

Renewal of registration

Building practitioner

Form 51

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 to be used by builders who are currently registered as practitioners with the Building Services Board and are applying for their registrations to be renewed.

If you decide that you no longer require registration, please advise the Board.

Registration as a building practitioner

In Western Australia a builder who wishes to act as a nominated supervisor for a registered building contractor or wishes to use a prescribed title such as *registered building practitioner* must be registered as a building practitioner.

Registration as a building practitioner does not authorise a person to provide services as a building contractor.

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; or
- use a prescribed title such as *registered building contractor*.

Australian police check

The Board must be satisfied that you are a fit and proper person to hold a building practitioner registration.

To help assess your fitness and propriety, you must provide an Australian police check that is not more than three (3) months old at the time you lodge your application for renewal. For more information about Australian police checks accepted by the Department, go to:

www.wa.gov.au/organisation/service-delivery/police-checks-licensing

Registration expiry date

You must submit your completed form, and supporting documents, no later than your registration expiry date.

You are strongly encouraged to apply for renewal well before your expiry date to avoid your registration expiring (up to 3 months prior to expiry date).

Duration of registration

The renewal is for a period of three years.

Registration renewal fee

The registration renewal fee is for the three years.

GST is not payable on fees.

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

Late renewal of registration

If there is a reason you have not submitted your form by the expiry date, you can apply for a late renewal. Late renewals can only be accepted within six months from the expiry date. However, the Board must also agree your circumstances are exceptional to accept your late renewal.

An additional fee is payable for late renewal of registration.

If you are not eligible for a late renewal you can re-apply for registration.

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.



Applications and payments

Complete and sign your form. Submit it with your supporting documents and payment no later than the expiry date.



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

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

Level 1, 303 Sevenoaks Street
CANNINGTON WA 6107

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



BPAY and online payment are not available for this renewal.

State Administrative Tribunal review of Board decisions

The decision to refuse an application for registration is a reviewable decision. If you disagree with the Board's decision in relation to this registration application, you may apply to the SAT for a review of the decision.

More information

If you need more information about the status of your renewal, contact Licensing Services on 1300 489 099 or email

be.renewals@lqirs.wa.gov.au



Renewal of registration

Form
51

Building practitioner

CHECKLIST

Use this checklist to ensure all parts of your application are completed and all necessary supporting documents are attached.

- Form complete - all questions answered
- Fitness and propriety:
 - Australian police check - not more than three months old
 - Questions 1 to 14 answered - supporting information provided for any questions answered 'Yes'
- Nominated supervisor(s) details provided
- Declaration signed and dated
- Payment details provided

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

Office Use only			
Registration No	Dept Code	Chart Description	Amount \$
BP:	BD	<input type="checkbox"/> Building Reg Fee: Practitioner Individual Renewal	\$
BC:	BD	<input type="checkbox"/> Build Reg Fee: Contractor Individual Renewal	\$
Late Fee/s:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Number of late fees: _____ BP and/or BC	\$
Linked the registration:	Yes <input type="checkbox"/> No <input type="checkbox"/>	Fee Total	\$



Renewal of registration

Form
51

Building practitioner

Ensure all parts of this application are completed and all necessary supporting documents are attached. You must submit a completed form, supporting documents and payment no later than your registration expiry date. Incomplete applications will not be processed.

Personal details

CONDITION

Registration No.				Expiry date		
Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other please specify		
Family name						
First name						
Other name(s)				Date of birth		

Principal place of business address – required for publication on the register. It cannot be a post office box number.

Street						
Suburb				State	Postcode	

Address for service – required for the purpose of serving documents. It cannot be a post office box number. As above

Street						
Suburb				State	Postcode	

Postal address – address for correspondence from the Department.

As above

Street or PO Box						
Suburb				State	Postcode	

Contact details – email address required for courtesy renewal reminders and other notifications. Mobile required for important notifications via SMS.

Phone (home)				Phone (work)		
Phone (mobile)				Email		

FITNESS AND PROPRIETY

Since the grant of your registration or last renewal (whichever is later):

- | | | | |
|----|---|------------------------------|-----------------------------|
| 1 | have you been refused an occupational licence/registration as a building practitioner by a licensing board or similar body in any Australian state or territory? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2 | have you been refused an occupational licence other than as a building practitioner by a licensing board or similar body in any Australian state or territory? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3 | has your occupational licence with any licensing board been suspended or cancelled, other than for non-payment of fees? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4 | have you been disciplined by any licensing board? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5 | have you been or are you currently the subject of disciplinary proceedings by any licensing board, including any preliminary investigation or action that might lead to disciplinary proceedings? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6 | have you been or are you currently a director or officer of a corporation that has been the subject of disciplinary proceedings for contravention of the <i>Building Act 2011</i> , <i>Building Services (Registration) Act 2011</i> or the <i>Building Services (Complaint Resolution and Administration) Act 2011</i> or the <i>Home Building Contracts Act 1991</i> , including any preliminary investigation or action that may lead to disciplinary proceedings? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7 | have you been the subject of an order made by the State Administrative Tribunal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8 | have you been disqualified from being a company director? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9 | have you been declared an excluded contract by the Building Services Board? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10 | have you been a director or officer of a company that has been declared an insolvent? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 11 | have you been personally insolvent? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 12 | 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 service for a building service? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 13 | do you have any outstanding adjudicated amounts that are payable under the <i>Building and Construction Industry (Security of Payment) Act 2021</i> or the <i>Construction Contracts (Former Provisions) Act 2004</i> ? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 14 | are there any other matters which may be relevant to your suitability to continue to hold a registration about which the Board should be informed? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

If you answered 'yes' to any questions above, attach details and, if appropriate, a list of cases. A 'yes' response will be considered by the Board on the facts presented and may not affect your application

Attached N/A

AUSTRALIAN POLICE CHECK

You must apply for and attach to this application an Australian police check that is issued within three (3) months of the date you lodge this application.

The police check must comply with the Department's requirements outlined here:

<https://www.wa.gov.au/organisation/service-delivery/police-checks-licensing>, where you can provide either a:

- National Police Certificate available online from the Western Australian Police Force or in person at Australia Post; or
- National Criminal History Check (NCHC) from an accepted provider, listed here: <https://www.wa.gov.au/organisation/service-delivery/police-checks-licensing>.



Attach an Australian police check dated within three months of this application date.

Attached

NOMINATED SUPERVISOR

As a registered building practitioner, you are eligible to be a nominated supervisor for a registered building contractor that is in a partnership or company structure.

Are you the nominated supervisor for any building contractor?

Yes No

If you answered 'yes' above, provide the name of the building contractor and registration number below:

Name of registered building contractor (do not use trading name)

Contractor registration number



Attach a list if you are the nominated supervisor for more than one contractor.

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, _____
Applicant's name (name of registered entity)

- 1 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. 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 sincerely declare that this application is true and correct.

Signature

Date