)

Telephone details: Home: Area Code ()

Work: Area Code ()

Mobile:

You **must** provide a mobile number if you wish to receive renewal reminder notifications via SMS.

Email:

You **must** provide an email address for service of renewal reminder notifications and other important information.

Proof of identity

Provide proof of your identity by attaching copies of one or more documents making a total of at least 65 points. At least one document must include photo identification.



Points allowed	Document	Points
65 points	☐ Current passport ☐ Birth certificate (not an extract) ☐ Australian citizenship certificate	
40 points - for first document from this category 25 points - for additional documents from this category	☐ Current Australian driver's licence or other government issued licence or permit card ☐ Current Australian government issued identification card ☐ Australian tertiary student identification	
25 points	☐ Medicare card	
Total points		

Building practitioner registration

- 1 Are you currently registered as a building practitioner in Western Australia? ☐ Yes ☐ No

If 'yes', what is your building practitioner registration number? BP: _____

If 'no', **you must be registered as a building practitioner in order to obtain a building contractor registration.**

Registration history

- 2 Have you been refused a licence or registration in the last ten years? ☐ Yes ☐ No

- 3 Have you had a licence or registration cancelled or suspended in the last ten years? ☐ Yes ☐ No

- 4 Have you as an individual, partner or director of a body corporate been involved in court, tribunal or disciplinary proceedings (including remedy orders) in the last ten years? ☐ Yes ☐ No

If you answered "yes" to any of the questions above, provide full details on a separate page and submit with this application. ☐ Attached

Management and supervision

You are required to have arrangements in place 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. This is available at www.wa.gov.au/government/multi-step-guides/builders-registration/building-contractor-registration-new



Management and Supervision Questionnaire completed and attached

☐ Attached

Business profile information

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



Business Profile Information document attached

☐ Attached

Ineligible person

If you are currently an ineligible person, you cannot be registered as a building contractor. The State Administrative Tribunal will have informed you if you have been declared an "ineligible person".

5 Are you currently declared an ineligible person by the State Administrative Tribunal?

☐ Yes ☐ No

Excluded contractor

If you are currently an excluded contractor, you cannot be registered as a building contractor. The Building Services Board will have informed you if you have been declared an "excluded contractor".

6 Are you currently declared an excluded contractor by the Building Services Board?

☐ Yes ☐ No

Financial probity

If you have experienced an insolvency event, you may be required to provide further information about this event 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.

7 Have you 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' above, identify your current status:

☐ Still bankrupt

☐ Discharged

Date discharged: / /

Building service debt

If you have 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) you cannot be registered as a building contractor.

- 8 Do you 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

- 9 Do you 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

You must demonstrate your capacity to meet your 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 meet part of the financial requirements.

Complete the personal financial statement on the following page. Alternatively, provide a prepared financial statement certified by an independent accountant. The statement must be completed within three months from the date of application.

Credit Report

Obtain your credit report and attach to this application.

You can usually access your credit report for free from any of the providers listed at <https://moneysmart.gov.au/managing-debt/credit-scores-and-credit-reports>.



Credit report that is less than three months old

☐ Attached

Personal financial statement

You may attach further written details to the form if there is insufficient 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.

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, building society 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	\$ _____	_____
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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	\$ _____

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

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 _____
Full name of applicant

- 1 I 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 my criminal records and credit report. 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.
- 2 I sincerely declare that this application is true and correct.

Signature

Date