

*Building Work Contractors Act 1995*

# Building Work Supervisor

## Guidelines for individuals

### Building work supervisors

A registered building work supervisor is responsible for ensuring that all building work performed is properly supervised and meets required building standards.

A building work supervisor registration alone does NOT allow you to contract or subcontract for building work. To enter into a contract to perform building work you **must** hold an individual building work contractor licence (see guidelines for contractors).

As the holder of a building work supervisor registration you may agree to be nominated as the approved building work supervisor of either an individual contractor or company.

### Am I eligible to obtain a registration?

A person is entitled to be registered as a building work supervisor if they can satisfy both the qualification and experience requirements of the *Building Work Contractors Act 1995*.

### How do I apply?

Visit our website [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au) and apply on line, or come in to our customer service centre at 91 Grenfell Street Adelaide.

All applications need to be printed, signed and submitted with the appropriate supporting documentation.

### What information do I need to provide to complete an application?

**Qualifications/Experience**

Applicants must supply copies of relevant trade certificates, technical qualifications or evidence of experience, and may be required to attend an interview to assess their relevant experience and technical skills. An interview may not be required if your relevant trade certificates and technical qualifications were gained via an apprenticeship. Questions will be based on the Schedule 2 Performance Criteria (attached).

**OR**

**Completion of experience log**

Applicants who have completed qualifications as listed in the Supervisors Qualifications may complete an experience log.

**Fees**

The application and pre-grant fees specified in the fee schedule.

**Detailed work history**

You should include the date range for the positions you have held, the position title and employer, plus details of the type of work you performed. If possible, attach two written work references from licensed builders that you have worked for recently.

### Fee schedule

Fees and charges effective 1 July 2017

No GST is applicable - our ABN is 15 088 976 178

Fees	
Application for registration for a building work supervisor	\$201.00
Pre-grant fee for a building work supervisor registration <i>*the pre-grant fee is equivalent to the first 12 months registration fee</i>	\$192.00*

**Please note:** All fees and charges are subject to change without notice and are usually adjusted each financial year.

### For more information

Email	Website	Phone	In person
occupational@sa.gov.au	www.cbs.sa.gov.au	Ph: 131 882	Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000