

APPLICANT'S CHECKLIST

FOR INDIVIDUAL APPLICANTS FOR OTHER BUILDING WORK AND TRADE CATEGORIES

Purpose of this checklist: This form is for individuals who are applying for an endorsed contractor licence (Q) or a qualified supervisor certificate for any of the Restricted Building or Trade Categories. It is to assist you in deciding if you have sufficient information to commence the application process.



Fair Trading

13 32 20 www.fairtrading.nsw.gov.au

1. Application form:	<input checked="" type="checkbox"/>
Click here to access the Application Form	
2. Previous Licence/Certificate Details	
Before submitting my application form, I have undertaken a licence check at www.licence.nsw.gov.au and if I have held a previous licence, I have included the required details in section 2 of the application form, ensuring all details are correct.	<input type="checkbox"/>
3. Qualification	
I have read the qualifications requirement relevant for the licence category that I am applying for; http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Licence_classes_and_qualifications.page?	<input type="checkbox"/>
I am submitting original copies of an approved qualification certificate	<input type="checkbox"/>
OR	OR
I am applying for a trade category that requires me to evidence completion of specific modules/subjects and am submitting original copies of approved qualifications including statements of attainment	<input type="checkbox"/>
OR	OR
I am applying for a restricted building category and am submitting original copies of approved qualification documents including statements of attainment along with the associated transcript of academic record for the qualification(s)	<input type="checkbox"/>
OR	OR
I am not submitting copies of approved qualifications as I previously held an endorsed contractor licence or a qualified supervisor certificate for the same category I am applying for	<input type="checkbox"/>
4. Referee's Statement Forms	
I have read the relevant requirements for the licence category that I am applying for; http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Licence_classes_and_qualifications.page?	<input type="checkbox"/>
I am submitting a fully completed Referee's Statement Form as I am applying for Minor Tradework – Ducting & Mechanical Ventilation and/or I fall under transitional arrangements for the categories: Swimming Pool Building or Swimming Pool Repairs & Servicing and I have made copies of any Referee Statement Forms to keep in my records for any future reference.	<input type="checkbox"/>
OR	OR
I am not submitting any Referee's Statement Forms as I hold an approved qualification for the category I am applying for and this satisfies all the requirements on the Fair Trading web page.	<input type="checkbox"/>
OR	OR
I am not submitting any Referee's Statement Form with my application as I previously held an endorsed contractor licence or a qualified supervisor certificate for the same category I am applying for.	<input type="checkbox"/>
5. Financial and Criminal History	
I have answered all the questions in Section 7 and am not required to submit any Additional Details Forms.	<input type="checkbox"/>
OR	OR
I have answered all the questions in Section 7 and based on my responses I am required to provide additional information.	<input type="checkbox"/>
I confirm the following, that I:	
• have completed <input type="text"/> (insert number) relevant Additional Details Forms as attachments to my application	<input type="checkbox"/>
• am submitting all supporting paperwork as required by the relevant Additional Details Forms	<input type="checkbox"/>
NOTE: If you are a current bankrupt or the 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) applying for a contractor's licence, excluding applicants for swimming pool building, should you be granted an authority, it will be conditioned with the following: "Only for contracts up to \$20000".	
6. Declaration	
I have read and understood the legal declaration that I have signed at section 9 of the form and understand I could commit a punishable offence under the <i>Crimes Act 1900</i> if I make a false or misleading statement in respect of my application	<input type="checkbox"/>

7. Insurance



Insurance under the Home Building Compensation Fund (previously known as Home Warranty Insurance) – only applicable for Contractor Licences applying for a Restricted Building Work category

I have read and am aware of the insurance requirements under the *Home Building Act 1989*

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

I am submitting a current certificate of eligibility to obtain insurance under the Home Building Compensation Fund

OR

I do not have a current certificate of eligibility and do not require insurance under the Home Building Compensation Fund. I understand that will I not be able to contract or work over the \$20,000 threshold until I obtain insurance under the Home Building Compensation Fund.

OR

8. Proof of Identity

For information on proof of identity requirements visit;

http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Applying_for_a_licence_or_certificate/Proof_of_identity_requirement.page?

I have checked the proof of identity requirements on the application form.

I have the required proof of identity documents to submit with my application as follows:

- 1 document from list 1 and
- 2 documents from list 2

OR

- 1 document from list 1 and
- 1 document from list 2 and
- 1 document from list 3

OR

A passport quality photo

I have a recent passport quality photo to attach to my application

9. 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

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

10. 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.

I have read and understood the above statements regarding Fair Trading's refund policy

11. Submission

Once you have completed the above checklist and application form in full, print and sign the check list & application form, enclose all applicable supporting documents and then proceed to submit the application at a *Service NSW* or *Government Access Centre*.

I am submitting the following documents with my application (tick as applicable)

- Qualification from a Registered Training Organisation/TAFE
- Transcript of academic record from a Registered Training Organisation/TAFE
- Referee's Statement Forms (*applies only to: Minor Tradework – Ducting & Mechanical Ventilation and/or under transitional arrangements for the categories: Swimming Pool Building or Swimming Pool Repairs & Servicing*)
- Additional Details Forms
- Certificate of eligibility or certificate of insurance under the Home Building Compensation Fund (*applies only to restricted building categories: Kitchen, Bathroom and Laundry Renovations, Swimming Pool Building, Structural Landscaping and Erection of Prefabricated Metal Framed Home Additions and Structures*)

Applicants signature _____ **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>
There is also a guide for applicants and this can be found here: <https://ablis.business.gov.au/NSW/resource/AD4382E.pdf>