



Notice

Nominated supervisor

Form 70

Use of this form

This form is to be used by building service contractors that are in partnership or company structures to notify the Building Services Board when a contractor adds, replaces or removes a nominated supervisor.

Legislative requirements for contractors

A building service contractor is required by the *Building Services (Registration) Act 2011* to have at least one nominated supervisor for each class of building service provided by the contractor.

Eligibility to be a nominated supervisor

To be eligible to be a nominated supervisor a person must be a registered building service practitioner, either:

- registered building practitioner;
- registered painting practitioner; or
- registered building surveying practitioner.

Notifying the Board of a change, addition or the removal of nominated supervisor

The Board requires information about every change of nominated supervisor to maintain the register of building service providers.

Notifying the Board of a cessation of a nominated supervisor

A building service contractor must notify the Board within seven days if it ceases to have a nominated supervisor.

Effect of not having a nominated supervisor

A building service contractor must not carry out, or undertake to carry out, a relevant building service during any period in which the contractor does not have a nominated supervisor.

Nominated supervisor employment status

A nominated supervisor must be a partner, director of a body corporate or an employee of the building service contractor.

How to lodge

Lodge your notice and supporting documents:



By email

Email your notice to:

be.licensing@dmirs.wa.gov.au



By post

Lodge your notice with Department of Mines, Industry Regulation and Safety.

Licensing Services Branch
Locked Bag 100
East Perth WA 6892



In person

Lodge your notice at the customer service counter.

Notices will not be assessed for completeness upon lodgement. Your notice will be assessed following allocation to a Licensing Officer.

Department of Mines, Industry Regulation and Safety
Level 1, 303 Sevenoaks Street
Cannington WA 6107

Office hours are:
Mon–Fri 8:30am to 4:30pm.

Fees

There are no fees charged to lodge this notice.

More information

If you need more information about the status of your notice please call 1300 489 099 and ask for the licensing team, or email be.licensing@dmirs.wa.gov.au.



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CHECKLIST

Use this checklist reminder to ensure you complete all parts of the notice and attach all necessary supporting documents. Incomplete notices cannot be processed.

- Contractor's details
- New nominated supervisor personal and employment details, if applicable
- Letter confirming new nominated supervisor is engaged under an employment contract, if applicable
- Removed nominated supervisor details, if applicable
- Request to vary or remove conditions on contractor registration, if applicable
- Declaration signed and dated

REASON FOR NOTICE

- Change of nominated supervisor
- Additional nominated supervisor
- Removal of nominated supervisor

Registration details

Registration class	<input type="checkbox"/> Building	<input type="checkbox"/> Painting
	<input type="checkbox"/> Building surveying	<input type="checkbox"/> Building engineering
Entity type	<input type="checkbox"/> Company	<input type="checkbox"/> Partnership <input type="checkbox"/> Individual
Registration number		
Company/partnership name		
ABN:	ACN:	

Principal place of business address – required for publication on the register. It cannot be a post office box number.

Street			
Suburb		State	Postcode

Address for service – required for the purpose of serving documents. It cannot be a post office box number.

Street			
Suburb		State	Postcode

Postal address – address for correspondence from the Department.

Street or PO Box			
Suburb		State	Postcode

Contact details

Phone (home)		Phone (work)	
Phone (mobile)*			
Email*			

*Required to receive courtesy renewal reminder notifications by SMS and email and other important information relevant to your registration.

NEW OR ADDITIONAL NOMINATED SUPERVISOR


Complete this section if you are adding or changing a nominated supervisor.

Nominated supervisor's details

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify		
Family name			
First name			
Other name(s)		Registration no.	
Registration conditions*			

*Detail any conditions on the new or additional nominated supervisor's practitioner registration

Employment details

1	Date of commencement as nominated supervisor:	/	/	
2	Is the nominated supervisor:	<input type="checkbox"/> A director of the company <input type="checkbox"/> A partner of the partnership <input type="checkbox"/> Employed by the contractor		
<div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">  If you answered 'employed' to question 2, attach a letter confirming the nominated supervisor will be engaged under an employment contract. Please note a nominated supervisor cannot be engaged as a sub-contractor. </div>				
3	Basis of nominated supervisor's employment:	<input type="checkbox"/> Full time <input type="checkbox"/> Part time		
4	If you answered 'part time' to question 3, what is the number of hours worked per week?	Hours		

NOMINATED SUPERVISOR TO BE REMOVED

Complete this section only if your nominated supervisor has ceased being the nominated supervisor for your contractor.

Nominated supervisor's details

Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other please specify			
Family name				
First name				
Other name(s)				
Registration no.		Date ceased as nominated supervisor		/ /

CONDITIONS ON REGISTRATION

Only the Board has the power to impose, vary or revoke conditions on a registration. If you appoint a nominated supervisor who has conditions on their practitioner registration, the Board will automatically impose these conditions on the contractor registration.

However, if your contractor registration is currently subject to conditions and you add, change or remove a nominated supervisor who does not have conditions on their practitioner registration or has different conditions, the existing conditions on your contractor registration can only be varied or revoked by the Board at the request of the contractor.

Variation or revocation of condition

5 Are you seeking the variation or revocation of an existing condition on your contractor registration because of the appointment of a new or additional nominated supervisor, or the removal of a nominated supervisor? Yes No

Registration conditions*

**Detail conditions requested to be reflected on contractor registration. If you are seeking the removal of all conditions, please specify.*

The Board will review any proposed changes to a registration with respect to conditions at its next available meeting.

DECLARATION

False and misleading information

Section 99 of the *Building Services (Registration) Act 2011* provides for penalties of up to \$25,000 where a person makes a false or misleading statement or provides false or misleading information or particulars when submitting this notice to the Board.

Information for document execution

This document is to be executed on behalf of the partnership or company by either:

- a. One partner of the partnership; or
- b. Two directors or one director and one secretary of the company; or
- c. One director where that person is both sole director and sole secretary of the company.

I hereby authorise the Building Services Board, the Department of Mines, Industry Regulation and Safety or persons acting on behalf of the Board or the Department to make enquiries and to receive and disclose any information regarding this notice.

I also confirm that the contractor has arrangements in place to ensure building services to be carried out by the contractor will be managed and supervised in a proficient manner.

Executed for and behalf of:

Name of building contractor

Signature of director/partner

Signature of director (if applicable) or
Signature of company secretary (being sole director/secretary of
the company)
Delete if not applicable

Name of director/partner (print)

Name of director/secretary (print)

Date

Date