

Building Work Contractors

Individuals: Guidelines for Applicants

Who needs to be licensed?

A person must be licensed as a building work contractor if they carry on the business of performing building work for others or performing building work with a view to the sale or letting of land or buildings improved by that work.

If you carry on the business of performing building work for others on a subcontractor basis you are still required to hold your own building work contractor licence.

If you are operating in a partnership with another person, then each partner may need to hold their own licence. An exemption is available for non-active partners [who meet the criteria](#).

“Performing” building work includes causing building work to be performed or organising or arranging for the performance of building work. “Building work” includes a broad range of construction, trade and associated work. It includes demolition and site preparation work.

Do you also need a building work supervisor registration?

As an individual who holds a building work contractors licence you **MUST** also hold a building work supervisors registration OR engage an approved building work supervisor whose registration covers the scope of work of your contractor licence.

If you do not personally hold a supervisor registration or do not have a building work supervisor approved for your business for more than 28 days **your licence will be suspended**.

Am I eligible to obtain a licence?

A person is entitled to be licensed as a building work contractor if they meet the following criteria:

- They are not suspended or disqualified from practicing or carrying on an occupation, trade or business under Australian law.
 - During the last 2 years they have not 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 they have not 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.
 - They have sufficient business knowledge and experience to properly direct the business to be authorised by the licence.
 - They are a fit and proper person.
 - They have sufficient financial resources.
- *You may still be eligible for a licence, limited to subcontracting. Please contact our office for more information.

How do I apply?

Visit our website 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 lodge an application?

Fees

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

National Police Certificate (NPC)

A NPC is required *except* where one of the following applies;

- The applicant is a director of a company listed on the Australian Stock Exchange
- The applicant has lodged a NPC with Consumer & Business Services within the previous 12 months
- The applicant is an overseas resident who has never resided in Australia
- The applicant has held a licence within the last 12 months and is applying for an equivalent licence
- The applicant already holds or is associated with another licence issued under this Act for which an 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) or an Australian Criminal Intelligence Commission Accredited Organisation (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.

Business qualifications

You must meet the business criteria. Refer to the Business Criteria sheet.

Financial information

Specified building work

This type of licence authorises trade work or similar. To meet the financial requirements, the applicant must have a minimum of \$10,000 in tangible net assets. Otherwise, the applicant can still qualify for a licence restricted to subcontracting to licensed builders.

Residential building work or any building work

This type of licence authorises the construction of major residential building work that requires Building Indemnity Insurance. To meet the financial requirements, the applicant must either:

- Provide a certificate of eligibility for Building Indemnity Insurance; or
- Provide a letter from a Chartered Accountant, Certified Practising Accountant or IPA Public Accountant certifying that the applicant has at least \$100,000 in tangible net assets and is solvent.

Industrial, commercial and civil builders

This type of licence authorises the construction of major non-residential building work. To meet the financial requirements, the applicant must provide a declaration on the licence application form that they are solvent and have access to sufficient financial resources to carry on this type of business.

Nomination of a building work supervisor

Please note: failure to have an approved building work supervisor within 28 days of granting of the licence will result in suspension of your contractor's licence. Refer to the *Approval of Nominated Supervisor* information sheet.

Fee schedule

Fees and charges effective 1 July 2017

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

Fees

	Application Fee
General building work (eg light commercial/industrial/residential/civil)	\$632.00*
OR Specified building work (eg carpentry)	\$423.00*
Application for approval of a building work supervisor (if application lodged at same time)	\$120.00

*Fees comprised of \$197 application fee and first year annual fee

Annual fees

General building work \$431
Specified building work \$222

Other fees

Vary a licence/registration condition \$156.00
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 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	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