

Western Australia

Builders' Registration Act 1939

Builders' Registration Regulations

As at 11 Sep 2009 Version 04-a0-02 Extract from www.slp.wa.gov.au, see that website for further information

Reprinted under the *Reprints Act 1984* as at 11 September 2009

Western Australia

Builders' Registration Regulations

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Western Australia

Builders' Registration Act 1939

Builders' Registration Regulations

1. Citation

These regulations may be cited as the *Builders' Registration Regulations*¹.

[Regulation 1 amended in Gazette 31 Dec 1987 p. 4609.]

1A. Limiting the definition of company

- (1) For the purposes of the definition of *company* in section 2 of the Act, the following registered bodies are specified
 - (a) a registered Australian body that was formed or incorporated in the State;
 - (b) a registered Australian body that was not formed or incorporated in the State and that does not have its head office or principal place of business in the State.
- (2) In this regulation —

registered Australian body has the meaning given by the *Corporations Act 2001* of the Commonwealth.

[Regulation 1A inserted in Gazette 28 Aug 2001 p. 4797.]

[Heading deleted in Gazette 31 Jul 2001 p. 3940.]

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2. Registration of body corporate

- (1) Where any incorporated body or company is trading as a builder, and, not being exempted under the provisions of section 4(2)(iii) of the Act, is required under the provisions of the Act to be registered as a builder before trading or continuing to trade as a builder, such incorporated body or company, if desirous of being so registered shall, by writing under its common seal nominate some person (being a trustee, director, member, or officer of such incorporated body or company who, if seeking registration as a builder for himself under the said Act, would be eligible and qualified to be so registered) to represent such incorporated body or company for the purposes of the registration of the said body or company.
- (2) The person nominated by the incorporated body or company as aforesaid may, in accordance with these regulations, apply to be registered as a builder for and on behalf of, and as the representative of the incorporated body or company by which he has been nominated, and, subject to being personally eligible and qualified for registration as a builder, such person may be registered as a builder accordingly.
- (3) When a person nominated as aforesaid has been registered as a builder for and on behalf of, and as the representative of the incorporated body or company by which he has been nominated and while be continues to be so registered the said incorporated body or company shall, for all the purposes of the Act and these regulations, be deemed to be registered as a builder; and also shall be in all respects responsible for and liable in respect of all the acts and omissions of the person nominated and registered as a foresaid, insofar as such acts and omissions are directly or indirectly related or incidental to the business and operations of the said incorporated body or company as a person trading as a builder.
- (4) When a person nominated as aforesaid has been registered as a builder for and on behalf of and as the representative of the incorporated body or company by which he has been nominated,

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he shall, whilst he continues to be so registered, be personally responsible for and liable in respect of all his acts and omissions, insofar as such acts and omissions are directly or indirectly related or incidental to the business and operations of the incorporated body or company by which he has been nominated as aforesaid, as a person trading as a builder, to the same extent and in the same manner as if such person were registered as a builder for his own personal benefit.

- (5) Any incorporated body or company, who has nominated a person to be registered as a builder for and on its behalf and as its representative as provided for in this regulation, may, at any time by notice in writing under its common seal, addressed to the registrar of the Board, and served upon such registrar, cancel its nomination of such person.
- (6) Upon receipt of notice of cancellation of the nomination of a person by an incorporated body or company as provided for in subregulation (5), the registrar shall forthwith cancel the registration of the person named in such notice and there upon such person and the said incorporated body or company shall cease to be registered as a builder or as a person trading as a builder within the meaning of the Act and these regulations.
- (7) Nothing in this regulation shall be deemed or be construed to confer upon any person nominated by an incorporated body or company and registered as a builder for and on behalf of and as the representative of such incorporated body or company any personal right or authority to trade as a builder for himself and for his own personal benefit. Any such person, if desirous of trading as a builder personally and for his own benefit shall be liable, in accordance with the Act and these regulations, to apply for and obtain personally registration as a person trading as a builder.
- [3. Deleted in Gazette 29 Aug 1986 p. 3205.]

[Heading deleted in Gazette 31 Jul 2001 p. 3940.]

