

# APPLICANT'S CHECKLIST

## FOR INDIVIDUAL APPLICANTS FOR SPECIALIST WORK CATEGORIES



Fair Trading

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

**Purpose of this checklist:** This form is for individuals who are applying for an endorsed contractor licence (Q) or a qualified supervisor certificate or a tradeperson certificate for Specialist Categories of work. It is to assist you 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 the <a href="#">Application Form</a>	
<b>2. Previous Licence/Certificate Details</b>	
Before submitting my application form, I have undertaken a licence check at <a href="http://www.licence.nsw.gov.au">www.licence.nsw.gov.au</a> and if I have held a previous licence or certificate, I have included the required details in section 2 of the application form, ensuring all details are correct.	<input type="checkbox"/>
<b>3. Qualification</b>	
I have read the qualifications requirement relevant for the licence category that I am applying for: <a href="http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Licence_classes_and_qualifications.page?">http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Licence_classes_and_qualifications.page?</a>	<input type="checkbox"/>
I am submitting original copies of approved qualification documents including statement of attainment(s) along with the associated transcript(s) of academic record (Note: this may also include a Certificate of Proficiency or Craft Certificate if required)	<input type="checkbox"/>
<b>OR</b>	<b>OR</b>
I am submitting original copies of my Offshore Technical Skill Record as I am an applicant under the Offshore Skills Assessment Program	<input type="checkbox"/>
<b>OR</b>	<b>OR</b>
I am not submitting copies of an approved qualification as I previously held an endorsed contractor licence or a qualified supervisor certificate for the same category I am applying for	<input type="checkbox"/>
<b>4. Experience</b>	
I have read the relevant requirements for the licence category that I am applying for; <a href="http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Licence_classes_and_qualifications.page?">http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Licence_classes_and_qualifications.page?</a>	<input type="checkbox"/>
I am not submitting copies of Referee's Statement Forms as I <i>previously held</i> an endorsed contractor licence or a qualified supervisor certificate for the same category I am applying for <b>and accordingly</b> I am not required to complete sections 5 or 6 of this checklist	<input type="checkbox"/>
<b>OR</b>	<b>OR</b>
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 <b>and accordingly</b> I am not required to complete sections 5 or 6 of this checklist	<input type="checkbox"/>
<b>OR</b>	<b>OR</b>
I am not submitting copies of Referee's Statement Forms as I am applying for <i>Disconnection &amp; reconnection of fixed electrical equipment</i> and have duly completed the required Fair Trading Additional Information Form <a href="#">For Disconnection &amp; reconnection of fixed electrical equipment</a> <b>and accordingly</b> I am not required to complete sections 5 or 6 of this checklist	<input type="checkbox"/>
<b>OR</b>	<b>OR</b>
I am submitting copies of fully completed relevant <a href="#">Referee's Statement Forms</a> for the category of <i>Air Conditioning and Refrigeration</i> as I am relying on a superseded qualification that requires me to demonstrate minimum 2 years acceptable relevant practical experience <b>and</b> I have made copies of any Referee's Statement Forms to keep in my records for any future reference <b>and accordingly</b> I am not required to complete sections 5 or 6 of this checklist	<input type="checkbox"/>
<b>OR</b>	<b>OR</b>
I am submitting copies of fully completed relevant <a href="#">Referee's Statement Forms</a> to demonstrate my experience for the category for the category of <i>Electrical</i> <b>and</b> I have made copies to keep in my records for any future reference	<input type="checkbox"/>
<b>OR</b>	<b>OR</b>
I am submitting copies of fully completed Referee's Statement Forms to demonstrate my experience for a Plumbing, Draining or Gasfitting category <b>and</b> I have made copies to keep in my records for any future reference	<input type="checkbox"/>
<b>5. Referee's Statement Forms for Applicant's applying for Electrical ONLY</b>	
I am applying for the category of <b>Electrical</b> and am providing fully completed <a href="#">Referee's Statement Forms</a> . I confirm that I:	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• have been supervised by the holder(s) of an endorsed contractor licence or qualified supervisor certificate in the category of Electrical and their licence or certificate was current during the period they supervised me</li> <li>• have been supervised for a minimum of 12 months full time equivalent</li> <li>• have been exposed to sufficient work situations and type of low voltage wiring work to meet the requirements</li> <li>• have provided <input type="text"/> (insert number) <a href="#">Referee's Statement Forms - Electrical</a> that cover <input type="text"/> (insert number) of months experience</li> <li>• have made copies of all Referee's Statement Forms that I am submitting and have kept them in my records for any future reference</li> </ul>	

## 6. Referee's Statement Forms for Applicant's applying for Plumbing, Draining or Gasfitting categories of work ONLY

**NOTE: Any applicant submitting superseded qualifications cannot include a combination of both superseded and current qualifications. An applicant must meet superseded qualifications in their entirety to be assessed under superseded requirements.**

I am applying for a **Plumbing, Draining or Gasfitting category** relying on **current qualifications** and am providing fully completed [Referee's Statement Forms](#)

I confirm, that I:

- have been supervised by the holder(s) of an endorsed contractor licence or qualified supervisor certificate in all the Plumbing categories I am applying for and their licence or certificate was current during the period they supervised me
- have been supervised for a minimum of 24 months full time equivalent
- have provided  (insert number) [Referee's Statement Forms – For Applicant's Holding a Current Qualification](#) that covers  (insert number) months of experience

**OR**

I am applying for a **Plumbing, Draining or Gasfitting category** relying on a **superseded qualifications** and am providing fully completed [Referee's Statement Forms](#)

I confirm, that I:

- have been supervised by the holder(s) of an endorsed contractor licence or qualified supervisor certificate in all the Plumbing categories I am applying for and their licence or certificate was current during the period they supervised me
- have provided  (insert number) of [Referee's Statement Forms – For Applicant's Holding a Superseded Qualification](#) that covers  (insert number) months of experience

I have made copies of all Referee's Statement Forms that I am submitting and have kept them in my records for any future reference

## 7. Financial and Criminal History

I have answered all the questions in Section 7 and am not required to submit any Additional Details Forms.

**OR**

I have answered all the questions in Section 7 and based on my responses I am required to provide additional information.

I confirm, that I:

- have completed  (insert number) relevant Additional Details Forms as attachments to my application
- am submitting all supporting paperwork as required by the relevant Additional Details Forms

**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, should you be granted an authority, it will be conditioned with the following: "Only for contracts upto \$20000".**

## 8. 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 *Crimes Act 1900* if I make a false or misleading statement in respect of my application

## 9. 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?](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

### A passport quality photo

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

## 10. 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

## 11. 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**

## 12. 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 that lists the modules completed (*mandatory for electrical and plumbing applicants*)
- Certificate of Proficiency or Craft Certificate
- Offshore Technical Skills Record
- Referee's Statement Forms
- Additional Details Forms
- Additional information form for Disconnection and Reconnection of fixed electrical equipment

**Applicant's 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 by you in your application must meet the approved requirements in accordance with the *Home Building Act 1989*, *Home Building Regulations 2014* and the *Licensing and Registration (Uniform Procedures) Act 2002* 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>