



# Registration

## Painting contractor (partnership)

Form 25

### Use of this form

This form is for a partnership applying to be registered as a painting contractor with the Building Services Board.

Registration as a painting contractor entitles the registration holder to carry out painting work.

### What is a partnership?

A partnership can include one or more individuals (natural persons), corporations, unincorporated bodies, or a mixture of two or all three.

### 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.dmirs.wa.gov.au/publications/obligations-registered-painting-contractors](http://www.dmirs.wa.gov.au/publications/obligations-registered-painting-contractors)

### Nominated supervisor

Every painting contractor must have at least one nominated supervisor.

### Financial probity

If your partnership or any of its partners 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 any of the partnership's partners are currently declared an ineligible person, the partnership cannot be registered as a painting contractor.

### Excluded contractor

If the partnership is currently declared an excluded contractor (either temporarily or permanently), it 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 partnership has incurred a building service debt, being an unsatisfied court judgement or adjudication determination that has not been paid, the partnership cannot be registered as a painting contractor.

### Registration requirements

To be considered for registration you must:

- provide a complete application including payment of application and registration fees;
- not be an ineligible person or be a body of which an ineligible person or an excluded contractor is an officer of;
- provide confirmation (for those partners of the partnership 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;
- not have a building service debt; and
- comply with any other requirements.

### 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.

### 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 on 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 and ask for Licensing Services, or email [be.licensing@dmirs.wa.gov.au](mailto:be.licensing@dmirs.wa.gov.au)



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## Painting contractor (partnership)

### CHECKLIST

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

- Business and contact details provided
- All questions answered and documents ready to attach, where applicable
- Nominated supervisor for the partnership answered and employment contract attached, if applicable
- About the partner's answered, attachments answered and attached as applicable
  - Natural persons in the partnership – Attachment 1, as applicable
    - About the partner's – Natural persons details answered and documents attached, as applicable
    - Proof of identification – 100 points attached for each natural person
  - Companies or unincorporated bodies in the partnership – Attachment 2, as applicable
    - About the partner's – Company(ies) or unincorporated body(ies) details answered
- Declaration signed and dated
- Payment made – *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 Partnership Initial <input type="checkbox"/> Paint Reg Fee cont Partnership Initial



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## Painting contractor (partnership)

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

### Partnership details

Partnership name			
Business name			
ABN (mandatory)	ABN of registered entity. Not another entity or trust.		

**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	

**Partnership 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		

## PARTNER DETAILS

Partnerships can be made of:

- two or more people (natural persons); or
- two or more companies/unincorporated bodies; or
- a mixture of natural persons and companies/unincorporated bodies.

### The partnership's partners

Tick which applies to your partnership. Complete only those attachments applicable to your partnership.

1 Does the partnership include natural persons as partners?  Yes  No

 Attachment 1: Natural persons partners  Attached  N/A

2 Does the partnership include companies or unincorporated bodies?  Yes  No

 Attachment 2: Companies or unincorporated bodies partners  Attached  N/A

## REGISTRATION HISTORY

3 Has the partnership or a partner (who is either an individual or an officer of the company, or the company which constitutes the partnership) been refused a licence or registration in the last ten years?  Yes  No

4 Has the partnership or a partner (who is either an individual or an officer of the company, or the company which constitutes the partnership) had a licence or registration cancelled or suspended in the last ten years?  Yes  No

5 Has the partnership or a partner (who is either an individual or an officer of the company, or the company which constitutes the partnership) 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 partnership 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:

6 The partnership has sufficient management and supervision arrangements in place to ensure painting services are carried out in a proficient manner.  Yes

7 The partnership 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

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

- 9 Is any partner (who is either an individual or an officer of the company which constitutes the partnership) currently declared an ineligible person by the State Administrative Tribunal?  Yes  No

**EXCLUDED CONTRACTOR**

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

- 10 Is the partnership currently declared an excluded contractor by the Building Services Board?  Yes  No

**FINANCIAL PROBITY**

If a partner has 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.

