



## **Business Criteria for Building Work Contractors**

To meet the business knowledge and experience for a contractors licence under the *Building Work Contractors Act 1995* **you must satisfy one of the criteria** approved by the Commissioner for Consumer Affairs.

Individuals, or at least one individual in a partnership or partners combined, or at least one director, or directors combined must supply with their licence application evidence of having **one** of the following **business experience / training options** unless otherwise instructed:

**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 9644  
Fax 08 8204 9697

[www.ocba.sa.gov.au](http://www.ocba.sa.gov.au)

1. Currently hold a contractor licence under the Building Work Contractors Act 1995; Plumbers, Gas Fitters and Electricians Act 1995 or Security and Investigation Agents Act 1995, which authorises you to carry on business as a sole trader, or, as a sole director.

**OR**

2. A Statement of Attainment showing successful completion of, or status granted in (Recognition of Prior Learning results), the two units of competency from the Business Services Training Package:

- Establish Business & Legal Requirements; and
- Undertake Financial Planning.

Registered Training Organisations known to OCBA offering the units of competency:

TAFE SA - Adelaide Campus (08) 8410 0000  
TAFE SA - Marleston Campus (08) 8226 0678  
TAFE SA - Mount Gambier Campus (08) 8735 1511  
TAFE SA - Murray Campus (08) 8562 0500  
TAFE SA - Panorama Campus (08) 8207 2813  
TAFE SA - Regency Campus (08) 8348 4404  
TAFE SA - Spencer Campus (08) 8648 8788  
TAFE SA - Tea Tree Gully Campus (08) 8207 8092  
Housing Industry Association (08) 8346 5091  
Master Builders Association (08) 8211 7466  
Peer Tech (08) 8348 1200

**OR**

3. An academic statement showing successful completion of, or status granted in (Recognition of Prior Learning results), the four modules from the Certificate IV in Small Business Management:

- Cost Profit Breakeven; and
- Business Finance; and
- Ownership Structures; and
- Business Law.

**OR**

4. Demonstrated continuous twelve (12) months experience operating a business in Australia or New Zealand within a five (5) year period immediately prior to the lodgement of your application.

Please provide **one** of the following:

- A statutory declaration from a Certified Practicing Accountant, Chartered Accountant or a member of the National Institute of Accountants specifying the name of the business that you have operated, see page 3.
- Two consecutive years tax lodgement forms (prepared by an accountant) showing business details.
- Two consecutive years tax lodgements (e.g. TaxPack, e-tax), showing business details together with Notices of Assessment.

**Please note:**

Only experience gained from operating as a sole trader or a sole director will be accepted unless **all** partners or **all** directors from the business are applying to operate in partnership or as a company.

Rental income generally is not accepted as evidence of running a business.

**OR**

5. Successful completion of a business, economics or accounting related degree or diploma from Australia or New Zealand (related degree or diploma must include core competencies covering costing, financial planning, business law etc).

**OR**

6. One of the following approved qualifications:

- Contractors Management Program Certificate IV - Master Builders Association
- Diploma in Building - TAFE SA - Marleston Campus (with academic record)
- Certificate IV in Building - TAFE SA - Marleston Campus (with academic record)
- Business Management for Building 1 (AQF 4) & Business Management for Building 2 (AQF 5) - Housing Industry Association (with academic record)

Contractor licence is dependant upon specific modules completed of the above courses. For details of the *specified modules and sections* please contact the Business and Occupational Services Branch.

# Statutory Declaration

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I .....  
(Accountant's full name)

being a Certified Practising Accountant or a Chartered Accountant or a member of the National Institute of Accountants of (Circle one)

.....  
(Full business address)

do solemnly and sincerely declare that .....  
(Applicant Name - Individual **OR** Body Corporate Director)

(Please tick one box)

Note: the business referred to below must have been operated within Australia or New Zealand.

- is or was a sole trader in their own name and has carried on business in this capacity for a continuous 12 month period within the previous 5 years.
- is or was a sole proprietor of a registered Business Name, namely..... and has carried on business in this capacity for a continuous 12 month period within the previous 5 years
- is or was a sole director of a registered Company, namely..... and has carried on business in this capacity for a continuous 12 month period within the previous 5 years
- is or was a member of a partnership that has carried on business in this capacity (i.e. there has been no partnership changes) for a continuous 12 month period within the previous 5 years and all partners are remaining in the partnership for the purpose of operating this business.

All partners in the partnership are:

.....  
.....  
.....

- is or was a member of a directorship (company name being ..... ) that has carried on business in this capacity (i.e. there has been no directorship changes) for a continuous 12 month period within the previous 5 years and all directors are remaining in the directorship for the purpose of operating this business.

I make this solemn declaration conscientiously believing the same to be true under and by virtue of the Oaths Act 1936.

Declared at..... (City/Town)

This ..... (date) of ..... (month) ..... (year)

Signed.....

Before me:

.....  
Justice of the Peace or Commissioner for Affidavits