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4. Meetings of the Board

The Board shall hold meetings for the transaction of its business at such periods, on such days, and at such times, and places as the Board may from time to time by resolution determine.

Provided that a meeting of the Board shall be held at least once in every month.

[5. Deleted in Gazette 29 Aug 1986 p. 3205.]

6. Adjournment

Any meeting of the Board may be adjourned from time to time and as often as the majority of the members present from time to time may determine.

[Heading deleted in Gazette 31 Jul 2001 p. 3940.]

[6A. Deleted in Gazette 30 Dec 1983 p. 5135.]

[Heading deleted in Gazette 31 Jul 2001 p. 3940.]

7. Register of Builders

The Register of Builders, to be kept by the Board in accordance with the Act, shall be in the Form No. 1 in the First Appendix.

[Heading deleted in Gazette 31 Jul 2001 p. 3940.]

8. Application for registration

- (1) Any person, not being a member of a partnership, a company or any other body corporate, who desires to be registered as a builder under the Act shall make application to the Board in writing, signed by him, in the Form No. 2 in the First Appendix.
- (2) The application shall
 - (a) contain all the particulars required therein;
 - (b) be accompanied by a financial statement
 - (i) that includes a statutory declaration and is in the form of Form No. 9 in the First Appendix; or

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- prepared and certified by an accountant who is
 - (I) a member of the Australian Society of Accountants; or
 - (II) a member of the Institute of Chartered Accountants in Australia;
- (c) be accompanied by a character reference in the form of Form No. 11 in the First Appendix; and
- (d) be lodged with the registrar.

(ii)

- (3) Where the application for registration is grounded upon a certificate that the applicant has passed the prescribed examination, such certificate shall, if so required by the Board, be produced with the application for registration.
- (4) The applicant, in addition to the particulars contained in his application, shall furnish to the registrar such other information as may be required by the Board.
- [(5) deleted]
- (6) Subject to subregulation (7) where an application for registration is granted, a certificate of registration shall be issued to the applicant in the Form No. 3 in the First Appendix, upon payment to the registrar of the certificate fee prescribed in the Second Appendix.
- (7) The prescribed conditions for the purposes of section 10(3a) of the Act are conditions —
 - (a) limiting the area to which the builder's registration applies;
 - (b) specifying the type of building which the builder may undertake;
 - (c) limiting the amount of building work which the builder may undertake at any one time;

(d) requiring the builder to furnish returns as specified by the Board,

and where applicable the conditions shall be attached to the certificate of registration.

(8) Any conditions referred to in subregulation (7) which are attached to a certificate of registration shall continue for a period of 3 years or such other period as the Board thinks fit from the day of registration.

[Regulation 8 amended in Gazette 9 Mar 1970 p. 755; 30 Nov 1984 p. 3989; 29 Aug 1986 p. 3205; 7 Jul 1989 p. 2112; 31 Jul 2001 p. 3935; 9 Jan 2004 p. 87.]

8A. Application under section 4(1a)

An application in accordance with section 4(1a) of the Act shall be accompanied by the "Owner-builder application fee" prescribed in the Second Appendix.

[Regulation 8A inserted in Gazette 6 Jul 1984 p. 2054.]

8B. Application for partnership to be registered

- (1) Where an application is made for a partnership to be registered as a builder under the Act, the application shall be
 - (a) made to the Board in the form of Form No. 2A in the First Appendix; and
 - (b) signed on behalf of the partnership.
- (2) The application shall
 - (a) contain all the particulars required therein;
 - (b) be lodged with the registrar; and
 - (c) be accompanied by the registration fee prescribed in the Second Appendix.

[Regulation 8B inserted in Gazette 30 Nov 1984 p. 3989.]

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8C. Application for body corporate to be registered

- (1) Where an application is made for a body corporate to be registered as a builder under the Act the application shall be
 - (a) made to the Board in the form of Form No. 2B in the First Appendix; and
 - (b) signed by a director, the secretary or the public officer of the body corporate.
- (2) The application shall
 - (a) contain all the particulars required therein;
 - (b) be lodged with the registrar; and
 - (c) be accompanied by the registration fee prescribed in the Second Appendix.

[Regulation 8C inserted in Gazette 30 Nov 1984 p. 3989.]