- 11 Has any partner (who is either an individual or an officer of the company which constitutes the partnership) experienced an insolvency event\* in the last five years?

*\*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 partner/officer’s current status:

- Still bankrupt  Discharged Date discharged: / /

- 12 If a company constitutes the partnership, 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.*

If you answered ‘yes’ above, identify the external administrator’s current status:

- Still appointed  Retired Date retired: / /

- 13 If a company constitutes the partnership, has any officer of the company been a director or company secretary of a company(s) within two years of that company(s) experiencing 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.

**FINANCIAL CAPACITY**

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

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

**BUILDING SERVICE DEBT**

If the partnership 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 partnership 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 partnership 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

**This has been left blank intentionally**

**NOMINATED SUPERVISOR(S)**

The partnership 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 in the partnership's registration.

**Employment details**

Each nominated supervisor must be an employee or a partner of the partnership.

1 Date of commencement as nominated supervisor / /

2 The nominated supervisor is:  a partner of the partnership,  
 an employee of the contractor.



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 partnership.

**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 partnership by a person authorised by the partnership.

**Declaration**

I

\_\_\_\_\_   
 Full name of applicant

- 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 partners. 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

\_\_\_\_\_  
Signature of applicant partner/director of partner (if applicable)  
For and on behalf of the partnership  
(Delete if not applicable)

\_\_\_\_\_  
Signature of partner/director of partner (if applicable or  
Signature of company secretary (being sole director/secretary of  
the company, if applicable)  
For and on behalf of the partnership (Delete if not applicable)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ABOUT THE PARTNERS - NATURAL PERSONS DETAILS**

If the partnership includes natural persons, complete the information below.

If necessary, make copies and complete this page for each natural person on the partnership.

**Partner's personal 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)		Date of birth		
Has the partner been known by any other names?				<input type="checkbox"/> No <input type="checkbox"/> Yes



If you answered 'yes' above, attach a separate page with full details.

Attached

**Postal address**

Street or PO Box			
Suburb	State	Postcode	

**Contact details**

Phone (office)	Phone (mobile)
Email	



Provide proof of your identity by attaching copies of two or more documents making a total of at least 100 points. At least one document must include photo identification.

Points allowed	Document	Points
<b>70 points</b>	<input type="checkbox"/> Birth certificate (not an extract) <input type="checkbox"/> Current passport <input type="checkbox"/> Australian citizenship certificate	
<b>40 points</b> - for first document from this category <b>25 points</b> - for additional documents from this category	<input type="checkbox"/> Current Australian issued licence or permit card e.g. Driver's licence <input type="checkbox"/> Current Australian government issued identification card <input type="checkbox"/> Australian tertiary student identification	
<b>35 points</b> A document from this set must show your name and current residential address.	<input type="checkbox"/> Mortgage document held by an Australian financial body <input type="checkbox"/> Australian Land Title Office record <input type="checkbox"/> Document from the Credit Reference Association of Australia	
<b>25 points</b>	<input type="checkbox"/> Australian public utility bill, rates notice or bank statement <input type="checkbox"/> Credit or debit card issued by Australian banking or credit institution <input type="checkbox"/> Medicare card <input type="checkbox"/> Marriage certificate (for maiden name only) or change of name certificate	
<b>Total points</b>		

**ABOUT THE PARTNERS - COMPANIES OR UNINCORPORATED BODIES DETAILS**

If the partnership includes a company, body corporate or unincorporated body, provide the required information. If necessary, make copies and complete this page for each company, body corporate or unincorporated body in the partnership.

**Partner details**

Company name as registered with ASIC	
Business name	
ACN	

**Postal address**

Street or PO Box			
Suburb		State	Postcode

**Contact**

Phone (office)	
Phone (mobile)	
Email	