



Form 93: Building engineering contractor (company) – registration

USE ADOBE ACROBAT READER WITH THIS FORM



GET
Adobe Acrobat Reader

This form is designed to be used with the **FREE Adobe Acrobat Reader application**. [Click here to download Acrobat Reader](#). Alternatively the form can be printed and completed by hand, scanned and submitted (with all attached documents).

Use of this form

This form is to be used by companies applying to be registered as building engineering contractors with the Building Services Board (the Board).

Registration as a building engineering contractor entitles the registration holder to provide building engineering services.

Registration as a building engineering contractor

A person, partnership or company must be registered as a building engineering contractor to:

- contract with others to provide building engineering services;
- issue technical certificates; or
- use a prescribed title such as registered building engineering contractor.

When considering an application for registration as a building engineering contractor the Board considers among other factors, the applicant's financial history, financial capacity, insurance, and arrangements in place to manage and supervise building engineering services.

Nominated supervisor

Every building engineering contractor must have at least one registered building engineering practitioner appointed as the nominated supervisor at all times.

Contractor levels

Building engineering practitioners are registered by area (civil, mechanical, structural, and fire safety) and level (professional, technologist or associate).

Building engineering contractors are generally registered by level only. This gives multi-disciplinary firms the flexibility to provide engineering services in any area in which they employ an appropriately registered practitioner to properly manage and supervise the work.

The exception to this rule is fire systems technologists and associates, which are registered separately because they have a wider scope of work than other technologists and associates (because low rise buildings don't have fire systems).

The levels of building engineering contractor, and the work that may be undertaken by each, is outlined below.

Building engineering contractor – professional

A building engineering contractor – professional is authorised to undertake building engineering work for any building or incidental structure.

To be registered as a building engineering contractor – professional, a company must have at least one nominated supervisor who is registered as a building engineering practitioner – professional.

Building engineering contractor – technologist

A building engineering contractor – technologist is authorised to undertake building engineering work for medium rise buildings, being:

- a Class 1 or Class 10 building or incidental structure; and
- a Class 2 to 9 building up to a maximum of three storeys above a class 7a storey, but not including Type A construction except for class 2, 3 and 9 buildings.

To be registered as a building engineering contractor – technologist, a company must have at least one nominated supervisor who is registered as a building engineering practitioner – technologist or professional.

Building engineering contractor – associate

A building engineering contractor – associate is authorised to undertake building engineering work for low rise buildings, being:

- a Class 1 or Class 10 building or incidental structure; and
- a Class 2 to 9 building with a floor area not exceeding 2,000m², of Type C construction only.

To be registered as a building engineering contractor – associate, a company must have at least one nominated supervisor who is registered as a building engineering practitioner – associate, technologist or professional.

Building engineering contractor, fire systems – technologist

A building engineering contractor, fire systems – technologist is authorised to undertake building engineering work for any type of building or incidental structure.

To be registered as a building engineering contractor, fire systems – technologist, a company must have at least one nominated supervisor who is registered as a building engineering practitioner, fire systems – technologist.



Building engineering contractor, fire systems – associate

A building engineering contractor, fire systems – associate is authorised to undertake building engineering work for medium rise buildings, being:

- a Class 1 or Class 10 building or incidental structure; and
- a Class 2 to 9 building up to a maximum of three storeys above a class 7a storey, but not including Type A construction except for class 2, 3 and 9 buildings.

To be registered as a building engineering contractor, fire systems – associate, a company must have at least one nominated supervisor who is registered as a building engineering practitioner, fire systems – associate or technologist.

Managing building engineering services

Every building engineering contractor must have arrangements in place to ensure the provision of building engineering services is properly managed and supervised.

To provide building engineering work in one or more of the prescribed engineering areas (structural, fire safety, civil or mechanical), a building engineering contractor must satisfy the Board that it will have appropriately registered building engineering practitioner(s) undertaking or supervising and managing the work. A practitioner must be registered in the relevant area, and level (professional, technologist or associate), to the building engineering services which will be provided.

The building engineering practitioner may be a nominated supervisor, or otherwise employed or engaged by the building engineering contractor.

Financial probity

If your company or any of its officers 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 engineering contractor on either a temporary or permanent basis.

