



Form 17: Registration – Painting practitioner (set 1)

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Use of this form

This form is to be used by people applying to be registered as painting practitioners with the Building Services Board. In Western Australia the *Building Services (Registration) Act 2011* provides for registration in two classes of painter, painting practitioner and painting contractor.

Required qualification

Set 1 is the registration pathway for applicants who have a Certificate III in Painting and Decorating, or an equivalent qualification as determined by the Board. All applicants under Set 1 must also complete two units offered as part of the Course in Painter's Registration in small business management and estimating and specification. If you do not have this Certificate or equivalent qualification you may be able to register under another pathway.

Experience carrying out painting work

Applicants under Set 1 must have experience in carrying out painting work:

- Completion of an apprenticeship in painting;
- or
- at least the equivalent of four years full-time experience in carrying out painting work.

Registration as a painting practitioner

A registered painting practitioner may:

- use a prescribed title such as registered painting practitioner; and
- be a nominated supervisor for a registered painting contractor.

When considering an application for registration as a painting practitioner the Board considers:

- your qualifications and experience;
- your fitness and propriety; and
- any other requirements prescribed by the Building Services (Registration) Regulations 2011.

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

Registration as a painting contractor

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

- contract with others to provide services as a painter with a value of \$1,000 or more and the painting work is located within the area of the Board's jurisdiction; or
- use a prescribed title such as *registered painting contractor*.
- Period of registration
- If the Board approves your application, registration will be granted for a period of three years.

Registration and application fees

Two fees are payable with this application, a registration fee and a non-refundable application fee. The registration fee is for three years. GST is not payable on the application or registration fee. If the Board does not grant your registration, the registration fee will be refunded.

Registration requirements

To be considered for registration you must:

- provide a complete application including payment of application and registration fees;
- have the required qualifications and experience;
- be a fit and proper person to be registered; and
- comply with any other requirements.

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.

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How to lodge and pay

Online

Submit your application and pay [online](#).

By post

Pay by credit card using our payment slip form:

<https://www.commerce.wa.gov.au/publications/application-payment-form>, or through 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.

- BPAY is not available for this application.
- Fax and email submission are not available for this application.

Return of documents

The Department does not return documents submitted with applications. If you need a copy of your application or attached documents, please make a copy before you submit your application.

After your application is lodged

The Department will confirm receipt of your application. If you do not receive an acknowledgement of your application within 15 business days, please contact the Department on 1300 489 099.

The Department will thoroughly assess your application and may contact the person that endorsed your experience to verify information provided.

When the Department is satisfied that your application is complete and payment is received, the Department may refer your application to the Board for a decision.

State Administrative Tribunal review of Board decisions

The decision to refuse an application for registration is a reviewable decision. If you disagree with the Building Services Board's decision 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 about the status of your application or about practitioner registration generally please contact Licensing Services on 1300 489 099 or email be.licensing@dmirs.wa.gov.au.

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Checklist

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

- Current Proof of identification – copies totalling 100 points attached
- Fitness and propriety questions 1-11 answered and if necessary, documents attached
- Australian police check – copy of original and less than three months old attached
- Certificate III in Painting and Decorating or equivalent qualification attached
- Statement of Attainment for two units from Course in Painters' Registration attached
- Trade certificate attached if applicable
- Statement of painting work signed and attached if applicable
- Written verification of experience signed and attached if applicable
- Declaration signed and dated
- Payment - I will make appropriate payment as applicable at the time of submitting my application.

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: <https://www.commerce.wa.gov.au/publications/application-payment-form> and attach it to your application.
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Ensure you complete all parts of your application and attach all necessary supporting documents. Incomplete applications will not be processed.

Personal details

Salutation: Mr Mrs Ms Other, please specify:

Family name: First name:

Other name(s): Date of birth: / /

Have you been known by any other names? Yes No

If you answered 'yes' above, attach a separate page with full details. Attached

Principal place of business

Note: A principal place of business is required for publication in the register. It cannot be a post office box number.

Street address:

Suburb: State: Postcode:

Address for service

Note: required for the purpose of serving documents. It cannot be a post office box number.

As above Street address:

Suburb: State: Postcode:

Postal address

Note: A postal address is required for correspondence from the Department.

As above Street address or PO Box:

Suburb: State: Postcode:

Contact details

Phone (home): Phone (work): Phone (mobile):* Email:*

*Required to receive courtesy renewal reminder notifications by SMS and email and other important information relevant to your registration.

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Proof of identity

Provide proof of your identity by attaching copies of two or more documents making a total of at least 100 points. At least one document must include photo identification.

