

Renewal of registration

Building contractor (company)

Form 53

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 trading as a company that are currently registered as a contractor with the Building Services Board and are applying for their registrations to be renewed.

If you decide that your company no longer requires a 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 your company or one of its officers has experienced an insolvency event, further information regarding this event(s) may be required. In certain circumstance, 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.

Ineligible person

If an officer of your company is currently declared an ineligible person, the company's registration cannot be renewed.

Excluded contractor

If your company is currently declared an excluded contractor (either temporarily or permanently), the company's registration cannot be renewed.

Financial capacity

Building contractors must demonstrate their capacity to pay 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 your company has incurred a building service debt, being an unsatisfied court judgement or adjudication determination that has not been paid, its registration cannot be renewed.

Nominated supervisor

It is an offence under the *Building Services (Registration) Act 2011* for a building contractor to carry out or undertake to carry out building services without a nominated supervisor.

If a building contractor changes a nominated supervisor, the contractor must give written notice to the Board within seven days of this change.

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 fees.

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

Return of documents

The Department does not return documents. If required, make a copy before you submit your form and attachments.

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.

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 apply for registration again.

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

More information

If you need more information, contact Licensing Service on 1300 489 099 or email be.renewals@lgirs.wa.gov.au

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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
- ☐ Contact person provided
- ☐ Questions 1 to 11 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
- ☐ Nominated supervisor(s) details provided
- ☐ 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 Comp Renewal
Total Fee	\$	Link Licence	Yes	Late Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>

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Ensure you complete all parts of this application and attach all necessary supporting documents. You must submit the completed form, supporting documents and payment, no later than the company's registration expiry date. Incomplete applications will not be processed.

Company details

☐ CONDITION

Registration No.		Expiry date
Company name		ACN
Business name		ABN*

*ABN of registered entity. Not another entity or trust

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

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

Phone (office)	
Phone (mobile)	
Email	

Contact person for enquiries for this form

Name	
Phone (mobile)	
Email	

Directors' details – for each director please provide name and date of birth.

First Name	Family name	Date of Birth	Director ID



Attach a list if there is insufficient space above.

☐ Attached

MANAGEMENT AND SUPERVISION

As a contractor, your company is required to have arrangements in place to ensure building services are completed 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-renewal

1 'Management and Supervision Questionnaire' completed and attached.

☐ Attached

BUSINESS PROFILE INFORMATION

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-renewal

2 'Business Profile Information' document completed and attached.

☐ Attached

INELIGIBLE PERSON

If an officer of the company is currently an ineligible person, the company's registration cannot be renewed. The State Administrative Tribunal will have informed you if you have been declared an "ineligible person".

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

EXCLUDED CONTRACTOR

If the company is currently an excluded contractor, the company's registration cannot be renewed. The Building Services Board will have informed the company if it has been declared an "excluded contractor".

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

FINANCIAL PROBITY

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 person an excluded contractor. You will be contacted by the Department if further information is required.

5 Has any officer of the company been declared an excluded contractor by the Building Services Board? ☐ Yes ☐ No

- 6 Has any officer of the company 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 the officer's name and status: _____

☐ Still bankrupt ☐ Discharged Date discharged: / /

- 7 Has the company experienced an insolvency event^ in the last five years? ☐ Yes ☐ No

*An insolvency event for a company includes appointment of an administrator, a Deed of Company Arrangement or appointment of a receiver or cancellation by the State Administrative Tribunal on financial grounds.

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

☐ Still appointed ☐ Retired Date retired: / /

- 8 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	Full name of officer



Attach a list if there is insufficient space above.

FINANCIAL CAPACITY

Building contractors must demonstrate their capacity to pay debts as and when they fall due.

- 9 Does the company have the capacity to pay its debts as and when they fall due? ☐ Yes ☐ No



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). ☐ 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 the contractor "can pay its debts as and when they fall due". ☐ Attached ☐ N/A
The letter must be signed, dated and include the accountant's qualification.

BUILDING SERVICE DEBT

If the company has a building service debt that has not been paid in full within the specific period (or is not subject to a payment arrangement, or proceedings have not commenced for an appeal or review), its registration cannot be renewed.

- 10 Does the company have any outstanding debts for which judgement has been entered in a court of competent jurisdiction (eg 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 company have any outstanding adjudicated amounts that are payable under the *Building and Construction Industry (Security of Payment) Act 2021* or the *Construction Contractors (Former Provisions) Act 2004*? ☐ Yes ☐ No

NOMINATED SUPERVISOR

Your company is required to have at least one nominated supervisor who is a registered practitioner. For each nominated supervisor provide details below.

First name	Family name	Registration	Current nominated supervisor?
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No



Attach a list if there is insufficient space above.

☐ Attached

This section has been left blank intentionally. Application continued on the next page.

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.

Information for document execution

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

- two directors, or one director and one secretary; or
- one director where that person is both sole director and sole secretary.

Declaration

I/we 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 applicant's 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

Applicant's name (name of registered company)

ACN

Signature of director

Signature of director (if applicable) or
Signature of company secretary (being sole director/secretary
of the company) Delete if not applicable

Name of director (print)

Name of director/secretary (print)

Date

Date