Building service debt

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

Ineligible person

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

Excluded contractor

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

Financial capacity

Building engineering contractors must inform the Board if they have been an insolvent in the last five years.

Professional Indemnity Insurance

Building engineering contractors must satisfy the Board that they either:

- have an adequate level of professional indemnity insurance (PII); or
- are a member of a professional standards scheme (PSS) and are insured in accordance with the requirements of the PSS.

Adequacy of insurance should be determined in accordance with the Board's policy on [professional Indemnity Insurance](#).

It is expected that building engineering contractors will renew and maintain their insurance cover for the period of registration.

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.

How to submit and pay

Pay for and submit your application, including attachments:

- Online**
Submit your application and pay online [here](#).
- By post**
Pay by credit card using the payment slip on the form online [here](#).
Or pay by cheque or money order made payable to:
Department of Mines, Industry Regulation and Safety
Licensing Services Branch
Locked Bag 100
EAST PERTH WA 6892

- 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 application 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 for 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@dmirs.wa.gov.au.

The form will require the following fields and information:

Checklist

Use this checklist reminder to ensure that you complete all parts of your application and attach all necessary supporting documents.

- Business and contact details answered
- Management board details completed
- All questions answered and documents ready to attach
- Professional indemnity insurance (PII) answered
- Nominated supervisor section answered and employment contract attached if applicable
- Declaration signed and dated
- Payment

Payment

Visit our [building fee schedule](#) page for current application and registration fees. Submit and pay for your application:

- Online**
If you are submitting this form 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 form by post (or in person) and are making payment by credit card, you must complete the Application Payment Form online [here](#) and attach it to your application.

Ensure all parts of your application are completed and all supporting documents are attached. Incomplete applications will not be processed.

Class of registration

Class (level) of building engineering contractor you are applying for (*see information on contractor levels on pages 1-2, above*).

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Professional | <input type="checkbox"/> Fire systems – Technologist |
| <input type="checkbox"/> Technologist | <input type="checkbox"/> Fire systems – Associate |
| <input type="checkbox"/> Associate | |

Company details

Company Name as registered with ASIC	Business name:	ABN (mandatory):
<input type="text"/>	<input type="text"/>	<input type="text"/>

Principal place of business

Required for publication in the register. It cannot be a post office box number.

Street address:

Suburb:	State:	Postcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address for service

Required for the purpose of serving documents. It cannot be a post office box number.

As above

Street address:

Suburb:	State:	Postcode:
<input type="text"/>	<input type="text"/>	<input type="text"/>

Postal address

Address for correspondence from the Department.

As above

Street address:	OR Post Office Box number
<input type="text"/>	<input type="text"/>
Suburb:	State: Postcode:
<input type="text"/>	<input type="text"/> <input type="text"/>

Company Contact details

Email address required for courtesy renewal reminders and other notifications. Mobile required for important notifications via SMS.

Phone (office):	Phone (mobile):*	Email:*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contact Person for enquiries about this form

Name:	Phone (mobile):*	Email:*
<input type="text"/>	<input type="text"/>	<input type="text"/>

Management board details

Provide the following information for each of the company's directors and company secretary. If more spaced is needed, document information on a separate sheet and provide as an attachment to this application.

Full name	Date of birth	Postal address	Director ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Position(s) held (tick where appropriate) Director Secretary

Registration history

Has the company been refused a licence or registration in the last ten years?

Yes No

Has the company had a licence or registration cancelled or suspended in the last ten years?

Yes No

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

Management and supervision arrangements

The company is required to have arrangements in place to ensure building engineering services carried out will be managed and supervised in a proficient manner.

Confirm the following:

The company will manage and supervise building engineering services in a proficient manner.

Yes

The company has knowledge of its obligations and will ensure compliance with the *Building Act 2011* and the Building Regulations 2012.

Yes

The company has knowledge of the minimum technical construction standards of the National Construction Code which is comprised of Volumes One and Two of the Building Code of Australia that relate to the scope of engineering work the company will undertake.

Yes

If the company intends to provide building engineering work in multiple prescribed areas (structural, fire safety, civil or mechanical), arrangements are in place to ensure the works will be managed and supervised by an appropriately qualified and registered building engineering practitioner (please attach details of the relevant practitioners (if applicable)).