Points allowed	Document	Points
70 points	<input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Current passport <input type="checkbox"/> Australian citizenship certificate	
40 points ⁽¹⁾ 25 points ⁽²⁾	<input type="checkbox"/> Current Australian issued licence or permit card, e.g. Driver's licence <input type="checkbox"/> Current Australian government issued identification card <input type="checkbox"/> Australian tertiary student identification	
	<small>(1) 40 points for first document from this category. (2) 25 points for additional documents from this category.</small>	
35 points ⁽³⁾	<input type="checkbox"/> Mortgage document held by an Australian financial body <input type="checkbox"/> Australian Land Title Office record <input type="checkbox"/> Document from the Credit Reference Association of Australia	
	<small>(3) A document from this set must show your name and current residential address.</small>	
25 points	<input type="checkbox"/> Australian public utility bill, rates notice or bank statement <input type="checkbox"/> Medicare card <input type="checkbox"/> Marriage certificate (for maiden name only) or change of name certificate	
Total points		

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Fitness and propriety

1. Have you been refused an occupational licence/registration as a painting practitioner by a licensing board or similar body in any Australian state or territory? Yes No
2. Have you been refused an occupational licence other than as a painting practitioner by a licensing board or similar body in any Australian state or territory? Yes No
3. Has your occupational licence with any licensing board been suspended or cancelled, other than for non-payment of fees? Yes No
4. Have you been disciplined by any licensing board? Yes 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? Yes No
6. Have you been the subject of an order made by the State Administrative Tribunal? Yes No
7. Have you been a director or officer of a corporation that has been the subject of disciplinary proceedings for contravention of the *Building Act 2011*, *Building Services (Registration) Act 2011* or the *Building Services (Complaint Resolution and Administration) Act 2011* or the *Home Building Contracts Act 1991*? Yes No
8. Have you been disqualified from being a company director? Yes No
9. Have you been a director or officer of a company that has been declared an insolvent? Yes No
10. Have you been declared bankrupt? Yes No
11. 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? Yes No

If you answered 'yes' to any of questions 1 to 11 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 for registration. Attached N/A

Australian police check

You must apply for and attach to this application an Australian police check from the approved list of providers, available here: www.dmirs.wa.gov.au/licensingpolicechecks. The police check must specify "Mines, Industry Regulation and Safety Licensing purposes" as the reason for the check.

If you are providing a hard copy police check it must be the original or a certified copy. An electronic police check can be verified online and does not need to be certified. For more information about how to obtain a police check, go to: www.dmirs.wa.gov.au/licensingpolicechecks. The date of issue of the police check must be within three (3) months of the date you lodge this application.

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

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Qualifications Set 1

Set 1 is the pathway to registration for people who have a Certificate III in Painting and Decorating and experience carrying out painting work. The qualification required for registration as a painting practitioner under Set 1 is:

- CPC30611 Certificate III in Painting and Decorating as described in the CPC08: Construction, Plumbing and Services Training Package published by Training.gov.au, or an equivalent qualification determined by the Board; as well as
- two units provided as part of the Course in Painters' Registration: small business management; and estimating and specification.

1. Select the qualification you have completed:

- CPC30611 Certificate III in Painting and Decorating.
 - C30608, BCG30603, or any other Certificate III in Painting and Decorating pre 1998.
 - BCG30498 Certificate III in General Construction (Painting and Decorating).
 - Trade Certificate in Painting and Decorating.
 - Attach a copy of one certificate of qualification as evidence of course completion. Attached
-

2. For registration purposes, you must have completed units in small business management and estimating and specification.

- BSBSMB401 Establish legal and risk management requirements of small business; or pre March 2015, BSBSMB401A Establish Business and Legal Requirements for Small Business; and
 - CPCBC4004A – Identify and produce estimated costs for building and construction projects.
 - Attach a copy of your Course in Painters' Registration Statement of Attainment to demonstrate completed units. Attached
-

All qualifications must be obtained before applying to be registered.

Experience set 1

The Building Services (Registration) Regulations 2011 described the following two options for applicants to demonstrate experience for Set 1:

- experience “gained in the course of the completion of an apprenticeship in painting”; or
- experience in “carrying out painting work for periods totalling at least the equivalent of 4 years full-time covering a significant range of painting techniques”

Painting work

The Building Services (Complaint Resolution and Administration) Regulations 2011 describe painting work as the application of paint, wall paper, or a similar substance or material to a building or fixture.

Paint

Paint is defined as including varnish or stain.

Significant range of painting techniques

For the purposes of registration a significant range of painting techniques includes but is not limited to:

- applying paint by brush and roller;
- applying paint by spray;
- applying texture coat paint finishes by brush, roller and spray;
- applying stains and clear timber finishes;
- applying wall paper; and
- applying decorative finishes.

Carrying out painting work

For registration purposes, carrying out refers to performing painting work as an apprentice or tradesperson. If you performed a variety of work on a painting project, some of it being carrying out painting work and some of it being other work, record the actual time spent carrying out painting work.

Four years full-time experience

If you did not complete an apprenticeship in painting you must submit your record of experience with a total of at least the equivalent of four years full-time experience in carrying out painting work. If you were not working full-time on a project calculate the portion of your time actually spent in carrying out painting work. If you worked overtime, you cannot allow more than one day for each day worked.

Work not included

Painting on anything other than a building or fixture is not painting work, for example marine or automotive painting is not credited towards registration.

