



# Application for registration

## Building contractor (individual)

Form 13

### Use of this form

This form is for an individual person intending to apply for registration as a building contractor.

Registration as a building contractor entitles the registration holder to carry out building work.

### 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; and
- use a prescribed title such as *registered building contractor*.

### Nominated supervisor

A building contractor must have a registered building practitioner appointed as the nominated supervisor at all times.

An individual building contractor must also hold a building practitioner registration. If you are not eligible for building practitioner registration, you will not be able to satisfy the requirements of this application Form 13.

### 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

You must demonstrate your capacity to meet debts as and when they fall due. It is important that you read the '[Registered Building Contractor - Application Guidelines](#)' document on the Department's website. This document explains the financial requirements for registration and what information you must provide in order to demonstrate those requirements.

### Building service debt

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

### Ineligible person or excluded contractor

If you are currently declared an ineligible person or an excluded contractor (either temporarily or permanently), you cannot be registered as a building contractor.

### Duration of registration

Registration is for a period of three years.

### Application fee and registration fee

The registration fee is for three years.

Payment of both an application fee and a registration fee must accompany this application.

GST is not payable on this fee.

The application fee is non-refundable.

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

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:

<https://www.commerce.wa.gov.au/building-and-energy/building-contractor-registration>

### 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 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 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 or impose a condition on registration is a reviewable decision in certain circumstances. If you disagree with the Board's determination in relation to your 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](mailto:be.licensing@dmirs.wa.gov.au)



# Form 13

## Application for registration

### Building contractor (individual)

#### Checklist

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

- Nominated supervisor: building practitioner registration details provided/building practitioner application form completed, ready to attach
- Management and Supervision Questionnaire downloaded, completed and ready to attach
- Business Profile Information document downloaded, completed and ready to attach
- Bank statement (in your name) no more than three months old from the date this application is lodged which corresponds with the personal financial statement, ready to attach
- Declaration signed and dated
- Payment – *appropriate payment as applicable at the time of submitting the application made*

#### Payment

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Visit the [building fee schedule](#) page for current application and registration fees.

Submit and pay for your application:

- Online**  
 If you are submitting your application 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 application by post (or in person) and are making payment by credit card, you must completed the Application Payment Form: <https://www.commerce.wa.gov.au/publications/application-payment-form> and attach it your application.

OFFICE USE ONLY					
Total Fee	\$	Department Code	BD	Chart Description	<input type="checkbox"/> Build App Fee Cont Ind Initial <input type="checkbox"/> Build Reg Fee Cont Ind Initial



## Application for registration Building contractor (individual)

**Form 13**

Refer to the Application Guidelines on the Department's website for assistance in completing this application.

### Personal details

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Salutation:  Mr  Mrs  Ms  Other: (list other title) \_\_\_\_\_

Surname:

First name

Middle name(s)

Date of Birth:  Place / Country of Birth:

Have you been known by any other names?  Yes  No (if yes provide full details on separate page)

Postal Address

Post Code:

Principal place of business address:

Post Code:

Business name (if applicable)  (Trading As)

Telephone details: Home:  Area Code ( )

Work:  Area Code ( )

Mobile:

You **must** provide a mobile number if you wish to receive renewal reminder notifications via SMS.

Email:

You **must** provide an email address for service of renewal reminder notifications and other important information.

## Proof of identity

Provide proof of your identity by attaching copies of one or more documents making a total of at least 65 points. At least one document must include photo identification.



Points allowed	Document	Points
<b>65 points</b>	<input type="checkbox"/> Current passport <input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Australian citizenship certificate	
<b>40 points</b> - for first document from this category <b>25 points</b> - for additional documents from this category	<input type="checkbox"/> Current Australian driver's licence or other government issued licence or permit card <input type="checkbox"/> Current Australian government issued identification card <input type="checkbox"/> Australian tertiary student identification	
<b>25 points</b>	<input type="checkbox"/> Medicare card	
<b>Total points</b>		

## Building practitioner registration

- 1 Are you currently registered as a building practitioner in Western Australia?  Yes  No

If 'yes', what is your building practitioner registration number?

BP: \_\_\_\_\_

If 'no', **you must be registered as a building practitioner in order to obtain a building contractor registration.**

## Registration history

- 2 Have you been refused a licence or registration in the last ten years?  Yes  No

- 3 Have you had a licence or registration cancelled or suspended in the last ten years?  Yes  No

- 4 Have you as an individual, partner or director of a body corporate 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

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

[www.commerce.wa.gov.au/building-and-energy-building-contractor-renewal](http://www.commerce.wa.gov.au/building-and-energy-building-contractor-renewal)



Management and Supervision Questionnaire completed and attached

Attached

## Business profile information

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

[www.commerce.wa.gov.au/building-and-energy/building-contractor-registration](http://www.commerce.wa.gov.au/building-and-energy/building-contractor-registration)



Business Profile Information document attached

Attached

## Ineligible person

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If you are currently an ineligible person, you cannot be registered as a building contractor. The State Administrative Tribunal will have informed you if you have been declared an "ineligible person".

5 Are you currently declared an ineligible person by the State Administrative Tribunal?  Yes  No

## Excluded contractor

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If you are currently an excluded contractor, you cannot be registered as a building contractor. The Building Services Board will have informed you if you have been declared an "excluded contractor".

6 Are you currently declared an excluded contractor by the Building Services Board?  Yes  No

## Financial probity

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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.

7 Have you 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' above, identify your current status:

Still bankrupt

Discharged

Date discharged: / /

**Building service debt**

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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) you cannot be registered as a building contractor.

- 8 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
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- 9 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
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**Financial capacity**

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

The Building Services Board generally requires an applicant to demonstrate access to a minimum of \$50,000 in liquid funds (cash or cash equivalent) and have a quick ratio of at least 1:1 to meet the financial requirements.

Complete the personal financial statement on the following page. Alternatively, provide a prepared financial statement certified by an independent accountant. The statement must be completed within three months from the date of application.



**Liabilities**

		%
		owned
Owing on residential property	\$ _____	_____
Owing on other properties	\$ _____	_____
Owing on hire purchase / lease	\$ _____	_____
Owing on personal loans, credit cards	\$ _____	_____
Bank overdraft limit \$ _____	\$ _____	_____
Trade creditors (supply list)	\$ _____	_____
Unpaid tax liability	\$ _____	_____
Other liabilities (please specify) _____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
<b>Total Liabilities</b>	<b>\$ _____</b>	_____

**Summary**

Total Assets	\$ _____	_____
Less Total Liabilities	\$ _____	_____
<b>Net Tangible Assets</b>	<b>\$ _____</b>	_____

**Verification of funds available**

Copies of bank statements which identify the applicant as the account holder must be provided to substantiate available cash funds and credit facilities.

Funds held in a different name to the applicant will not be considered.

The statements must correspond to the date of when the personal financial statement was completed and/or the financial statement certified by your accountant.



Current bank statement(s) attached

Attached

**Declaration by applicant**

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**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.

**Declaration**

I \_\_\_\_\_  
Full name of applicant

1 I 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 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 I sincerely declare that this application is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date