Yes Attached

Ineligible Person

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

Is any officer of the company currently declared an ineligible person by the State Administrative Tribunal?

Yes No

If you answered 'yes' name the officer(s):

Excluded contractor

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

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.

Is any officer of the company currently declared an excluded contractor by the Building Services Board?

Yes No

Has any officer of the company 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', identify the officer's current status:

Still bankrupt

Discharged Date discharged:

Has the company experienced an insolvency event^ in the last five years?

Yes No

^An insolvency event for companies includes members' voluntary liquidation, court liquidation, creditors' voluntary liquidation, appointment of an administrator, a Deed of Company Arrangement, appointment of a receiver or cancellation by the State Administrative Tribunal on financial grounds.

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

Still appointed

Retired Date retired:

Has any officer of the company been a director or company secretary of a company(s) within two years of that company(s) being subject to an insolvency event^A in the last five years?

Yes No

If you answered 'yes' above, provide the following details:

Company Name:

ACN:

Name of Officer:

Attach list if there is insufficient space above.

Financial capacity

The company must satisfy the financial requirements, where it and its officers must not be an insolvent. If the company or an officer has previously been an insolvent, the company must have the capacity to meet debts as and when they fall due.

Does the company have the capacity to meet its debts as and when they fall due?

Yes No

Building service debt

If the company has an unpaid building service debt that has not been paid in full within the specified period or are not subject to a payment arrangement or proceedings have not commenced for an appeal or review, it cannot be registered as a building engineering contractor.

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

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

Professional Indemnity Insurance

PII requirements for registration of a building engineering contractor are detailed in the Building Services (Registration) Regulations 2011. The amount of coverage must be appropriate to manage the risk, type, size and volume of the work the contractor is likely to carry out.

Has the company assessed its business risk to determine what is an adequate level of professional indemnity insurance, in accordance with the Board's insurance policy?

Yes No

Is the company a member of a professional standards scheme, and insured in accordance with the requirements of the PSS?

Yes No

Professional Indemnity Insurance policy certificate number:

Member number (if applicable):

Section 33 of the *Building Services (Registration) Act 2011* requires registered building engineers to give the Board written notice of any change in circumstances that affect eligibility to remain registered. A change in the contractor's insurance arrangements could constitute such a change in circumstances. The notice to the Board must be given within seven days after the change in circumstances. The penalty for the offence of not notifying the Board is a fine of \$10,000.

Nominated supervisor

Each building engineering contractor must have at least one nominated supervisor who is a registered building engineering practitioner, registered at the appropriate level.

If necessary, make copies and complete this page for each nominated supervisor.

Nominated supervisor's details

Salutation: Mr Mrs Ms
 Other, please specify:

Family name First name

Other name(s)

Registration number Area(s) and Level

Conditions on registration: Yes No
 Specify:

* Conditions of the nominated supervisor's registration may be reflected in the contractor's registration.

Employment details

Each nominated supervisor must be an employee or a director of the company.

Date of commencement as nominated supervisor:

The nominated supervisor is:

- a director of the company,
- an employee of the contractor.

If you answered 'an employee', provide a copy of the nominated supervisor's employment contract.

Attached

An employment contract includes the following details:

- Names of parties - employee and employer;
- Employment basis and hours: full time/part time and hours per week;
- Leave entitlements; and
- Arrangements for the payment of superannuation and income tax.

A person engaged in a sub-contract arrangement cannot be a nominated supervisor for a company.

Confirmation by nominated supervisor

I confirm the information stated above is true and correct.

Signature: Date:

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. By signing this application form, you give consent to the Building Services Board and its staff to make enquires and to receive and disclose any information about this application.

Information for document execution

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

- all directors and company secretary; or
- one director where that person is both sole director and sole secretary.

Declaration

- I/we authorise the Building Services Board, the Department of Mines, 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/our general consent includes the specific consent to the acquisition of copies of the criminal records and credit checks of the applicant and its directors and officers. I/we 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.
- I/We sincerely declare that this application is true and correct.

Executed for and on behalf of:

Applicant's name (name of registered entity)

(in accordance with section 127 of the Corporations Act)

Signature of director

Name

Signature of director/company secretary

Name

Signature of director

Name

Signature of director

Name

This declaration is taken to be made at the time the application is submitted.