



Plumbers, Gas Fitters and Electricians Act 1995

**Business and
Occupational Services**

Level 3
Chesser House
91-97 Grenfell Street
Adelaide SA 5000

GPO Box 1719
Adelaide SA 5001
DX 225

Tel 08 8204 9696
Fax 08 8204 9697

www.ocba.sa.gov.au

Checklist - Body Corporate

Application for Additional Contractor Licence

We recommend that you use this checklist to ensure that you have provided the information and documentation required. If you have difficulty in completing the application form, please contact the Business & Occupational Services Branch.

Please provide the following to avoid delays in assessing your application:

Please ✓ where relevant

- A completed Application form, together with the application **fee**. Cheques or money orders should be made payable to the **Commissioner for Consumer Affairs**. If paying by credit card, please ensure you have completed all details and signed the authorisation under **Section 7**.
- Please refer to the attached Fee Schedule to determine the amount to be paid with this application.*
- A **National Police Clearance Certificate** (must be an original document) in relation to each **new** director. The certificate must be no more than three (3) months old preceding the date of lodgement of the licence application. To obtain this certificate each director will need to apply direct to the South Australia Police.
- Copies of the company's **Profit and Loss Statement** and **Balance Sheet** for the last financial year.
- A copy of the Trust's **Profit and Loss Statement** and **Balance Sheet** for the last financial year if operating a family, unit, or some other kind of Trust.
- A copy of the company's extract. (Available from the Australian Securities and Investments Commission).

Please Note:

All qualifications and documentation submitted with an application must be in the full and legal name of the applicant and original or copies certified by a Justice of the Peace.

Fee Schedule:

Plumbers, Gas Fitters and Electricians Act 1995

Fees And Charges Effective 1 July 2008

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

Fees and charges are subject to change without notice and are usually adjusted each financial year.

The appropriate application and pre-grant fee must accompany your application.

Application and pre-grant fees	Application	Pre-grant	Total
Contractor Licence only - body corporate	\$156.00	\$411.00	\$567.00

Pre-grant fees - equivalent to the first year's licence/registration fee

In the event of the application being refused or withdrawn before being finalised, the pre-grant fee will be refunded. The application fees are generally **non-refundable**.

Only one pre-grant fee applies if you lodge an application for more than one contractors licence at the same time (eg, **\$277**, natural person). Similarly, only one pre-grant fee applies if you lodge an application for more than one workers registration at the same time (eg, **\$194**, natural person). If you apply for one or more contractors licence and one or more workers registration at the same time, you need only pay a pre-grant fee for one licence and one registration (eg, **\$471** total, natural person)

A licensed contractor (natural person) must also hold an appropriate workers registration, or be in partnership with someone who is appropriately licensed to contract for and registered to perform such work.

Application to change condition(s)

Application to change conditions on a licence	\$93.00
Application to change conditions on a worker registration	\$93.00
Application to change conditions on both licence and worker registration	\$186.00

Periodic / renewal

Contractor licence - natural person	\$277.00
Contractor licence - body corporate	\$411.00
Worker Registration only	\$194.00

Periodic / renewal and penalties

In the case of contractors licences, renewal fees (ie, annual return fees) are payable each year (12 months after the grant of the licence). Penalty fees apply for late lodgement.

In the case of workers registrations, a renewal fee is payable every three (3) years (3 years after the grant of the registration). A penalty applies for late lodgement.

In the case of holding both a contractors licence and a workers registration, only the contractor's licence fee is payable each year (12 months after the grant of the licence).

Replacement licence / registration	\$20.70
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Office Use Only	
Client ID	
Application fee	
Pre-grant fee	
Licence / Registration No	
Introduction letter sent	
Registering Officer	
Notes	



Government of South Australia

Office of Consumer and
Business Affairs

To ensure we can assess this application promptly, please name a contact and their telephone number:

Contact person: **Daytime telephone:**

Application for Additional Contractor Licence

There are penalties for deliberately making a false or misleading statement in this application.

A maximum penalty of \$10,000 applies.

By lodging this application you are authorising the commissioner for consumer affairs to make any inquiries necessary to determine this application.

Please write IN CAPITALS where appropriate.

Section 1 Contact details

Licence type: **Plumbing** **Gas Fitting** **Electrical**

A Company name:

ACN number:

B Registered address:

Postcode:

C Postal address:

Postcode:

D Telephone: **Facsimile:**

Mobile: **Other:**

Notes

Section 1 - this section is to be completed by a Director of the Company applying for an additional Contractor Licence.

You must notify the Commissioner for Consumer Affairs in writing within 14 days of any changes to the registered address of the company. Failure to do so may incur a penalty

Please continue overleaf ...

Section 2 Business details

The company intends to operate the business as a contractor from the address below:

.....
 **Postcode:**

The company intends to operate the business under the registered business name or trading name (if applicable):

NOTE: MUST be registered. Contact Business Names on 8204 9779 for further information.

.....

