



Application for registration Painting contractor (company)

Form 26

Use of this form

This form is for companies applying to be registered as painting contractors with the Building Services Board.

Registration as a painting contractor

A person, partnership or company must be registered as a painting contractor to:

- contract with others to provide services as a painter with a value of \$1,000 or more and is located within the area of the Board's jurisdiction; or
- use a prescribed title such as *registered painting contractor*.

When considering an application for registration as a painting contractor the Board considers among other factors, the applicant's financial history, financial capacity and arrangements in place to manage and supervise painting services.

The obligations of painting contractors are published on the Department's website:
www.commerce.wa.gov.au/publications/obligations-registered-painting-contractors

Nominated supervisor

Every painting contractor must have at least one nominated supervisor.

Financial probity

If your company or any of its officers have experienced an insolvency event, further information regarding this event may be required. In certain circumstances, the Board has the power to declare a person an excluded contractor from registration as a painting contractor on either a temporary or permanent basis.

Ineligible person

If an officer of the company is currently declared an ineligible person, the company cannot be registered as a painting contractor.

Excluded contractor

If the company is currently declared an excluded contractor (either temporarily or permanently), the company cannot be registered as a painting contractor

Financial capacity

Painting contractors must inform the Board if they have been an insolvent in the last three years.

Building service debt

If your company has incurred a building service debt, being an unsatisfied court judgement or adjudication determination that has not been paid, the company cannot be registered as a painting contractor.

Duration of registration

Registration is for a period of three years.

Application and registration fee

Payment of both an application fee and a registration fee must accompany this application.

GST is not payable on these fees.

The registration fee is for the three years.

If the Board refuses your application the registration fee will be refunded. The application fee is non-refundable.

Please refer to our website for the current schedule of fees.

Registration requirements

To be considered for registration you must:

- provide a complete application including payment of application and registration fees;
- not a body of which an ineligible person or an excluded contractor is an officer;
- disclose any adverse financial history;
- provide confirmation (for those companies and officers previously insolvent) of financial capacity to meet debts as and when they fall due;
- have at least one nominated supervisor for the class of painting service contractor applied for;
- have arrangements in place to ensure that painting services to be carried out will be managed and supervised in a proficient manner;
- have no unpaid building service debt; and
- comply with any other requirements.

Complete your application

Your application cannot be processed unless all sections are completed, all attachments provided and fees paid.

Incomplete applications

The Department cannot assess incomplete applications. If your application is incomplete at the time of lodgement, you will be requested to provide outstanding or additional information. If you do not provide the information by the date stated in the request, your application will be lapsed or refused. The application fee will not be refunded.

Return of documents

The Department does not return documents. If required, make a copy before you submit your form and attachments.

After your form is submitted

If the Department requires further information, you will be contacted.

How to submit and pay

Pay for and submit your application, including attachments:

**Online**

Submit your application and pay online:
<https://www.commerce.wa.gov.au/building-and-energy/building-contractor-registration>

**By post**

Pay by credit card using the payment slip on the form online:
<https://www.commerce.wa.gov.au/publications/application-payment-form> or pay by cheque or money order made payable to –

Department of Mines, Industry
Regulation and Safety

Licensing Services Branch
Locked Bag 100
EAST PERTH WA 6892

**In person**

Submit your application and pay by cash, cheque, money order or card at the customer service counter.

Applications will not be assessed for completeness upon submission. Your application will be assessed following allocation to a Licensing Officer.

Level 1, 303 Sevenoaks Street
CANNINGTON WA 6107

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



Fax and email submission is not available for this application.

State Administrative Tribunal review of Board decisions

The decision to refuse an application for registration or impose a condition for registration is a reviewable decision in certain circumstances. If you disagree with the Board's determination in relation to this registration application, you may be able to apply to the SAT for a review of the decision.