8D. Statutory declaration to be completed

Where an application is made under regulation 8B or 8C the statutory declaration in the form of Form No. 10 in the First Appendix shall be completed by every partner or director not applying for registration in his own name.

[Regulation 8D inserted in Gazette 30 Nov 1984 p. 3989; amended in Gazette 31 Jul 2001 p. 3935.]

8E. Prescribed manner of certifying payment of fee under section 4A(1)(c)(iii)

- (1) For the purposes of subparagraph (iii) of section 4A(1)(c) of the Act, the prescribed manner of certifying to a local government the payment to the Board of the fee determined by the Minister under that subparagraph is in the form of Form No. 10A in the First Appendix.
- (2) The form is not validly completed unless it has been stamped by the Board to confirm that the payment has been received by the Board.

[Regulation 8E inserted in Gazette 31 Jul 2001 p. 3935-6.]

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8F.	Prescribed period for furnishing particulars and remitting
	fee to Board under section 4B(2)

For the purposes of section 4B(2) of the Act, the prescribed period is 14 days.

[Regulation 8F inserted in Gazette 31 Jul 2001 p. 3936.]

8G. Prescribed particulars under section 4B(2)(a)

- (1) For the purposes of section 4B(2)(a) of the Act, the particulars that are to be furnished to the Board in relation to a building licence are
 - (a) the name and address of the person the building licence was issued to;
 - (b) the number and date of issue of the building licence;
 - (c) the name and number of the street, the lot number, the suburb, townsite or other locality and the postcode where the building is to be constructed under the building licence;
 - (d) if the builder who is to construct the building under the building licence is not the person the building licence was issued to the name and address of that builder;
 - (e) if the builder who is to construct the building under the building licence is registered under the Act — the registration number of that builder;
 - (f) the name and address of the owner of the land where the building is to be constructed under the building licence;
 - (g) a description of the construction to be carried out under the building licence and the estimated total fee or charge payable in respect of that construction; and
 - (h) if a policy of home indemnity insurance is in force in relation to the building to be constructed under the building licence — the name of the insurer and the number of the policy.

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(2) In subregulation (1) —

constructed includes altered, repaired, added to and improved;

policy of home indemnity insurance means a policy of insurance that complies with Part 3A Division 2 of the *Home Building Contracts Act 1991*.

[Regulation 8G inserted in Gazette 31 Jul 2001 p. 3936.]

[Heading deleted in Gazette 31 Jul 2001 p. 3937.]

[9. Deleted in Gazette 31 Jul 2001 p. 3937.]

10. Course of training and study

The course of training and the course of study to have been completed by a person who applies to be registered under section 10 of the Act is such as may from time to time be declared and published by the Board.

[Regulation 10 amended in Gazette 31 Jul 2001 p. 3937.]

[Heading deleted in Gazette 31 Jul 2001 p. 3937.]

[11, 12. Deleted in Gazette 31 Jul 2001 p. 3937.]

[Heading deleted in Gazette 31 Jul 2001 p. 3937.]

[13. Deleted in Gazette 31 Jul 2001 p. 3937.]

[Heading deleted in Gazette 31 Jul 2001 p. 3940.]

14. Board may grant temporary licences

- (1) The Board may grant to any person usually trading as a builder in any part of the Commonwealth of Australia beyond this State, who intends temporarily to trade as a builder in this State without being registered as a builder under the Act, a temporary licence to trade as a builder in this State without registration.
- (2) Temporary licences under this regulation shall be granted only to persons who are approved by the Board and who satisfy the

Board that they are eligible to be registered as builders under the provisions of the Act.

15. **Application for temporary licence**

- Any person desirous of obtaining a temporary licence under (1)regulation 14 shall make application to the Board in writing, signed by him, in the Form No. 7 in the First Appendix.
- Such application shall contain all the particulars required (2)therein, shall be lodged with the registrar and shall be accompanied by the relevant licence fee prescribed in the Second Appendix.
- In addition to the particulars contained in the application the (3) applicant shall furnish to the registrar such further information as may be required by the Board.
- When an application for a temporary licence under (4)regulation 14 is refused by the Board, the temporary licence fee which accompanied such application shall be refunded to the applicant.
- When an application for a temporary licence under (5) regulation 14 is granted, a temporary licence, in the Form No. 8 in the First Appendix, shall be issued to the applicant.

