

Registration of Equivalent Occupation NOTICE

Mutual Recognition (New South Wales) Act 1992

Trans-Tasman Mutual Recognition (New South Wales) Act 1996

Office use ONLY: Do not stamp this form		Location of SNSW/GAC	
Application number		Licence number	

This form should only be used if you are currently registered or licensed in any Australian state (including Territory) or New Zealand and you are applying for recognition of that occupation in New South Wales.

Important Before submitting your application, please read all the information provided and complete all relevant sections of this form.

Lodgement

Application, payment and supporting documents must be lodged at Service NSW Service Centre.

For your nearest Service NSW Centre go to [service centre locator](#) or phone 13 77 88.

Fees (GST exempt)

This application must be accompanied by the prescribed fee. For further information about [fees](#) visit the Fair Trading website.

Proof of Identity

Information on [Proof of Identity requirements](#) can be found on the Fair Trading website.

Deemed registration and substantive registration

For information regarding [deemed registration and substantive registration](#) visit the Fair Trading website.

Insurance requirements (individual contractor – building work categories only)

It is recognised that applicants for building work category licences may not hold current insurance under the Home Building Compensation Fund or a certificate of eligibility to obtain such insurance from an approved insurer.

Consequently, in the absence of information on insurance eligibility, licences will be conditioned “Only For Contracts Not Requiring Insurance Under The Home Building Compensation Fund”. This condition will be displayed on the public register. Licence holders with this condition can only contract for work up to \$20,000.

This condition will be removed once Fair Trading is advised by the licensee or an insurer that insurance or eligibility for insurance has been granted. If, however, you already hold eligibility for insurance under the Home Building Compensation Fund, please attach the relevant certificate of eligibility.

Registration duration

Select the registration duration you are applying for

☐ 1 Year

☐ 3 Years

☐ 5 Years

Applicant details

Important You must advise NSW Fair Trading of any changes to your email, mobile number, or address details.

Given name/s

Surname

Date of birth

Driver licence number

Driver licence State/Territory of issue

Email address (*this is the primary channel for all correspondence*)

Business address including postcode

Postal address including postcode (*if an email address is not provided, all correspondence will be sent here*)

Telephone number

Mobile number

Current interstate/Trans-Tasman registration for this occupation

Registration includes licence, admission, approval, authority, certificate etc issued by a relevant Australian state/Territory authority or by a relevant New Zealand authority.

Current registration type	
State / Country (if New Zealand)	
Registration number	
Expiry date	
Details of any applicable special conditions	

- ☐ I have attached a certified copy of both sides of the licence card(s) that evidences my existing registration in another State/Territory or New Zealand; or
- ☐ I do not have a current licence card for this registration and will produce to Service NSW other evidence of my interstate registration and Proof of Identity documents as specified on page 1 of the form.

If you are, or have ever been, registered for this or an equivalent occupation in any Australian state (including Territory) or in New Zealand, please provide details below (attach additional pages if required)

State / Country (if New Zealand)	Type of Registration/Licence	Reg. / Licence Number	In Force Y/N

What type of authority are you applying for in NSW?

Important The type of authority issued by Fair Trading will be determined by your interstate registration(s) and may require conditions/restrictions to be imposed to ensure equivalence.

- ☐ **Individual Contractor Licence (Q)**
- ☐ **Qualified Supervisor Certificate**
- A Qualified Supervisor certificate does not permit you to contract, subcontract or advertise. To do so, a Contractor licence must be held.
- ☐ **Tradesperson Certificate (Gas fitting, Plumbing and Drainage work)**
- A Tradesperson certificate requires you to work under the supervision of a full licence holder and you cannot enter contracts or subcontracts or advertise.
- ☐ **Variation to existing NSW Licence/Certificate number** _____

What category of work are you applying for in NSW?

Important Fair Trading will determine licence category equivalence which may require conditions/restriction to be imposed to ensure equivalence with your interstate registration(s).

