



Renewal of registration

Building contractor (individual)

Form 52

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 and who are also registered as contractors with the Building Services Board and are applying for their contractor registration 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*.

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

Building contractors must demonstrate their capacity to meet debts as and when they fall due. A contractor can do this by submitting one of the following supporting documents:

- a certificate of eligibility for Home Indemnity

Insurance in the name of the contractor; or

- a letter from an independent qualified accountant to the effect that in the accountant's opinion at the time of signing you "can pay your debts as and when they fall due". The letter must be signed, dated and include the accountant's qualification.

The qualified accountant must not be an employee of the contractor, or of a related entity.

A qualified accountant is defined by section 88B of the *Corporations Act 2001* and the Australian Securities and Investments Commission (ASIC) as a member of one of the following:

- Chartered Accountants Australia and New Zealand (ICA) - CA, ACA and FCA;
- CPA Australia (CPA) - CPA and FCPA;
- Institute of Public Accountants (IPA) - AIPA, MIPA and FIPA; or
- Eligible foreign professional bodies.

Building service debt

If you have incurred a building service debt, an unsatisfied court judgement or adjudication determination that has not been paid, your registration cannot be renewed.

Ineligible person

If you are currently declared an ineligible person your registration cannot be renewed.

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

GST is not payable on all 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 the application.

A fee is payable for late renewal of registration.

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

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 is not available for this renewal.

State Administrative Tribunal review of Board decisions

The decision to refuse an application for registration is a reviewable decision in certain circumstances. If you disagree with the Board's decision 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, contact Licensing Services on 1300 489 099 or email

be.renewals@lgirs.wa.gov.au



Renewal of registration

Form
52

Building contractor (individual)

CHECKLIST

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

- Form complete - all questions answered
- Questions 1 to 8 answered
 - Management and Supervision Questionnaire downloaded, completed and attached
 - Business Profile Information document downloaded, completed and attached
 - Financial capacity - letter or certificate less than three months old attached
 - Credit report – from an accepted provider that is less than three months old attached
 - Practitioner registration number stated
- Declaration signed and dated
- Payment details provided

PAYMENT

CREDIT CARD PAYMENT DETAILS

(Payment will appear as "WA Gov – LGIRS" on your bank statement)

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:		Department Code	BD	Chart Description	<input type="checkbox"/> Build Reg Fee Cont Ind Renewal
Total Fee	\$	Link Licence	Yes	Late Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>

Renewal of registration

Form
52

Building contractor (individual)

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 by your registration expiry date. Incomplete applications will not be processed.

OFFICE
USE

Personal details

CONDITION

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

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

Street				<input type="checkbox"/>
Suburb		State	Postcode	<input type="checkbox"/>

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

Street				<input type="checkbox"/>
Suburb		State	Postcode	<input type="checkbox"/>

Postal address – address for correspondence from the Department.

As above

Street or PO Box				<input type="checkbox"/>
Suburb		State	Postcode	<input type="checkbox"/>

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

Phone (home)		Phone (work)		<input type="checkbox"/>
Phone (mobile)		Email		<input type="checkbox"/>

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 it to this application. The 'Management and Supervision Questionnaire' is available at:

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

OFFICE
USE

1 'Management and Supervision Questionnaire' completed and attached. Attached

BUSINESS PROFILE INFORMATION

Download and complete the 'Business Profile Information' document and attach it to this application. The 'Business Profile Information' document is available at:

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

2 'Business Profile Information' document completed and attached. Attached

INELIGIBLE PERSON

If you are currently an ineligible person, your registration cannot be renewed. The State Administrative Tribunal will have informed you if you have been declared an "ineligible person".

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

4 Have you experienced an insolvency event* 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 by the State Administrative Tribunal on financial grounds.*

If you answered 'yes' above, identify your current status:


Still bankrupt Discharged Date discharged: / /

FINANCIAL CAPACITY

You must demonstrate your capacity to meet debts as and when they fall due.

OFFICE
USE

5 Do you have the capacity to meet your debts as and when they fall due? Yes No

 As evidence, attach a current copy (less than three months old), in the name used for registration, of one of the documents listed below:

- a certificate of eligibility for Home Indemnity Insurance (HII) in the name of the contractor. Attached N/A

All Western Australian HII policies are issued by QBE Insurance (Australia) Limited;

or

- a letter from an independent qualified accountant to the effect that in the accountant's opinion at the time of signing you "can pay your debts as and when they fall due". Attached N/A

The letter must be signed, dated and include the accountant's qualification.

You must also obtain your credit report and attach it 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

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) your registration cannot be renewed.

6 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

7 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

YOUR PRACTITIONER REGISTRATION

As an individual building contractor you must also be registered as a building practitioner.

8 State your practitioner registration number:

Practitioner registration number

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

OFFICE
USE

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 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 sincerely declare that this application is true and correct.



Signature

Date