[Regulation 15 amended in Gazette 17 Jul 1998 p. 3761.]

16. **Temporary licence may contain conditions**

- Every temporary licence issued under regulation 15 may contain (1)any conditions which the Board may think fit to impose, and shall have effect for the period mentioned in the licence and according to the tenor thereof.
- A temporary licence aforesaid shall not in any circumstances (2)whatever be capable of being transferred or assigned.

[Heading deleted in Gazette 31 Jul 2001 p. 3937.]

[16A. Deleted in Gazette 31 Jul 2001 p. 3937.]

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[Heading deleted in Gazette 31 Jul 2001 p. 3940.]

17. Fees

The fees to be paid by persons under and in accordance with these regulations shall be the fees set forth respectively in the Second Appendix.

18. Threshold price for construction of building by unregistered person

- (1) For the purposes of sections 4(1)(A)(d)(i) and 4A(1)(a) of the Act, the total fee or charge payable in respect of the construction of a building is prescribed as \$20 000.
- (2) For the purposes of section 4(3)(i) of the Act, the aggregate moneys payable in respect of the performance of the contracts or engagements in respect of the construction of a building are prescribed as \$20 000.

[*Regulation 18 inserted in Gazette 21 Sep 1990 p. 4897-8; amended in Gazette 17 Jul 1998 p. 3761; 29 Jun 2007 p. 3189.*]

19. Prescribed fee for complaint or application to Disputes Tribunal (section 34A)

- For the purposes of section 34A of the Act, the fee that accompanies a complaint or application made to the Disputes Tribunal is the fee in item 10 of the Second Appendix.
- (2) In item 10 of the Second Appendix —

financially disadvantaged person means a person who produces, or in respect of whom there is produced, evidence that satisfies the registrar that the person holds —

- (a) a
 - (i) Health Care Card;
 - (ii) Commonwealth Seniors Health Card;
 - (iii) Pensioner Concession Card; or

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(iv) Repatriation Health Card,

issued by the Commonwealth Government;

- (b) a State Concession Card issued by the Department for Community Welfare of the State ²; or
- (c) an entitlement to the rate of pension provided for in section 24 of the *Veterans' Entitlements Act 1986* of the Commonwealth.

[Regulation 19 inserted in Gazette 31 Jul 2001 p. 3937-8.]

20. Board to keep register of ineligible persons

- The Board is to keep in a form approved by the Board a register of persons declared to be ineligible persons under section 13(1ba)(a) of the Act.
- (2) Each entry in the register in respect of an ineligible person is to state
 - (a) the full name of the ineligible person;
 - (b) the date when the declaration in respect of the ineligible person was made; and
 - (c) the period during which that declaration has effect.
- (3) The Board is to delete a person's name from the register
 - (a) on the expiry of the period during which the declaration in respect of the person has effect; or
 - (b) on the revocation of that declaration under section 13(1ba)(b) of the Act.
- (4) The Board is to publish a copy of the register at least twice in each year in a newspaper circulating generally in the State.

[Regulation 20 inserted in Gazette 31 Jul 2001 p. 3938.]

21. Prescribed amount of maximum fine under section 13A

For the purposes of section 13A of the Act, the amount that a fine is not to exceed is \$25 000.

[Regulation 21 inserted in Gazette 31 Jul 2001 p. 3938.]

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22. Prescribed offences and modified penalties (section 20B(2) and (4))

- (1) For the purposes of section 20B(2) of the Act, an offence against a provision of the Act specified in column 2 of the Table to this regulation is an offence for which an infringement notice may be given.
- (2) For the purposes of section 20B(4) of the Act, the amount specified in column 3 of the Table to this regulation opposite a provision of the Act specified in column 2 of that Table is the modified penalty for an offence against that provision.

