

Application for a Licence as a Building Services Provider - Municipal Council

This form expires on 17 November 2017. Apply, renew or change details **ONLINE** after that date at www.justice.tas.gov.au/licensing

Business Details

Municipal Council Name		Australian Business Number (ABN)	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Street Address		Post Code	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Postal Address		Post Code	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Business Phone	Mobile Phone	Fax Number	Email Address
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Municipal Council Contact Officer Details

Surname	Given Names	Position Title	
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	
Business Phone	Mobile Phone	Fax Number	Email Address
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Building Services Provider Details

- An entity licence cannot be approved without a licensed Building Services Provider.
- A Building Services Provider must hold a current Tasmanian Building Services Provider licence for the relevant occupation.
- A Building Services Provider must be appointed for each building occupation.
- Include additional Building Services Provider names as an attachment.

Surname	Given Names	Tasmanian Licence Number	Expiry Date
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Insurance Details

Public Liability Insurer (provide copy Certificate of Currency)	Expiry Date	Amount of Cover \$
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Contract Works Insurer	Expiry Date	Amount of Cover \$
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Professional Indemnity Insurer (provide copy Certificate of Currency)	Expiry Date	Amount of Cover \$
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Declaration

I state that the information provided in this application is true and correct. I understand that it is an offence to provide false and misleading information or to leave out information that is required. Penalties may apply.

Signature

Date

Lodging this Application

Applicants MUST lodge this application at any Service Tasmania shop along with the appropriate documents and payment (see www.service.tas.gov.au for the nearest shop).

FEE: \$372.00 (1 year)
\$999.75 (3 year)

Applicant checklist - The following documentation must be attached:

- Insurance - Certificate of Currency.** Insurance must be in the trading name (municipal council). Insurance must meet the requirements of the *Ministerial Insurance Order Required Insurance for Building Practitioners 2008*
- Business Name Registration** - copy of registration. To register a Company or Business Name, please contact ASIC (Australian Securities and Investments Commission).

Credit Card Payment

MasterCard Visa

Expiry Date (mm/yy)

Amount Paid \$

Cardholder Name

Phone Number

Signature (cardholder)

Personal Information Protection Statement

Personal information we collect from you for licensing processes will be used by the Consumer, Building and Occupational Services division of the Department of Justice for that purpose and may be used for other purposes permitted by the *Occupational Licensing Act 2005* and associated laws. Your personal information may be disclosed to contractors and agents of Consumer, Building and Occupational Services; law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.