

# APPLICANT'S CHECKLIST

## FOR A COMPANY OR PARTNERSHIP



Fair  
Trading

13 32 20 [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

**Purpose of this checklist:** This form is for companies and partnerships applying for any category of work. It is to assist in deciding if you have sufficient information to commence the application process.

<b>1. Application form:</b>	<input checked="" type="checkbox"/>
Click here to access and complete the <a href="#">Application Form</a>	
<b>2. Previous Licence Details</b>	
<p>Before submitting the application form on behalf of the company or partnership, I have undertaken a licence check at <a href="http://www.licence.nsw.gov.au">www.licence.nsw.gov.au</a> and if the company or partnership has held a previous licence, I have included the required details in section 2 of the form, ensuring all details are correct.</p> <p><b>Note:</b> Where you believe the company has been previously licensed, it must have the same ACN. Where you believe the partnership has been previously licensed, it must still have the same members of the partnership.</p>	<input type="checkbox"/>
<b>3. Nominated Supervisor</b>	
<p><b>I have read and am aware of the requirements regarding nominating an appropriate supervisor;</b>  <a href="http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Applying_for_a_licence_or_certificate.page?#For_companies_and_partnerships">http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Applying_for_a_licence_or_certificate.page?#For_companies_and_partnerships</a></p>	<input type="checkbox"/>
<p>I have confirmed the following:</p> <ul style="list-style-type: none"> <li>• that the nominee is either an employee of the company or partnership, director of the company or member of the partnership</li> </ul>	<input type="checkbox"/>
<p>I have undertaken a licence check on the public register and confirm the following:</p> <ul style="list-style-type: none"> <li>• that the nominee holds a current endorsed contractor licence or a qualified supervisor certificate in the category of work the company or partnership is applying for</li> <li>• if the nominee is already associated as a nominated supervisor for any other contractor licence</li> </ul>	<input type="checkbox"/>
<p>I am satisfied that the proposed nominated supervisor is suitable to complete nomination on the application form and the associated <a href="#">Nominated Qualified Supervisor Consent Declaration form</a>.</p>	<input type="checkbox"/>
<p><b>Note:</b> An individual cannot be the nominated supervisor for more than one licence unless special circumstances exist and Fair Trading is satisfied that suitable supervision arrangements exist.</p> <p>The proposed nominee is not the nominated supervisor for another contractor licence</p> <p><b>OR</b></p> <p>I am seeking to nominate a supervisor who is already a nominee for another contractor licence and I have completed the <a href="#">Additional Details Form 6</a> regarding dual nomination.</p>	<input type="checkbox"/> <b>OR</b> <input type="checkbox"/>
<b>4. Insurance</b>	
<p><b>Insurance under the Home Building Compensation Fund (previously known as Home Warranty Insurance) – only applicable for Building Work categories</b></p> <p>I have read and am aware of the insurance requirements under the <i>Home Building Act 1989</i>  <a href="http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Applying_for_a_licence_or_certificate.page?#Insurance_under_the_Home_Building_Compensation_Fund">http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Applying_for_a_licence_or_certificate.page?#Insurance_under_the_Home_Building_Compensation_Fund</a></p>	<input type="checkbox"/>
<p>A current certificate of eligibility to obtain insurance under the Home Building Compensation Fund in the name of the company or partnership is being lodged with the application</p> <p><b>OR</b></p> <p>The company or partnership does not have a current certificate of eligibility and does not require insurance under the Home Building Compensation Fund. It is understood that the company or partnership will not be able to contract for work over the \$20,000 threshold until it has obtained insurance under the Home Building Compensation Fund.</p>	<input type="checkbox"/> <b>OR</b> <input type="checkbox"/>

## 5. Financial and Criminal History



All directors or all members have answered all the questions in Section 8 and there are no matters that require any additional details forms to be submitted.

### OR

All directors or all members have answered all the questions in Section 8 and based on their responses additional information is to be provided.

*Note: Each director or partner must complete their own relevant Additional Details Form(s) where there are matters to declare.*

(insert number) relevant additional details forms will be submitted with the application along with relevant supporting paperwork.

**NOTE: If any director of the company or the member of the partnership making the application for a licence is currently bankrupt or is a director of a company that is currently in external administration (other than external administration resulting from a members' voluntary winding up of the body corporate), Fair Trading cannot issue a contractor licence in the categories of: Building or Swimming Pool Building.**



OR



## 6. Declaration

All directors or all members have read and understood the legal declaration signed at section 9 of the form and understand that they could commit a punishable offence under the *Crimes Act 1900* if they make a false or misleading statement in respect of the contractor application.



## 7. Provision of current ASIC extract

**Note: ALL company applicants must provide a copy of the Current Company Extract (no older than 30 days from the date of lodging the application).** This is available from [ASIC for a fee](#) and **must** be provided with the application.

This application relates to a registered company and I have ensured:

- the ASIC Current Company Extract will be submitted with the application
- ALL directors listed in the Current Company Extract have been listed in section 5 of the application form
- ALL directors have read the questions at section 8
- ALL directors have signed the declaration at section 9



### OR

This application relates to a partnership and accordingly I do not need to submit an ASIC extract



## 8. Application Fee

For information on the Fees and Charges please visit:

[http://www.fairtrading.nsw.gov.au/ftw/About\\_us/Our\\_services/Fees/Home\\_building\\_fees.page](http://www.fairtrading.nsw.gov.au/ftw/About_us/Our_services/Fees/Home_building_fees.page)

I have checked the fees and will make the appropriate payment as applicable at the time of lodging my application



## 9. Refunds

In accordance with the *Home Building Regulation 2014* and *Licensing and Registration (Uniform Procedures) Act 2002* the processing component of your application fee **is not refundable**. Some applications also have an additional fixed fee component that is refundable if the application is refused or withdrawn.

**As a relevant person to the company or partnership, I have read and understood the above statements regarding Fair Trading refund policy**



## 10. Submission

Once the above checklist is completed, print and sign the check list and ensure that it is lodged with your fully completed company and partnership application form. Enclose all applicable supporting documents and then proceed to submit the application at a Service NSW or Government Access Centre.

**In support of the application the following documents are being submitted:**

- Fully completed Nominated Qualified Supervisor Consent Declaration form(s)
- Additional Details Forms
- ASIC Extract of the company (*no older than 30 days from the date of application if applicable*)
- Certificate of eligibility or certificate of insurance under the Home Building Compensation Fund (*if applicable*)

**Relevant person's signature (director or member)** \_\_\_\_\_ **Date** \_\_\_\_\_

All information submitted by the applicant (including the application form, checklist and any other supporting documents) will be assessed by Fair Trading in processing the application.

**Disclaimer:** This checklist is an aid for your application. The information submitted in the application must meet the approved requirements in accordance with the *Home Building Act 1989* and the *Home Building Regulations 2014* as applicable at the time of any application.

All Fair Trading application forms, referee statement forms, additional details forms and administrative forms are available at <https://ablis.business.gov.au>