

# APPLICANT'S CHECKLIST

## FOR INDIVIDUAL APPLICANTS – GENERAL BUILDING WORK ('BUILDING')

**Purpose of this checklist:** This form is for individuals who are applying for an endorsed contractor licence (Q) or a qualified supervisor certificate for the category of General Building Work. 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](http://www.fairtrading.nsw.gov.au)

An application for General Building Work involves an assessment of both qualifications obtained and strict criteria on practical experience. Applicants must meet approved qualifications and experience requirements.

Applicants who hold an approved qualification and whose experience is limited to specific areas of building construction work should note that Fair Trading issues licences for a number of restricted building categories. These categories are qualification based pathways only and do not require an assessment of relevant industry experience by Fair Trading. The restricted building categories are: Kitchen, Bathroom and Laundry Renovations, Swimming Pool Building, Structural Landscaping and Erection of Prefabricated Metal Framed Home Additions and Structures.

Further information on these categories is available at:

[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?)

### 1. Application form:

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](http://www.licence.nsw.gov.au) 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.

### 3. Qualification

I have read the qualifications requirement relevant for the licence category applied for;

[http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home\\_building\\_licensing/Licence\\_classes\\_and\\_qualifications/Building.page?](http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Licence_classes_and_qualifications/Building.page?)

I am submitting original copies of approved qualification documents including statement of attainment along with the associated transcript of academic record for the qualification(s)

**OR**

I am not submitting copies of an approved qualification as I previously held a licence for the same category without conditions or restrictions within 5 years of this application.

**OR**

**OR**

I am not submitting copies of an approved qualification as I previously held an endorsed contractor licence or a qualified supervisor certificate that was subject to restrictions and conditions in general building work originally obtained under the *Mutual Recognition Act 1992* and within 5 years of the former licence's expiry.

**OR**

### 4. Experience

I have read the relevant industry experience requirements specified at

[http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home\\_building\\_licensing/Licence\\_classes\\_and\\_qualifications/Building.page?](http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Licence_classes_and_qualifications/Building.page?)

I am not submitting copies of Referee's Statement Forms as I previously held an endorsed contractor licence or a qualified supervisor certificate for full General Building Work within 5 years of this application

**OR**

I am submitting copies of [referee statement forms](#) to demonstrate at least 2 years relevant industry experience in a wide range of building construction work

**OR**

**OR**

I am not submitting copies of Referee's Statement forms as I previously held an endorsed contractor licence or a qualified supervisor certificate that was subject to restrictions and conditions in general building work originally obtained under the *Mutual Recognition Act 1992* and within 5 years of the former licence's expiry.

**OR**

**OR**

I am not submitting copies of Referee's Statement Forms as I previously held a licence with no restrictions or conditions that has expired more than 5 years ago but was current within 10 years of this application"

**OR**

## 5. Referee's Statement Forms



### This section is only to be completed by applicants who have;

- not previously held an endorsed contractor licence or qualified supervisor certificate in full general building work within 5 years of this application; or
- not previously held an endorsed contractor licence or qualified supervisor certificate in general building with restrictions and conditions originally obtained under the Mutual Recognition Act 1992 within 5 years of the former licence expiry; or
- not previously held an endorsed contractor licence or qualified supervisor certificate in full general building work that has expired more than 5 years but was current within 10 years of the application date.

I have read and signed such number of [Referee's Statement Forms](#) as required to demonstrate my experience .

### Accordingly I confirm I am submitting the following number of forms with my application

Number of Referee Statement Forms  (insert number)

Number of 'Applicant's On Site Building Experience' Forms  (insert number)

I have checked both the Referee's Statement Forms and any accompanying 'Applicant's On Site Building Experience' form(s) are completed in full and include DA/CDC numbers where applicable. I understand that these forms provide the basis for assessing my experience and whether I meet the requirements for a licence or certificate as a Builder. Failure to provide fully completed forms will affect the outcome of my application and whether Fair Trading can accept the experience claimed.

I have checked the Fair Trading's online public register and have verified that my referee(s) meet the following requirements:

- Held a current endorsed contractor licence (Q) or a qualified supervisor certificate during the dates claimed on the Referee's Statement Form and accompanying 'Applicant's On Site Building Experience' forms
- Held the category of General Building Work (Builder's licence) during the dates claimed in the Referee's Statement Form and any accompanying 'Applicant's On Site Building Experience' forms
- Supervised my work on site during the dates claimed in the Referee's Statement Form any accompanying 'Applicant's On Site Building Experience' forms

I am satisfied that my referee(s) would be considered acceptable to complete the form

### My Referee's Statement Form includes my nature of employment:

I have read the requirements and I have obtained my experience as per the following:

A paid Employee **and/or**  A paid Licensed Sub-Contractor

*Unlicensed sub-contracting, owner builder work and any unpaid work arrangements cannot be considered by Fair Trading to satisfy the experience requirements.*

### My Referee's Statement Form includes the period of experience:

I have checked my Referee's Statement Form and associated 'Applicant's On Site Building Experience' to ensure they accurately reflect my site based building experience.

I understand that the assessment of my experience is based on the time spent on site as per each of the 'Applicant's On Site Building Experience' Forms.