State the occupation(s) for which registration is being sought under Mutual Recognition (e.g., Builder, Carpenter, Plumber, Electrician, etc.) Refer to the licence categories for NSW at www.fairtrading.nsw.gov.au.

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Declaration

Making a false or misleading statement, giving false or misleading information, or producing false or misleading documents is a serious offence which may render you liable to prosecution for offences including under the *Crimes Act* which may result in penalties including a fine or imprisonment.

I declare that I am not the subject of disciplinary proceedings in any Australian state (including Territory) or New Zealand (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to those occupations.

☐ Agree ☐ Disagree

I declare that my registration (including interim deemed registration and automatic deemed registration) in any Australian state (including Territory) or New Zealand is not cancelled or currently suspended as a result of disciplinary action.

☐ Agree ☐ Disagree

I declare I am not otherwise personally prohibited from carrying on any such occupation in any Australian state (including Territory) or New Zealand and am not subject to any conditions in carrying on that occupation, as a result of criminal, civil or disciplinary proceedings in any Australian state (including Territory) or New Zealand.

☐ Agree ☐ Disagree

Important If you have answered *Disagree* to any of the statements above, you must submit a letter explaining the circumstances which led to the criminal, civil or disciplinary action or proceedings, along with any relevant documentation to support your declaration. NSW Fair Trading will determine if further information is required or if the request for grant of registration must be refused.

By signing below, I agree to abide by all conditions of my registration as provided to me by NSW Fair Trading, and I acknowledge NSW Fair Trading may impose additional conditions upon a registration by notifying me of those conditions in writing. I am aware I must comply with all conditions of the registration, and, if I contravene these conditions, I have committed an offence.

Full name _____

Signature _____ Date _____

Privacy Collection Notice

NSW Fair Trading, Department of Customer Service gives priority to protecting the privacy of your personal information. We do this by handling personal information in a responsible manner and in accordance with the *Privacy and Personal Information Protection Act 1998* (PPIP Act). Service NSW acts as a shopfront for us and performs transactions for you, on our behalf.

The personal information contained in your application is collected and held by NSW Fair Trading and Service NSW will collect and hold personal information on our behalf as part of the application process.

We are collecting your personal information for the following purposes:

1. To process your application for a licence by a Company or Partnership under Part 3, Division 1, section 19 of the *Home Building Act 1989* and Part 2, Division 2, section 6(1) of the *Licensing and Registration (Uniform Procedures) Act 2002*.
2. Internal administrative purposes, including liaising with you in relation to your application.
3. We may use the information to support more informed policy making, program management, evaluation, research and service planning as it can facilitate more efficient service delivery for residents and business in NSW.
4. As required by legislation to record information on a public register, parts of which will be published online.

The consequence of not providing it is that your application may not be able to be determined. We may use the personal information contained in your application to confirm your details if you make any subsequent applications in relation to any licence or authority issued by NSW Fair Trading. We may also use it to administer/update our customer database, including to send you information that we consider important such as reminders to renew licences.

We will store and manage your personal information in accordance with provisions under the PPIP Act.

If required, we may make enquiries and exchange information with other NSW government agencies (including the NSW Police Force), or other States, Territories and/or the Commonwealth for the purpose of assessing your application and for compliance purposes. We may disclose your personal information for these purposes.

We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or permitted to do so by law. Our [Privacy Statement](#) describes when this may occur. You can find this information and our [Privacy Management Plan](#) on the Department of Customer Service website.

Please see the [Fair Trading Privacy Code of Practice](#) for more information about how we handle your personal information, how you can request access to or correct the personal information we hold about you (if the information is inaccurate, incomplete, not relevant or out of date) and who to contact if you have a privacy enquiry or complaint, or email brdprivacy@customerservice.nsw.gov.au

For more information about how Service NSW handles personal information please visit the [Service NSW](#) website.