



# Notice Change of address or contact details

# Form 78

### Use of this form

Use this form to notify the Building Services Board of a change in a registered building service provider's contact details. Post the signed form to Locked Bag 100 East Perth WA 6892, or email to [be.licensing@dmirs.wa.gov.au](mailto:be.licensing@dmirs.wa.gov.au).

Updating your building service provider contact details will also update details for any other licences you hold that are issued by the Department of Mines, Industry Regulation and Safety, unless otherwise advised.

### Type of registration

Check one or more boxes to identify the type or types of registration to be amended.

- Building engineering practitioner     Building engineering contractor  
 Building practitioner                       Painting practitioner                       Building surveying practitioner  
 Building contractor                       Painting contractor                       Building surveying contractor

Preferred date of effect of this notice      /      /      or  effective immediately.

### Identify the registered entity

Please complete a separate form for each registered entity to have details amended.

<b>Individual</b> – (if applicable) Registration number	<b>Partnership or company</b> – (if applicable) Registration number
Name on registration certificate	Name on registration certificate
Signature of registered person	ACN
	Signature of authorised person* <sup>1</sup>
Signature _____ Date _____	Signature _____ Date _____

\*<sup>1</sup> An authorised person is a partner of the partnership or director of the company

**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.

Street			
Suburb	State	Postcode	

**Postal address** – address for correspondence from the Department.

Street or PO Box			
Suburb	State	Postcode	

### Contact details

Phone (home)	Phone (work)
Phone (mobile)* <sup>2</sup>	* <sup>2</sup> Providing a mobile will permit important notifications and reminders to be sent via SMS
Email* <sup>3</sup>	

\*<sup>3</sup> An email address is required for service of courtesy renewal reminder notifications.