	Table	
Column 1	Column 2	Column 3
Item	Provision of Act	Modified penalty
1.	section 4(1)(A)(d)	\$1 000
2.	section 4A(2)	\$1 000
3.	section 4A(2a)	\$20
4.	section 4A(3)	\$2 000
5.	section 9AA	\$200
6.	section 10(3aa)	\$200
7.	section 10(4)	\$50
8.	section 10AA	\$50
9.	section 10B	\$50
10.	section 10C	\$50
11.	section 16(1)	\$400
12.	section 16(2)	\$400
13.	section 18(2)	\$200
14.	section 19(1)	\$10
15.	section 39(c)	\$400
16.	section 45A(4)	\$1 000

[Regulation 22 inserted in Gazette 31 Jul 2001 p. 3939.]

23. Prescribed form of preliminary notice under section 12A(3)

For the purposes of section 12A(3) of the Act, the form of a preliminary notice is Form No. 12 in the First Appendix.

[Regulation 23 inserted in Gazette 31 Jul 2001 p. 3939.]

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24.	Prescribed form of infringement notice under section 20B(3)
	For the purposes of section 20B(3) of the Act, the form of an infringement notice is Form No. 13 in the First Appendix.
	[Regulation 24 inserted in Gazette 31 Jul 2001 p. 3939.]
25.	Prescribed form of notice withdrawing infringement notice under section 20B(7)
	For the purposes of section 20B(7) of the Act, the form of a notice stating that an infringement notice has been withdrawn is Form No. 14 in the First Appendix.
	[Regulation 25 inserted in Gazette 31 Jul 2001 p. 3939.]

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First Appendix

Form No. 1

The Builders' Registration Act 1939 and Regulations

REGISTER

(Regulation 7)

Folio

BUILDERS' REGISTRATION BOARD OF W.A.

REGISTER OF BUILDERS.

No.	Name.	Address.	Date of Registration.	Minute Book Folio.	Qualification(s).	Remarks.

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Form No. 2

Western Australia

The Builders' Registration Act 1939 and Regulations

APPLICATION FOR REGISTRATION AS A BUILDER

(Regulation 8)

To the Builders' Registration Board of Western Australia, Perth,

1. I (a) of (b) in the State of Western Australia (c) hereby apply to be registered as a builder under the provisions of the *Builders' Registration Act 1939*.

- 2. My qualifications for such registration are as follows:
 - (a) I am over the age of 21 years, having been born at
 (d) in the State of
 on the (e)

and

(b) I am permanently residing in Western Australia;

and

(c) I am a person of good character, as evidenced by the 2 testimonials annexed to this application;

and

*(d) I have completed the course of training and have passed the examination prescribed by the Board;

or

(e) I had at the time of the passing of the said Act been trading as a builder or supervisor of building for not less than 2 years, and I am competent to carry out and supervise building work.

3. The prescribed application fee accompanies this application.

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Declaration

I, the abovenamed applicant, do solemnly and sincerely declare that the particulars contained in my above application are true and correct; And I make this declaration under the provisions of section 106 of the *Evidence Act 1906*.

Before me

.....

J.P. or Commissioner for Declarations.

(a) Full name of applicant; (b) Address; (c) Occupation; (d) Place of birth;(e) Date of birth; (f) Date of application; (g) Signature of applicant.* Strike out paragraph which does not apply.

[Form No. 2 amended in Gazette 9 Dec 1997 p. 7173.]

Form No. 2A

Western Australia

Builders' Registration Act 1939

APPLICATION FOR REGISTRATION BY A PARTNERSHIP AS **BUILDER**

(Regulation 8B)

1. APPLICATION			
Full names of all partners	Private addresses	Occupations	
WE	of		
and	of		
and	of		
and	of		
Trading as			
	(Business names)		
at	(Business address)		
hereby make application for registration as a builder under the <i>Builders' Registration Act 1939</i> .			
 INFORMATION TO BE SUPPLIED BY APPLICANT (a) Has the partnership previously applied for, or 			

	held a registration as a	
	builder? (Yes/No). If	
	yes, give details	
(b)	Has the partnership	
	applied for and been	
	refused any other	
	registration or licence	
	required by law to carry	
	on business or held any	
	such registration or	
	licence which has been	
	cancelled or suspended	
	at any time during the	
	past 10 years? (Yes/No).	
	If yes, give details	

