

# NOMINATED QUALIFIED SUPERVISOR

## CONSENT DECLARATION



**Fair Trading**

NSW FAIR TRADING - HOME BUILDING SERVICE

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

Office Use Only: <b>Do not stamp this form</b>		Location of SNSW/GAC:	
Application No:		Date Lodged:	

### 1. Details of Nomination

**This nomination relates to:**

Updating an existing contractor licence **or**  an application for a contractor licence

This form must be completed by:

- the holder of a Qualified Supervisor Certificate or Endorsed Contractor Licence (Q), **and**
- the holder of the Company or Partnership Contractor Licence for which the supervisor is being nominated.

Page 1 is for completion by a Director of a Company or a Member of a Partnership seeking to add a nominee

Page 2 is for completion by the nominee

Further information regarding nominated qualified supervisors is available on the Fair Trading website.

### 2. Details of Company or Partnership Contractor Licence (to be completed by Director or Member)

Name of company or partnership

Licence Number

Category of Work

Expiry Date

*(Note this applies to existing licence holders only)*

Complete the following:

I am a Director of the company that holds the contractor licence **or**  I am a Member the partnership that holds the contractor licence.

**I have also undertaken a licence check on the Public Register and declare the following:**

- My nominee holds a current endorsed contractor licence or a qualified supervisor certificate
- My nominee holds the same category of work the company or partnership holds or is applying for
- My nominee is seeking to be the supervisor for more than one contractor licence and I have completed the [Additional Details Form 6](#) with my nominee **OR**  My nominee is not seeking to be the supervisor for more than one contractor licence
- I understand that it is my responsibility to notify Fair Trading within 7 days if the nominee ceases to be the nominated supervisor for my contractor licence.
- I have provided true and correct information.

**Note: failure to complete all of the declaration can affect the processing of the nomination**

- Under S.307A of the *Crimes Act 1900* a person is guilty of an offence if she/he makes a false or misleading statement in an application for an authority or benefit. The penalty for false or misleading application is imprisonment for 2 years, or a fine of \$22,000 or both.
- Under S.43(1) of the *Home Building Act 1989*, the Commissioner may cancel a licence if it is later discovered that a licence holder misrepresented information in their licence application.

Name of Director or Member

Signature

Date:




Where this document is in connection with a new application for a licence, in accordance with section 12 of the *Licensing and Registration (Uniform Procedures) Act 2002*, this consent declaration and any supporting attachments are taken to be part of the application form submitted by the applicant making application for an authority under the *Home Building Act 1989*.

### 3. Details of Nominated Supervisor (to be completed by nominee)

Name of Nominated Qualified Supervisor / Nominated Person (enter full legal name)

Date Of Birth

Certificate/Licence Number

Category of Work (must match the Category of Work held or being applied for by the Company or Partnership)

Business address:

Postcode:

Business phone:

Mobile phone:

Email:

Select one of the following:

I am an  Employee or  Director or  Member of the partnership that holds the contractor licence.

Select one of the following:

I am not the nominated supervisor for an existing contractor licence

**OR**

I am already a nominated supervisor for an existing contractor licence and wish to hold the position of nominated supervisor for more than one contractor licence. I believe there are special circumstances that would enable me to supervise the work for more than one licence and accordingly I have attached a fully completed [Additional Details Form 6](#).

**Note: failure to provide an Additional Details Form 6 may result in the nomination not being acceptable.**

**OR**

I am already nominated as the supervisor for an existing contractor licence and **WISH TO RESIGN** as the nominated supervisor for  (insert licensee's name) which holds licence number  (insert licence number)

Are you an Electrician applying to be the nominated supervisor under [Automatic Mutual Recognition?](#)  Yes  No

If **YES** to the above, please supply

Your Driver's licence number from other state than NSW:

Your ACT, QLD or VIC interstate authority licence number:

**You must attach copies of both the interstate driver's licence and the interstate licence card or registration**

**I also make the following declarations:**

I understand that it is my responsibility to notify Fair Trading within 7 days if I cease to be the nominated supervisor for a contractor licence.

I understand that it is my responsibility to supervise the carrying out of all relevant work undertaken by the contractor licence.

I understand that it is my responsibility to be in control of the work and I could be found guilty of improper conduct if codes of practice, ordinances or regulations are breached, if unsuitable materials are used or the work is not done with due care and skill.

I understand that the Public Register will reflect that I am the nominated supervisor for the contractor licence.

I have provided true and correct information.

**Note: failure to complete all of the declaration can affect the processing of the nomination**

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- Under S.43(1) of the Home Building Act 1989, the Commissioner may cancel a licence if it is later discovered that a licence holder misrepresented information in their licence application.

Name

Signature

Date:

### Lodging this Form

#### Preferred Methods

- ✉ **Email to:** [HBLicensing@finance.nsw.gov.au](mailto:HBLicensing@finance.nsw.gov.au)

#### Alternative Methods

- 👤 **Lodge in person:** at your local Service NSW or Government Access Centre.  
For information on the location of your nearest Centre, please check our website at [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au) or telephone 13 32 20
- ✉ **or Mail to:** NSW Fair Trading, PO Box 972, Parramatta, NSW 2124