More information

If you need more information about the status of your application, contact 1300 489 099 or email be.licensing@dmirs.wa.gov.au



Registration

Form
26

Painting contractor (company)

CHECKLIST

Use this checklist to ensure all parts of the application have been completed and all necessary supporting documents are ready to attach.

- Business and contact details answered
- Management board details completed
- All questions answered and documents ready to attach, where applicable
- Nominated supervisor details answered and employment contract ready to attach, if applicable
- Declaration signed and dated
- Payment – *appropriate payment at the time of submitting application made*

PAYMENT

Visit the [building fee schedule](#) page for current application and registration fees.

Submit and pay for your application:

- Online**
If you are submitting your application online, you will be able to make payment using the Department's secure payment gateway.
- By post (or in person) using your credit card**
If you are submitting this application by post (or in person) and are making payment by credit card, you must complete the Application Payment Form: <https://www.commerce.wa.gov.au/publications/application-payment-form> and attach it your application.

Office Use only					
Total Fee	\$	Department Code	PT	Chart Description	<input type="checkbox"/> Paint App Fee cont Company Initial <input type="checkbox"/> Paint Reg Fee cont Comp Initial



Registration

Form
26

Painting contractor (company)

Your application cannot be assessed unless all sections are completed and all attachments are provided.

Company details

Company name as registered with ASIC			
ACN			
Business name			
Date of Incorporation			

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. As above

Street			
Suburb		State	Postcode

Postal address – address for correspondence from the Department.

Street or PO Box			
Suburb		State	Postcode

Company contact details – email address required for courtesy renewal reminders and other notifications. Mobile required for important notifications via SMS.

Phone (office)		Phone (mobile)	
Email			

Contact person for enquiries for this form

Name			
Phone (mobile)			
Email			

MANAGEMENT BOARD DETAILS

Provide the following information for the company's directors and company secretary. If more space is needed, document information on a separate sheet and provide as an attachment to this application.

Full name	Date of birth	Postal address	Position(s) held (tick where appropriate)		Director ID
			Director	Secretary	

REGISTRATION HISTORY

- 1 Has the company been refused a licence or registration in the last ten years? Yes No
-
- 2 Has the company had a licence or registration cancelled or suspended in the last ten years? Yes No
-
- 3 Has the company or any director of the company been involved in court, tribunal or disciplinary proceedings (including remedy orders) in the last ten years? Yes No

If you answered 'yes' to any of the questions above, provide full details on a separate page and submit with this application. Attached

MANAGEMENT AND SUPERVISION ARRANGEMENTS

The company is required to have arrangements in place to ensure painting services carried out will be managed and supervised in a proficient manner.

Confirm the following:

- 4 The company has sufficient management and supervision arrangements in place to ensure painting services are carried out in a proficient manner. Yes
-
- 5 The company has knowledge of its obligations and will ensure compliance with the *Home Building Contracts Act 1991*, the *Building Services (Complaint Resolution and Administration) Act 2011*, and the *Building Services (Registration) Act 2011*. Yes
-
- 6 The company will ensure all painting work will be carried out in accordance with AS/NZS 2311:2009 or the paint manufacturers' specification. Yes

INELIGIBLE PERSON

If an officer of the company is currently an ineligible person, the company cannot be registered as a painting contractor. The State Administrative Tribunal will have informed an officer if they have been declared an “ineligible person”.

7 Is any officer of the company currently declared an ineligible person by the State Administrative Tribunal? Yes No

EXCLUDED CONTRACTOR

If the company is currently an excluded contractor, the company cannot be registered as a painting contractor. The Building Services Board will have informed the company if it has been declared an “excluded contractor”.

8 Is the company currently declared an excluded contractor by the Building Services Board? Yes No

FINANCIAL PROBITY

If the company or any of its officers have experienced an insolvency event, you may be required to provide further information about this event(s) in relation to the Building Services Board’s power to declare a person an excluded contractor. You will be contacted by the Department if further information is required.