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 2.2 (a) Date partnership commenced		
 (b) Name of partner who will hold individual registration for the partnership under section 10(2)(b)(ii) and	2.2	
 will hold individual registration for the partnership under section 10(2)(b)(ii) and		
 registration for the partnership under section 10(2)(b)(ii) and		
 partnership under section 10(2)(b)(ii) and		
section 10(2)(b)(ii) and (c) Registration No. NOTE — If individual registration complying with section 10(2)(b)(ii) is not held, an individual application for registration in the form of Form No. 2 should accompany this application. \$ 2.3 Financial standing: — Total partnership assets		
 and		
(c) Registration No. NOTE — If individual registration complying with section 10(2)(b)(ii) is not held, an individual application for registration in the form of Form No. 2 should accompany this application. \$ \$ 2.3 Financial standing: — \$ Total partnership assets		
 NOTE — If individual registration complying with section 10(2)(b)(ii) is not held, an individual application for registration in the form of Form No. 2 should accompany this application. \$ \$		
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accompany this application. \$ 2.3 Financial standing: — Total partnership assets		
 \$ 2.3 Financial standing: — Total partnership assets Total partnership liabilities Net Worth		
 2.3 Financial standing: — Total partnership assets Total partnership liabilities Total partnership liabilities Net Worth		accompany this application.
Total partnership assets Total partnership liabilities Total partnership liabilities Net Worth Summer Stress Contingent liabilities including court or arbitration proceedings pending give details — 2.4 Accompanying documents (a) Financial statement in the form of Form No. 9 duly completed to support Item 2.3, applicants may enlarge the information in the accounts. (b) Statutory declarations in the form of Form No. 10 by each partner (other than a partner applying for individual registration as a builder). (c) Registration details from Business Names Office (in the form		\$
 Total partnership liabilities Net Worth	2.3	Financial standing: —
 Total partnership liabilities Net Worth		Total partnership assets
 Net Worth		
 Net Worth		
 Net Worth \$		Total partnership liabilities
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 to support Item 2.3, applicants may enlarge the information in the accounts. (b) Statutory declarations in the form of Form No. 10 by each partner (other than a partner applying for individual registration as a builder). (c) Registration details from Business Names Office (in the form 	2.4	
 the accounts. (b) Statutory declarations in the form of Form No. 10 by each partner (other than a partner applying for individual registration as a builder). (c) Registration details from Business Names Office (in the form 		
 (b) Statutory declarations in the form of Form No. 10 by each partner (other than a partner applying for individual registration as a builder). (c) Registration details from Business Names Office (in the form 		
partner (other than a partner applying for individual registration as a builder).(c) Registration details from Business Names Office (in the form		
registration as a builder).(c) Registration details from Business Names Office (in the form		(b) Statutory declarations in the form of Form No. 10 by each
(c) Registration details from Business Names Office (in the form		partner (other than a partner applying for individual
		registration as a builder).
of a Computer Printout).		(c) Registration details from Business Names Office (in the form
· · · · · · · · · · · · · · · · · · ·		of a Computer Printout).

2.5 Address for service — The address to which notices or documents required or permitted to be served on the partnership under the Act may be sent

.....

NOTE — Any notice sent to or delivered to the partnership at this address is deemed to have been validly served on the partnership.

3. STATUTORY DECLARATION

Iof
Name Address
do solemnly and sincerely declare that
Occupation
I am authorised to make this declaration on behalf of
Partnership name
contained in this application and accompanying statements are true and
correct, and I make this solemn declaration under section 106 of the
Evidence Act 1906.
Declared atthis
day of20
Signature of applicant.
Before me —
Justice of the Peace or Commissioner for Declarations
Applications should be sent to —
The Registrar, Builders' Registration Board of Western Australia, 18 Harvest Terrace, WEST PERTH W.A. 6005.

[Form No. 2A inserted in Gazette 30 Nov 1984 p. 3990-1.]

