

# Application for registration

## Building contractor (company)

Form 15

### Use of this form

This form is for a company applying to be registered as a building contractor with the Building Services 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 your company or one of its officers has experienced an insolvency event, further information regarding this event(s) may be required. In certain circumstances, the Board has the power to declare a company an excluded contractor from registration as a building contractor on either a temporary or permanent basis.

### Financial capacity

The company must demonstrate it has the capacity to meet its 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 satisfy those requirements.

### Ineligible person

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

### Building service debt

If your company has incurred a building service debt (being an unsatisfied court judgement in connection to a contract for a building service or supply of goods or services for a building service, or adjudication determination) that has not been paid, it cannot be registered as a building contractor.

### Excluded contractor

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

### Duration of registration

Registration is for a period of three years.

### Application and registration fee

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

GST is not payable on these fees.

The registration fee is for the three years.

If the Board refuses your application the registration fee will be refunded. The application fee is non-refundable.

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:  
[Building Contractor \(Body Corporate\)  
Online Submission](#)



### 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.

## State Administrative Tribunal review of Board decisions

The decision to refuse an application for registration or to impose conditions 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](mailto:be.licensing@lgirs.wa.gov.au)



# Form 15

## Application for registration

### Building contractor (company)

#### Checklist

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

- Management board details completed
- Management and supervision questionnaire document downloaded, completed and ready to attach
- Business profile information document downloaded, completed and ready to attach
- Financial information completed and ready to attach
- 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 director or officer of the company)
- Declaration signed and dated
- Payment – *appropriate payment applicable at the time of submitting application made*

#### Companies that have been trading

- Special purpose financial reports (SPFR) in the name of the company that have been compiled by an independent certified accountant dated within three months of this application ready to attach (refer to application guidelines for contents of SPFR – must include corresponding bank statement, accounts receivable aging and accounts payable aging.)
- SPFR in the name of the applicant company, for the preceding two years ready to attach
- Bank statements coinciding with the most recent SPFR which identify the company as the accountholder ready to attach

#### Newly incorporated companies

- Proof of working capital ready to attach (i.e. gift, loan agreement, overdraft facility etc.)
- Bank statements dated within three months of the application which identify the company as the accountholder ready to attach

## Payment

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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:

[Download](#) and attach it to your application.

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



# Application for registration Building contractor (company)

## Form 15

Your application cannot be assessed unless all sections are completed and all attachments are provided.

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

### Company / Body Corporate Details

Applicant company / body corporate name:

Australian Company Number (ACN):

Business name:  (trading as)

Business name number:  Date of Incorporation:

Place of Incorporation:

Principal Place of business address:

(required for publication on the register. It cannot be a PO Box)  Post Code:

Registered Address:

(address for service)  Post Code:

Postal Address:

Post Code:

Telephone details: Office:  Area Code ( )

Mobile:

*A mobile number **must** be provided to receive courtesy renewal reminder notifications via SMS.*

Email:

*An email address **must** be provided for service of renewal reminder notifications and other important information.*



## Registration history

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1 Has the company been refused a licence or registration in the last ten years?  Yes  No

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2 Has the company had a licence or registration cancelled or suspended in the last ten years?  Yes  No

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3 Has the company or any director of the company 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

## Ineligible person

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

4 Is any officer of the company currently declared an ineligible person by the State Administrative Tribunal?  Yes  No

## Excluded contractor

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

5 Is the company currently declared an excluded contractor by the Building Services Board?  Yes  No

## Financial probity

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If the company or any of its officers 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 company an excluded contractor. You will be contacted by the Department if further information is required.

6 Is any officer of the company currently declared an excluded contractor by the Building Services Board?  Yes  No

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7 Has any officer of the company experienced an insolvency event\* in their capacity as an individual in the last five years?  Yes  No

*\*An insolvency event for an individual (officer) includes bankruptcy, Part IX (Debt Agreements), Part X (Personal Insolvency Agreement) or cancellation of building contractor registration by the State Administrative Tribunal on financial grounds.*

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

Still bankrupt  Discharged Date discharged: / /

8 Has the company experienced an insolvency event<sup>^</sup> in the last five years?  Yes  No

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

<sup>^</sup>An insolvency event for a company includes provisional liquidation, court liquidation, creditors liquidation; administration; a Deed of Company Arrangement; appointment of a receiver; or cancellation of building contractor registration by the State Administrative Tribunal on financial grounds.

Still appointed  Retired Date retired: / /

9 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<sup>^</sup> 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

## Financial capacity

The company 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 cash or cash equivalent and have a quick ratio of at least 1:1 to satisfy part of the financial requirements.

Has there been any material change in the financial position of the company/body corporate since the preparation of the last official balance sheet?  Yes  No

If "Yes", provide full details on a separate sheet and submit with this application.

Paid up share capital of the company / body corporate: \$ \_\_\_\_\_

The source of initial working capital will be from:

Capital loan(s) (agreement documentation required) \$ \_\_\_\_\_

Bank overdraft (verification required) \$ \_\_\_\_\_

Other (detail and verification required) \$ \_\_\_\_\_

## Financial documentation

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Refer to the [Registered Building Contractor \(Application Guidelines\)](#) for details on the financial documentation required to demonstrate the company satisfies the financial requirements for registration as a contractor.

It is important to note that companies that have commenced trading (in any capacity) are required to provide current and previous special purpose financial statements (SPFR)\* that have been prepared and certified by an independent account.

(\*Note: do not include intangibles such as goodwill, rights of indemnity, intellectual property such as trademarks or patents, formation expenses or borrowing expenses.)

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

Current bank statements that correlate with the most recent SPFR which identify the company as the account holder are also required.



Required financial documentation attached.

Attached

## Building service debt

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If the company 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 company 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
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- 11 Does the company 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

## Nominated Supervisor

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

If there are conditions on the nominated supervisor's registration, in most circumstances, these will be reflected on the company's registration.

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 director or other officer of the company?       Yes    No

 If you answered 'no' above, attach a letter, signed by a director, 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

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### 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.

### Information for document execution

This document is to be executed on behalf of the company by either:

- a. Two directors or one director and one secretary; or
- b. One director where that person is both sole director and sole secretary.

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 company and its directors and officers. 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 applicant company

ACN

\_\_\_\_\_  
Signature of director

\_\_\_\_\_  
Signature of director/company secretary  
(Delete as applicable)

\_\_\_\_\_  
Name of director (print)

\_\_\_\_\_  
Name of director/secretary (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date