

## Application for a Licence as a Building Services Provider - Body Corporate

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

### Business Details

Body Corporate Name		Australian Company Number (ACN)	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Business or Trading Name		Australian Business Number (ABN)	
<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>	
Business 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"/>

### Body Corporate Director Details (Provide details below or attach a list of Directors)

Director Full Name	Date of Birth
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Director Full Name	Date of Birth
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

### Building Services Provider Details (must be a Director)

- 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"/>
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"/>

## Mandatory Questions

All applicants are to answer the following questions. Prescribed work is defined under the Occupational Licensing Act 2005.

In the previous 5 years, has the body corporate or Director(s) of the company / business:

- a) been convicted of an offence of dishonesty or of an offence relating to prescribed work?  No  Yes
- b) settled a civil action or had a civil judgement given against them in their capacity as a Building Services Provider?  No  Yes
- c) had a licence relating to prescribed work refused, disqualified, cancelled or suspended?  No  Yes
- d) had conditions placed on a licence relating to prescribed work?  No  Yes
- e) been declared bankrupt, been discharged from bankruptcy, entered into arrangements with creditors or assigned their property to pay debts?  No  Yes
- f) been subject to a winding up order or had a controller appointed or been placed in receivership, administration or under official management or entered into other arrangements with creditors due to insolvency?  No  Yes
- g) Is the company / business currently insolvent or in receivership?  No  Yes

If you have answered 'yes' to any of the previous questions, please provide details:

## 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](http://www.service.tas.gov.au) for the nearest shop).

### Interstate and New Zealand Applicants

Applicants MUST mail this application along with the appropriate documents and payment (cheque, money order or credit card to: Consumer, Building and Occupational Services, PO Box 56, ROSNY PARK TAS 7018

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

**Applicant checklist** - the following documentation must be attached:

- Insurance - Certificate of Currency** Insurance must be in the trading name (body corporate). Insurance must meet the requirements of the *Ministerial Order Required Insurance for Building Practitioners 2008*
- Company or Business Name Registration** - copy of registration. To register a company or business name, please contact ASIC (Australian Securities and Investments Commission) Visit [www.asic.gov.au](http://www.asic.gov.au)
- Interstate and New Zealand applicants** - MUST attach copy of current Interstate Contracting Licence Card (front and back)

## 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.