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Form No. 2B

Western Australia

Builders' Registration Act 1939

APPLICATION FOR REGISTRATION AS A BUILDER BY A **BODY CORPORATE**

(Regulation 8C)

1.	APF	APPLICATION			
	•••••		(Name of Body C	Limited	
	trad	ina ac		• <i>i</i>	
	uau	ing as	(Business N		
	Add	ress o	of registered office	·	
	Add	ress o	of principal place of business in	Western Australia	
2.	Reg	istrat	akes application for registration ion Act 1939. ATION TO BE SUPPLIED B	n as a builder under the <i>Builders</i> '	
2.	2.1	(a) (b)	Has the body corporate previously applied for, or held a registration as a builder? (Yes/No). If yes, give details yes, give details Has the body corporate applied for and been		
	2.2	(a)	refused any other licence required by law to carry on business or held any such licence which has been cancelled or suspended at any time during the past 10 years? (Yes/No). If yes, give details Place of incorporation of		
			the body corporate		

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(b)	Date of incorporation (refer 2.5(c))
3 (a)	What are the names, addresses and occupations of the directors, secretary and auditor of the body corporate?
	DIRECTORS
Full	name Address
	SECRETARY (or Public Officer)
Full	name Address
	AUDITOR
Full (b)	name Address Name of Director, Manager or Agent in Western Australia who will held on individual registration as a builder under
	Name of Director, Manager or Agent in Western Australia who will hold an individual registration as a builder, under section 10(2)(b)(ii) (See Note 1.) (Full name) Registration No
	Name of Director, Manager or Agent in Western Australia who will hold an individual registration as a builder, under section 10(2)(b)(ii) (See Note 1.) (Full name) Registration No Occupation and office held in the body corporate
(b)	Name of Director, Manager or Agent in Western Australia who will hold an individual registration as a builder, under section 10(2)(b)(ii) (See Note 1.) (Full name) Registration No Occupation and office held in the body corporate 1 — If individual registration complying with section 10(2)(b)(ii) is not held, an application for a registration
(b)	Name of Director, Manager or Agent in Western Australia who will hold an individual registration as a builder, under section 10(2)(b)(ii) (See Note 1.) (Full name) Registration No Occupation and office held in the body corporate

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Extract from www.slp.wa.gov.au, see that website for further information As at 11 Sep 2009

2.4 Financial standing

	1 1110	
	(a)	Has there been any material change in the financial position of the body corporate since the preparation of the last official balance sheet? (Yes/No). If yes, give details.
	(b)	Paid up Capital of the body corporate
2.5	Acc	ompanying documents
	(a)	A copy of the latest available financial statements in the form and content required under the <i>Corporations Act 2001</i> of the Commonwealth, is annexed and marked "A", and is to be endorsed by the person before whom the declaration is made as follows —
		This is the annexure marked "A" referred to in the Statutory Declaration of
		made on the
		(Justice of the Peace, or Commissioner for Declarations)
	(b)	Statutory declarations relating to personal particulars by each director in the form of Form No. 10 (other than the director applying for an individual licence) are attached.
	(c)	Copy of the Certificate of Incorporation and list of shareholders are attached.
2.6	to w	ress for service — The registered office of the body corporate hich notices of documents required or permitted to be served on body corporate may be sent
	NO	FE — Any notice sent or delivered to the body corporate at this address is deemed to have been validly served on the body corporate.

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3. STATUTORY DECLARATION

	tate of Western Australia do solemnly and sincerely declare —
(a)	a director that I am the secretary of the public officer Limited
(b)	that subject to the <i>Builders' Registration Act 1939</i> , the above body corporate has the power, authority and capacity to carry out building work of any kind.
(c)	that I am authorised by the Board of the above body corporate to make this declaration, and
(d)	that, to the best of my knowledge, information and belief, the statements contained in this application and the annexures are true in substance and in fact.
in this a	do solemnly and sincerely declare that the particulars contained application and accompanying statements are true and correct, and this solemn declaration under section 106 of the <i>Evidence</i> 6.
	d at this day
	Signature of applicant.
Before	me —
Justice	of the Peace or Commissioner for Declarations
Applica	tions should be sent to —
	he Registrar, Builders' Registration Board of Western Australia, 3 Harvest Terrace, WEST PERTH W.A. 6005.
	rm No. 2B inserted in Gazette 30 Nov 1984 p. 3991-3; amended in ette 28 Sep 2001 p. 5354.]

