



# Renewal of registration

## Building practitioner

Form 51

### Use of this form

This form is to be used by builders who are currently registered as practitioners with the Building Services Board and are applying for their registrations to be renewed.

### Registration as a building practitioner

In Western Australia a builder who wishes to act as a nominated supervisor for a registered building contractor or wishes to use a prescribed title such as *registered building practitioner* must be registered as a building practitioner.

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

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

### Duration of registration

The renewal is for a period of three years.

### Registration renewal fee

The registration renewal fee is \$575.00 for the three years.

GST is not payable on this fee.

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

### Registration expiry date

You must submit your form no later than the registration expiry date.

You are encouraged to submit your form well before the expiry date. If you do not have the supporting documents, you should still submit your application form and make payment by the expiry date.

Please provide all supporting documents within 28 days of submitting this form. Your application will be finalised after receipt of the supporting documents. If you do not provide the supporting documents in 28 days, the Board may not consider your application and your registration may expire.

### Late renewal of registration

If there is a reason you have not submitted your form by the expiry date you can apply for a late renewal. Should the Board agree your circumstances are exceptional they may accept your late renewal. The late renewal of registration fee is \$53.50.

Instead of a late renewal you can re-apply for registration.

### National Police Certificate

You are required to provide a National Police Certificate every five years, or sooner if there are new offences disclosed on the Certificate.

If your National Police Certificate has changed in the last 5 years, provide a new certificate issued within three months of this application.

### Return of documents

The Building Commission does not return documents. If required, make a copy before you submit your form and attachments.

### After your form is submitted

If the Building Commission requires further information, you will be contacted.

## Applications and payments

Complete and sign your form. Submit it with your supporting documents and payment no later than the expiry date.

### **By post**

Pay by credit card using the payment slip on the form or pay by cheque or money order made payable to the Building Commission.

Building Commission  
Locked Bag 14  
Cloisters Square WA 6850

### **In person**

Pay by cash, cheque, money order, credit or debit card at the Customer Service counter.

Building Commission  
Level 1, 303 Sevenoaks Street  
Cannington WA 6107

Office hours are:  
Mon–Fri 8:30 am to 4:30 pm.

### **By email**

Pay by credit card using the payment slip on the form. Scan your renewal forms and attachments and email to:

[bcrenewals@commerce.wa.gov.au](mailto:bcrenewals@commerce.wa.gov.au)


National Police Certificates, if required must be original or certified copies and must be mailed. Do not email.

### **By fax**

Pay by credit card using the payment slip on the form. Fax your renewal form to the Building Commission:

(08) 6251 1501

National Police Certificates, if required must be original or certified copies and must be mailed. Do not fax.

 BPAY and online payment are not available for this renewal.

## Certified copies

If you are not providing an original National Police Certificate, it must be a certified copy.

To have a copy certified you must show a copy of the document, together with the original document to a person who is a qualified witness.

The witness must:

- certify the copy is a true copy of the original;
- place their signature, together with their full name and address and their qualification to be a witness, immediately adjacent to the words of certification.

The following people, who must not be related to the applicant, are qualified to witness:

- Accountant
- Bank Manager
- Chemist
- Dentist
- Doctor
- Justice of the Peace
- Lawyer
- Local Government Councillor
- Minister of Religion
- Police Officer
- Post Office Manager
- Public Servant
- Real Estate Agent

and other people listed in Schedule 2 of the *Oaths, Affidavits and Statutory Declarations Act 2005*.

## SAT review of Board decisions

If you are aggrieved by a decision of the Board refusing to renew your registration or imposing a condition on your registration you may apply to the State Administrative Tribunal for a review of the decision.

## More information

If you need more information about the status of your renewal call 1300 489 099 or email [bcrenewals@commerce.wa.gov.au](mailto:bcrenewals@commerce.wa.gov.au)



OFFICE USE

**Renewal of registration**

**Form**  
**51**

# Building practitioner

If any information shown on this form is incorrect or out of date, please mark the corrections on the form.

OFFICE USE

**Personal details**

CONDITION

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Registration		Expiry date		
Salutation	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other please specify
Family name				
First name				
Other name(s)				
Date of birth		Date of birth helps to identify registered practitioners		

**Principal place of business address** – required for publication on the register. It cannot be a post office box number.

Street				<input type="checkbox"/>
Suburb		State	Postcode	<input type="checkbox"/>

**Address for service** – required for the purpose of serving documents. It cannot be a post office box number.  As above

Street				<input type="checkbox"/>
Suburb		State	Postcode	<input type="checkbox"/>

**Postal address** – address for correspondence from the Building Commission.

Street or PO Box				<input type="checkbox"/>
Suburb		State	Postcode	<input type="checkbox"/>

**Contact details**

Phone (home)		Phone (work)		<input type="checkbox"/>
Phone (mobile)		Phone (fax)		<input type="checkbox"/>
Email				<input type="checkbox"/>

## FITNESS AND PROPRIETY

			OFFICE USE
1	Have you been refused registration as a builder, had your registration suspended or cancelled by a registration board or similar body in any Australian State or Territory in the last three years? Do not include a prior refusal to accept a late application for renewal of registration.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
2	Have you been disciplined by any registration board in the last three years? Do not include a prior refusal to accept a late application for renewal of registration.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
3	Has the State Administrative Tribunal made an order affecting your registration in the last three years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
4	In the last three years, have you been a director or officer, of a corporation that has been the subject of disciplinary proceedings for contravention of the <i>Building Act 2011</i> , <i>Building Services (Registration) Act 2011</i> or the <i>Building Services (Complaint Resolution and Administration) Act 2011</i> or the <i>Home Building Contracts Act 1991</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
5	Are there any new offences on your National Police Certificate since you last provided a Certificate to the Board?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>
6	Are there any other matters that may be relevant to your suitability for registration of which the Board should be informed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>



If you answered “yes” to any of questions 1 to 6 above, please attach any relevant documents (National Police Clearance; list of cases; other details) marked with your name and registration number and submit this with your application. A “yes” response will be considered by the Board on the facts presented and may not affect your application for registration.

## NOMINATED SUPERVISOR

If you are the nominated supervisor for any contractor the name will show below. If the information is incorrect mark the change on the form.

Name of registered building contractor (do not use trading name)

Contractor registration number



Attach a list if you are the nominated supervisor for more than one contractor.

Attached

## 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.

### Declaration

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I,



Applicants full name

- 1 authorise the Building Services Board, the Building Commission or persons acting on behalf of the Board or the Building Commission 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

### Checklist

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

- Form completed
- Fitness and propriety questions 1 to 6 answered and if required NPC and other documents attached
- Nominated supervisor status completed
- Declaration signed and dated
- Payment made

## PAYMENT

### Registration Fee

- \$575.00 for three years registration.

### Payment method

- Cash
- Cheque
- Money order
- Credit card

### Card authorisation

**Building Commission ABN: 91 329 800417**

<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard
Card number / / /	Expiry date /
Name on card	Amount payable \$575.00
Cardholder's signature	Date
Cardholder's contact phone number	