

# ADDITIONAL DETAILS FORM 3

## CRIMINAL RECORD



Fair  
Trading

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

### FAIR TRADING – HOME BUILDING SERVICE

#### 1. When should you complete this form?

You should complete this form:

- If you are an individual applicant for a new licence or a renewal application that has declared any criminal history within the last 10 years
- If you are an individual member of a partnership, that is applying for a new licence or a renewal, that has declared any criminal history within the last 10 years
- If you are an individual director of a company, that is applying for a new licence or a renewal, that has declared any criminal history within the last 10 years

This form is to assist you in providing the required details and allow the prompt assessment of your application. Failure to provide sufficiently detailed information below can affect the outcome of your application as Fair Trading will be unable to assess your circumstances.

#### 2. What Type of Details Are Required?

This information is provided for a:

New application      or       Renewal application      ▶      Licence number or Application number (if known):

2.1 **All** criminal offences within the last 10 years **and** the decision of the Court in relation to **each** matter (including all finalised and pending matters). You may provide a National Police Check and/or any court documents to support your application.

2.2 For **each** criminal offence being declared, please provide a detailed explanation as to the circumstances which led to all of the criminal offence or charges. *Note: It is not sufficient to simply list the outcome of the court in this section. You must provide information on what happened in your situation and the reasons why this resulted in this being recorded as a criminal conviction.*

2.3 Where the decision of the court involved imprisonment, provide the dates // to: //

If you are currently subject to any probation or parole conditions, provide relevant details:

2.4 Any additional information that you may wish to provide for consideration in assessment of your application in regards to any criminal history matters:

In accordance with section 12 of the *Licensing and Registration (Uniform Procedures) Act 2002* this additional details form and any supporting attachments are part of the application form submitted by the applicant making application for an authority under the *Home Building Act 1989*.

### 3. Declaration

I,  (insert full legal name of the Individual, Member or Director that this additional details form relates to) born on  (insert Date of Birth) declare that:

- I have provided true and correct information.
- I understand that the provision of false or misleading information by me may result in proceedings being brought against me under the *Crimes Act, 1900* that could lead to imprisonment for up to 2 years and/or fines of up to \$22,000.
- I understand that the provision of false or misleading information may result in Fair Trading assessing me as not being a fit and proper person under the *Home Building Act, 1989* and may affect the outcome of my application.
- I have read and understand the information required to be provided in this statement.
- I authorise Fair Trading to make the necessary enquiries with any organisation or individual to verify the information I have provided on this form and any organisation or individual to disclose relevant information to Fair Trading for these purposes.

Applicant's Signature

Date //