For registration purposes, some painting industry work is not painting work. Some of the types of work that are not included in carrying out painting work are:

- industrial painting;
- the application of paint to a floor, path or driveway composed of concrete or a similar material;
- the application of a protective coating to a building which has first been treated by abrasive blasting or mechanical cleaning, if both processes are undertaken by the same contractor; and
- signwriting.

Not valid as experience

The Board does not recognise experience obtained while performing unlawful work such as performing painting work with a value over \$1000 when not registered. All experience must be independently verified. Do not claim experience that cannot be verified.

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Experience set 1 cont.

1. Have you completed an apprenticeship in painting? Yes No

If you answered 'yes' to question 1 above, attach a copy of your Trade Certificate as evidence of experience gained through an apprenticeship. Attached N/A

If you answered 'no' to question 1 above, complete the Statement of painting work template at Attachment 1 to record at least four years' experience in carrying out painting work.

Statement of painting work – Attachment 1

Use Attachment 1 to record your experience, in date order, in carrying out painting work. Complete additional copies of the template to demonstrate at least four years of experience in carrying out painting work. Ensure that all experience claimed is independently verified by the employer, client or authorised representative. Alternatively, attach a reference verifying your experience claim.

It is an offence to make a false or misleading statement in this application.

Statement of painting work (Attachment 1). Attached N/A

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 Board and its staff to make enquires and to receive and disclose any information about this application.

Declaration

I (FULL NAME OF APPLICANT)

1. 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 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:

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Attachment 1: Statement of painting work

Use this template to record your experience, in date order, in carrying out painting work. Arrange for the employer, client or authorised representative such as the manager or supervisor familiar with your work to endorse this record. Alternatively attach statements of verification. It is an offence to make a false or misleading statement in this application. If you need more space to document your experience, make copies of this template.

Describe the positions you held that were carrying out painting work

Refer to the definitions of carrying out and painting work on page 6. Do not claim other experience.

Position 1 - Details of experience

Employer/client

Reg No: (if applicable)

Employer/client address

Position held:

Start date:

End date:

Your employment was:

Full time Part time As required*

*If you worked 'part time' or 'as required', please tally and indicate the full time equivalent (FTE) in months

FTE (months) _____

Your role was:

Carrying out Other

% time allocated to role:

_____ % _____ %

What techniques did you use?

- Apply paint by brush and roller Apply paint by spray Apply decorative finishes
 Apply stains and clear timber finishes Apply wall paper Apply texture coat paint finishes by brush, roller and spray

How did you apply these techniques?

- Painting residential buildings Coating roofs Painting commercial buildings
 Graffiti removal not credited Signwriting not credited Painting industrial structures not credited

Endorsed by authorised representative, or attach written verification

Attached

Name of person:

Position held

Phone

Email

Signature:

Date:

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Attachment 1: Statement of painting work

Describe the positions you held that were carrying out painting work

Refer to the definitions of carrying out and painting work on page 6. Do not claim other experience.

Position 2 - Details of experience

Employer/client

Reg No: (if applicable)

Employer/client address

Position held:

Start date:

End date:

Your employment was:

Full time

Part time

As required*

*If you worked 'part time' or 'as required', please tally and indicate the full time equivalent (FTE) in months

FTE (months) _____

Your role was:

Carrying out

Other

% time allocated to role:

_____ %

_____ %

What techniques did you use?

Apply paint by brush and roller

Apply paint by spray

Apply decorative finishes

Apply stains and clear timber finishes

Apply wall paper

Apply texture coat paint finishes by brush, roller and spray

How did you apply these techniques?

Painting residential buildings

Coating roofs

Painting commercial buildings

Graffiti removal not credited

Signwriting not credited

Painting industrial structures not credited

Endorsed by authorised representative, or attach written verification

Attached

Name of person:

Position held

Phone

Email

Signature:

Date:

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Attachment 1: Statement of painting work

Describe the positions you held that were carrying out painting work

Refer to the definitions of carrying out and painting work on page 6. Do not claim other experience.

Position 3 - Details of experience

Employer/client

Reg No: (if applicable)

Employer/client address

Position held:

Start date:

End date:

Your employment was:

Full time

Part time

As required*

*If you worked 'part time' or 'as required',
please tally and indicate the full time
equivalent (FTE) in months

FTE (months) _____

Your role was:

Carrying out

Other

% time allocated to role:

_____ %

_____ %

What techniques did you use?

Apply paint by brush and roller

Apply paint by spray

Apply decorative finishes

Apply stains and clear timber finishes

Apply wall paper

Apply texture coat paint finishes
by brush, roller and spray

How did you apply these techniques?

Painting residential buildings

Coating roofs

Painting commercial buildings

Graffiti removal
not credited

Signwriting
not credited

Painting industrial structures
not credited

Endorsed by authorised representative, or attach written verification

Attached

Name of person:

Position held

Phone

Email

Signature:

Date:

If you need more space to document your experience, make copies of this template.