

Application for a Licence as a Building Services Provider - Partnership

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

Partnership Name		Australian Business Number (ABN)	
<input type="text"/>		<input type="text"/>	
Trading Name			
<input type="text"/>			
Street Address		Post Code	
<input type="text"/>		<input type="text"/>	
Postal Address		Post Code	
<input type="text"/>		<input type="text"/>	
Business Phone	Mobile Phone	Fax Number	Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Partner Details - Provide a list below or attach a list of partner/s

Partner 1 - Full Name	Date of Birth
<input type="text"/>	<input type="text"/>
Partner 2 - Full Name	Date of Birth
<input type="text"/>	<input 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 type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Surname	Given Names	Tasmanian Licence Number	Expiry Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Insurance Details

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

Mandatory Questions

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

In the previous 5 years, have the partner/s:

- a) been convicted of an offence of dishonesty or 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 partnership? 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 partnership / 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 a Service Tasmania shop along with the appropriate documents and payment (see www.service.tas.gov.au for the nearest shop).

Interstate and New Zealand Applicants

MUST mail this application form 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

FEES: \$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 (body corporate). Insurance must meet the requirements of the *Ministerial Order Required Insurance for Building Practitioners 2008*
- Business Name Registration** - copy of registration. To register a business name, please contact ASIC (Australian Securities and Investments Commission) Visit 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.