Section 3 Directorship details (if changed)

Notes

Section 3 -
 Please complete the details for all company directors, if more than two please attach details of additional directors to this application.

Title: Mr Mrs Ms Miss

Surname

Full given names

Date of birth: **Licence/registration number:**

Postal Address:

Postcode:

Residential Address:

Postcode:

Title: Mr Mrs Ms Miss

Surname

Full given names

Date of birth: **Licence/registration number:**

Postal Address:

Postcode:

Residential Address:

Postcode:

Please continue overleaf ...

Section 4 Requirements to be licensed contractor

	Please ✓	Yes	No	Notes
Is the company...?				
A Suspended or disqualified from practising or carrying on an occupation, trade or business under a law of this State, the Commonwealth, another State or a Territory of the Commonwealth?		<input type="checkbox"/>	<input type="checkbox"/>	Section 4 - A contractor means a company or person contracting or sub-contracting for work, but does not include a worker employed as wage earner.
B Being wound up and are under official management or in receivership?		<input type="checkbox"/>	<input type="checkbox"/>	
Are any Director(s)...?				
C Suspended or disqualified from practising or carrying on an occupation, trade or business under a law of this State or another State or Territory of the Commonwealth?		<input type="checkbox"/>	<input type="checkbox"/>	Please attach copies of each director's business & educational qualifications together with any copies of work references relevant to plumbing, gas fitting or electrical trade to the back of this application.
D During the period of <i>five years</i> preceding this application for a licence, been a director of a company wound up for the benefit of creditors -		<input type="checkbox"/>	<input type="checkbox"/>	
1. When the company was being wound up; or		<input type="checkbox"/>	<input type="checkbox"/>	
2. Within the period of <i>six months</i> preceding the commencement of the winding up?		<input type="checkbox"/>	<input type="checkbox"/>	
E Been convicted of any offences (excluding traffic offences) or are any court proceedings pending?		<input type="checkbox"/>	<input type="checkbox"/>	

Section 5 Partnership details

If the Company intends to carry on business in partnership with another *company* as a Plumbing, Gas Fitting, or Electrical Contractor, enter the details relating to this company(s) below. If the partner company(s) does not hold a Plumbing, Gas Fitting or Electrical Contractors Licence, enter the date the company(s) intends to apply.

Company name	Licence/ Registration #	Date of intended application
.....
.....
.....

Notes

Section 5 - If the partner company or individual does not currently have a plumbing, gas fitting or electrical contractors licence, the company or individual must contact this office.

Please continue overleaf ...

If the Company intends to carry on business in partnership with an *individual* as a Plumbing, Gas Fitting or Electrical Contractor, enter the details relating to this individual(s) below. If the individual(s) does not hold a Plumbing, Gas Fitting or Electrical Contractors Licence, enter the date the individual(s) intends to apply.

Full name	Licence/ Registration #	Date of intended application
.....
.....
.....

Section 6 Application declaration

Every applicant must complete this section.

I / We, (Director(s) of the Company) described in this application, do solemnly and sincerely declare that:

- I / We have read the *Plumbers, Gas Fitters and Electricians Act 1995* and regulations and understand my / our legal obligations if the licence is granted; and
- The contents of this application form and all of the attachments are true and correct, and I / We understand that providing false or misleading information is an offence under section 32 of the *Plumbers, Gas Fitters and Electricians Act 1995*.

I / We also authorise the Commissioner for Consumer Affairs to make any enquiries necessary for the purpose of determining this application.

Signature:

Date:

Of Director or Authorised Officer

Confidentiality: There are Secrecy Provisions under the Fair Trading Act that prohibits the release of information supplied by director(s) (or partner(s)) to any unauthorised person or organisation except under special circumstances such as a Court subpoena or where another Agency has the legislative authority to inspect our files and records.

Please continue overleaf for details of payment and lodging this application ...

Section 7 Credit card payment

I hereby authorise the Commissioner for Consumer Affairs to debit my **Bankcard, Visa, MasterCard** (circle whichever is applicable) in the amount of \$ _____

Credit card number

Expiry date

Signature: _____ Date: / /

Name of card holder: _____

Cardholder's contact number _____

Where to lodge this form

In person

Business and Occupational Services
Office of Consumer and Business Affairs
Level 3 Chesser House
91-97 Grenfell Street
ADELAIDE SA 5000

OCBA Regional Office (BERRI)
Office of Consumer and Business Affairs
30 Kay Avenue
BERRI SA 5343

Post

Business and Occupational Services
Office of Consumer and Business Affairs
GPO Box 1719
ADELAIDE SA 5001

Telephone

Plumbers, Gas-fitters & Electricians: (08) 8204 9696
SA country callers 131 882
Translating and Interpreting Service (TIS)
Telephone 131 450

The Act and Regulations can be obtained from:

Service SA Government Legislation + Outlet
101 Grenfell Street
Adelaide SA 5000
Telephone 13 23 24
or download from the Parliamentary website:
www.parliament.sa.gov.au

Visit us on the web

www.ocba.sa.gov.au