*Fair Trading requires applicant to demonstrate a 2 years full time equivalent from on-site based experience. The total period of time spent on-site must equal at least 2 years full time to be considered. Fair Trading will assess each individual site and will determine if the work performed is relevant and meets the requirements. As such you must ensure you include as many Referee's Statement Forms and provide as many job sites required reflecting the full extent of your experience.*

I understand that the majority of my submitted experience must have been obtained within 10 years of the date of this application.

### My Referee's Statement Forms includes information regarding the type of experience:

I have read the requirements and I have relevant experience in a wide range of building construction work:

I have experience in the residential home building industry

**and/or**

I have other type of experience which I believe is relevant to the residential home building industry

*For the purpose of assessing an applicant's eligibility to be issued a licence or certificate as a builder, the term "industry experience" means experience within the residential home building industry. In evaluating whether an applicant has a "wide range of building construction work", Fair Trading needs to ascertain if the types of projects the applicant has worked on sufficiently cover "construction work" and that the experience has been across all stages of construction in order to demonstrate that applicants have the ability to do, coordinate and supervise general building work in the construction of a residential dwelling. Applicants should ensure they have read the **NOTE TO APPLICANTS** available at: [http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home\\_building\\_licensing/Licence\\_classes\\_and\\_qualifications/Building.page?](http://www.fairtrading.nsw.gov.au/ftw/Tradespeople/Home_building_licensing/Licence_classes_and_qualifications/Building.page?)*

I have made copies of all referee statement forms that I am submitting and have kept them for any future reference

## 6. 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 the following, 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), Fair Trading cannot issue you a contractor licence in the categories of: Building or Swimming Pool Building.**

## 7. 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

<b>8. Insurance</b>	<input checked="" type="checkbox"/>
<p><b>Insurance under the Home Building Compensation Fund (previously known as Home Warranty Insurance) – For Contractors Only</b></p> <p><b>I have read and am aware of the insurance requirements under the <i>Home Building Act 1989</i></b>  <a href="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">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</a></p>	<input type="checkbox"/>
<p>I am enclosing a current certificate of eligibility to obtain insurance under the Home Building Compensation Fund</p> <p><b>OR</b></p> <p>I do not have a current certificate of eligibility and do not require insurance under the Home Building Compensation Fund. I understand that will not be able to contract for work over the \$20,000 threshold until I obtain insurance or eligibility under the Home Building Compensation Fund.</p>	<input type="checkbox"/> <b>OR</b> <input type="checkbox"/>
<b>9. Proof of Identity</b>	
<p>For information on proof of identity requirements visit:  <a href="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?</a></p>	
<p>I have checked the proof of identity requirements on the application form.</p> <p>I have the required proof of identity documents to submit with my application as follows:</p> <ul style="list-style-type: none"> <li>• 1 document from list 1 and</li> <li>• 2 documents from list 2</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• 1 document from list 1 and</li> <li>• 1 document from list 2 and</li> <li>• 1 document from list 3 and</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <b>OR</b> <input type="checkbox"/>
<p><b>A passport quality photo</b></p> <p>I have a recent passport quality photo to attach to my application</p>	<input type="checkbox"/>
<b>10. Application Fee</b>	
<p>For information on the Fees and Charges please visit:  <a href="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</a></p> <p>I have checked the fees and will make the appropriate payment as applicable at the time of lodging my application</p>	<input type="checkbox"/>
<b>11. Refunds</b>	
<p>In accordance with the <i>Home Building Regulation 2014</i> and <i>Licensing and Registration (Uniform Procedures) Act 2002</i> the processing component of your application fee <b>is not refundable</b>. Some applications also have an additional fixed fee component that is refundable if the application is refused or withdrawn.</p> <p><b>I have read and understood the above statements regarding Fair Trading's refund policy</b></p>	<input type="checkbox"/>
<b>12. Submission</b>	
<p>Once you have completed the above checklist and application form in full, print and sign the check list &amp; application form, enclose all applicable supporting documents and then proceed to submit the application at a <i>Service NSW</i> or <i>Government Access Centre</i>.</p> <p><b>I am submitting the following documents with my application (tick as applicable)</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Qualification from a Registered Training Organisation/TAFE</li> <li><input type="checkbox"/> Qualification from an Australian University</li> <li><input type="checkbox"/> Transcript of academic record from a Registered Training Organisation/TAFE or</li> <li><input type="checkbox"/> Transcript of academic record from an Australian University (<b>where relevant including evidence of my mandatory work placement and 4 years full time study</b>)</li> <li><input type="checkbox"/> Referee Statement Forms</li> <li><input type="checkbox"/> Applicant's On Site Building Experience Forms (<i>accompanying any Referee Statement Forms</i>)</li> <li><input type="checkbox"/> Additional Details Forms</li> <li><input type="checkbox"/> Certificate of eligibility or certificate of insurance under the Home Building Compensation Fund</li> </ul> <p><b>Applicants signature</b> _____ <b>Date</b> _____</p> <p>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.</p> <p><b>Disclaimer:</b> 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 <i>Home Building Act 1989</i>, <i>Home Building Regulations 2014</i> and the <i>Licensing and Registration (Uniform Procedures) Act 2002</i> as applicable at the time of any application.</p> <p>All Fair Trading application forms, referee statement forms, additional details forms and administrative forms are available at <a href="https://ablis.business.gov.au">https://ablis.business.gov.au</a>  There is also a guide for applicants and this can be found here: <a href="https://ablis.business.gov.au/NSW/resource/AD4382E.pdf">https://ablis.business.gov.au/NSW/resource/AD4382E.pdf</a></p>	