

*Plumbers, Gas Fitters and Electricians Act 1995*

# Plumbing, Gas Fitting and Electrical

## Body Corporate Contractor Licence Guidelines for Applicants

### Who needs to be licensed?

If the business of performing work covered by the *Plumbing, Gas Fitters and Electricians Act 1995* is to be conducted by a body corporate (eg a company), the body corporate must hold its own licence; it is not covered by a licence held by one of its directors or shareholders.

**Plumbing work** includes water plumbing work, sanitary plumbing work, or draining work, or the installation or testing of backflow prevention devices.

**Gas Fitting work** includes the installation, alteration, repair, maintenance or disconnection of any pipes or equipment to convey or utilise gas (including associated gas ventilation equipment) downstream of:

- the outlet of a meter installed for measuring consumption of reticulated gas supplied by a licensed gas supplier under the *Gas Act 1988*; or
- the outlet of any gas storage tank or cylinder.

**Electrical Work** includes install, alter, repair or maintain an electrical installation, subject to conditions limiting (in any way) the work that may be carried out under the authority of the registration.

### Am I eligible to obtain a licence?

A body corporate is entitled to be licensed as a building work contractor if it meets the following criteria:

- The director/s meet the business criteria (refer Business Criteria).
- Each director is a fit and proper person (refer to the National Police Certificate information).
- The body corporate has sufficient financial resources.
- The body corporate and each of its directors are not suspended or disqualified from practicing or carrying on an occupation, trade or business under Australian law.
- It is not being wound up and is not under official management or receivership.
- During the last 5 years no director has been an insolvent under administration within the meaning of the Corporations Act 2001 (eg bankrupt) or subject to a composition or deed or scheme of arrangement with or for the benefit of creditors.\*
- During the last 5 years no director has been a director of a body corporate wound up for the benefit of creditors when it was being wound up or within 12 months before it commenced winding up.

\*You may still be eligible for a licence, limited to subcontracting. Please contact our office for more information.

### Financial Resources

To qualify for a contractor's licence you must have sufficient financial resources for the purpose of properly carrying on the business authorised by the licence.

To meet the financial requirements, the company must either:

- Have a minimum of \$10,000 in tangible net assets. Where the company will be carrying on the electrical business as a trustee, this includes the net tangible assets of the trust.

or

- Provide a letter from a Chartered Accountant, Certified Practising Accountant or NIA Public Accountant certifying that the accountant has examined the financial position of the company, the company is solvent and has an ongoing (minimum 12 months) source of finance in place sufficient to meet its business needs.

If the company cannot meet either of these requirements, it can still qualify for a licence restricted to subcontracting to licensed plumbing, gas fitting, electrical or building work contractors.

### 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.

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

### Fees

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

### National Police Certificate (NPC)

A NPC is required for all directors, *except where* one of the following applies:

- The applicant company is listed on the Australian Stock Exchange
- The director is a director of another company listed on the Australian Stock Exchange
- The applicant is a body established by statute (eg a council or Government authority)
- The director has lodged a NPC with Consumer & Business Services within the previous 12 months
- The director is an overseas resident who has never resided in Australia.
- The applicant company held a contractor licence within the last 12 months and the director was recorded as a director at the time the company was last licensed
- The applicant or director already holds or is associated with another licence issued under this Act for which a NPC has already been supplied

The certificates must be no more than twelve months old at the time of lodging your application. A National Police Certificate can be obtained through state and territory police departments and the Australian Federal Police. Alternatively, you can obtain National Criminal History/Record Checks from CV Check Pty Ltd ([www.cvcheck.biz](http://www.cvcheck.biz)) or an Australian Criminal Intelligence Commission Accredited Organisation ([www.acic.gov.au](http://www.acic.gov.au) for further information).

**Important note:** Checks that simply verify you are able to work with particular persons (e.g. children) without specifying your criminal history are **not** sufficient.

**Please submit copies of the following documentation.**

### Business criteria

The body corporate or *at least* one director must have sufficient business knowledge and/or experience and supply evidence of this (refer to the Business Criteria guidelines for options).

### Financial information

A declaration that the body corporate has at least \$10,000 in tangible net assets needs to be made on the application form. Alternatively you can provide the accountants letter described above.

## Fee schedule

Fees and charges effective 1 July 2017

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

## Application and pre-grant fees

	Application Fee	Pre-grant Fee
Application for a contractor licence (body corporate)	\$201.00	\$538.00

## Annual fees

For a body corporate \$538.00

## Other fees

Vary a licence condition \$120.00

Replacement card/certificate \$ 26.50

## Payment options

Credit cards accepted are Visa and MasterCard.

Annual renewal fees can be made online at [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au) or by phone on 1300 668 531.

Cheques should be made payable to the Commissioner for Consumer Affairs.

Eftpos facilities are available at our Customer Service Centre in Adelaide.

Information regarding BPAY is provided on annual renewal notices.

Partial or instalment payment options are not available.

All fees & charges are subject to change without notice and are usually adjusted each financial year.

## For more information

### Email

occupational@sa.gov.au

### Website

[www.cbs.sa.gov.au](http://www.cbs.sa.gov.au)

### Phone

131 882

### In person

Customer Service Centre  
91 Grenfell Street  
ADELAIDE SA 5000