9 Is any officer of the company currently declared an excluded contractor by the Building Services Board? Yes No

10 Has any officer of the company experienced an insolvency event* in the last five years? Yes No

**An insolvency event for individuals includes bankruptcy, Part IX (Debt Agreements), Part X (Personal Insolvency Agreement) or cancellation by the State Administrative Tribunal on financial grounds.*

If you answered ‘yes’, identify the officer’s current status:

Still bankrupt Discharged Date discharged: / /

11 Has the company experienced an insolvency event^ in the last five years? Yes No

^An insolvency event for companies includes members’ voluntary liquidation, court liquidation, creditors’ voluntary liquidation, appointment of an administrator, a Deed of Company Arrangement, appointment of a receiver or cancellation by the State Administrative Tribunal on financial grounds.

Still appointed Retired Date retired: / /

12 Has any officer of the company been a director or company secretary of a company(s) within two years of that company(s) being subject to an insolvency event^ in the last five years? Yes No

If you answered ‘yes’ above, provide the following details:

Company Name	ACN	Name of Officer

Attach a list if there is insufficient space above.

Attached



FINANCIAL CAPACITY

The company must satisfy the financial requirements, where it and its officers must not be an insolvent. If the company or an officer has previously been an insolvent, the company must have the capacity to meet debts as and when they fall due.

- 13 Does the company have the capacity to meet its debts as and when they fall due? Yes No

BUILDING SERVICE DEBT

If the company has an unpaid building service debt that has not been paid in full within the specified period or are not subject to a payment arrangement or proceedings have not commenced for an appeal or review, it cannot be registered as a painting contractor.

- 14 Does the company have any outstanding debts for which judgement has been entered in a court of competent jurisdiction (e.g. Magistrates, District, Federal Court) in connection with a contract for a building service or for the supply of goods or services for a building service? Yes No
-
- 15 Does the company have any outstanding adjudicated amounts that are payable under the *Building and Construction Industry (Security of Payment) Act 2021* or the *Construction Contracts (Former Provisions) Act 2004*? Yes No

Application continued on next page.

NOMINATED SUPERVISOR

The company must have at least one nominated supervisor who is a registered painting practitioner. If necessary, make copies and complete this page for each 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 number	
Conditions on registration	<input type="checkbox"/> No	<input type="checkbox"/> Yes*, specify		

*Conditions of the nominated supervisor's registration may be reflected on the company's registration.

Employment details

Each nominated supervisor must be an employee or a director of the company.

1 Date of commencement as nominated supervisor / /

2 The nominated supervisor is: a director of the company,
 an employee of the company.



If you answered 'an employee' to question 2, provide a copy of the Attached nominated supervisor's employment contract.

An employment contract includes the following details:

- Names of parties- employee and employer;
- Employment basis and hours: full time/part time and hours per week;
- Leave entitlements; and
- Arrangements for the payment of superannuation and income tax.

A person engaged in a sub-contract arrangement cannot be a nominated supervisor for a company.

Confirmation by nominated supervisor

I confirm the information stated above is true and correct.

Signature of nominated supervisor

Date

DECLARATION BY APPLICANT**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 as part of an application for registration or renewal of registration. By signing this application form, you give consent to the Building Services Board and its staff to make enquires and to receive and disclose any information about this application.

Information for document execution

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

- two directors, or one director and one secretary; or
 - one director where that person is both sole director and sole secretary.
- 1 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 considered necessary to assess this application. My general consent includes the specific consent to the acquisition of copies of the criminal records and credit reports of the applicant and its directors and officers. I agree that the Board can use any or all information received pursuant to this authority for the purposes of the assessment or audit of this application.
 - 2 sincerely declare that this application is true and correct.

Executed by

Name of applicant company

ACN

In accordance with Section 127 of the *Corporations Act 2001*

Signature of director

Signature of director (if applicable) or
Signature of company secretary (being sole director/secretary of the
company)
Delete as applicable

Name of director (print)

Name of director/secretary (print)

Date

Date