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Form No. 3

Western Australia

The Builders' Registration Act 1939 and Regulations

No.....

Builders' Registration Board of Western Australia

CERTIFICATE OF REGISTRATION

(Regulation 8)

	Chairman.
	Registrar.
Data	

Date

[Form Nos. 4-6 deleted in Gazette 31 Jul 2001 p. 3937.]

As at 11 Sep 2009 Version 04-a0-02 Extract from www.slp.wa.gov.au, see that website for further information

Form No. 7

Western Australia

The Builders' Registration Act 1939 and Regulations APPLICATION BY INTERSTATE BUILDER FOR A TEMPORARY

LICENCE

(Regulation 15)

To The Builders' Registration Board of Western Australia.

Board of western Australia.			
1. I, (a), usually of (b)			
in the State of, but at present temporarily residing at			
(c) in the State of Western Australia (d)			
being about to trade as a builder temporarily within the State of Western			
Australia, within the meaning of the <i>Builders' Registration Act 1939</i> , hereby			
apply for the grant and issue to me under the Builders' Registration Regulations	5		
of a temporary licence to trade as a builder within the said State of Western			
Australia without being registered as a builder under the said Act.			
2. My qualifications for the grant and issue to me of the temporary licence	,		
applied for are as follows: —			
(a) I reside permanently at (b), in the			
State of, but am residing temporarily at			
(c) in this State;			
and			
(b) I am over 21 years of age, having been born at (f)			
in the State of on			
the (g) day of			
and			
(c) I am a person of good character;			
and			
(d) I have for a period of not less than 2 years during the last past			
5 years been trading as a builder or supervisor of building and am			
competent to carry out and supervise building work.			
3. The prescribed temporary licence fee accompanies this application.			
Dated the day of 20			
-	•		
Applicant	·•		
(a) Full name of applicant. (b) Permanent address outside the State. (c) Present			
temporary address within the State. (d) Occupation. (f) Place of birth. (g) Date			
of birth.			

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Declaration

I, the abovenamed applicant, do solemnly and sincerely declare that the particulars stated in the above application are true and correct.

And I make this declaration under and by virtue of section 106 of the *Evidence Act 1906*.

Declared at	
n the State of Western Australia this	
lay of 20	
Before me:	

Applicant.

J.P. or Commissioner of Declarations.

[Form No. 7 amended in Gazette 9 Dec 1997 p. 7173.]

As at 11 Sep 2009 Version 04-a0-02 Extract from www.slp.wa.gov.au, see that website for further information

Form No. 8

Western Australia

The Builders' Registration Act 1939 and Regulations

TEMPORARY LICENCE TO INTERSTATE BUILDER TO TRADE AS A BUILDER WITHOUT REGISTRATION

(Regulation 15)

This licence is issued under the regulations made under the Builders'
Registration Act 1939, and authorises (a) usually of (b)
in the State of,
but at present residing temporarily at (c),
in the State of Western Australia, Builder, to carry on temporarily the trade of a
builder within the State of Western Australia without being registered as a
builder under the said Act for a period of (d)
commencing on the (e) day of
20, upon and subject to the following conditions, namely: —
(f)
Dated the day of 20
Chairman.
Registrar.

(a) Full name of builder. (b) Permanent address outside the State. (c) Temporary address within the State. (d) Period for which licence is granted.(e) Commencing date of licence. (f) Insert conditions (if any) imposed by the Board.

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Form No. 9

Builders' Registration Act 1939

Builders' Registration Regulations

FINANCIAL STATEMENT BY APPLICANT

(Regulation 8(2))

TO THE APPLICANT

Under section 9A(2) and 10(2a) of the *Builders' Registration Act 1939* the Board may require an applicant for registration to satisfy the Board that the applicant has sufficient material and financial resources to meet financial obligations as and when they become due.

Under regulation 8(2)(b), the applicant is required to complete this form OR provide a prepared financial statement certified by the applicant's accountant. Please indicate if any or all of the items below are held in joint names or by a partnership. You may attach further written details to this form if there is not enough space to include all relevant matters. *[Note: do not include intangibles such as goodwill, rights of indemnity, intellectual property such as trademarks and patents, formation expenses or borrowing expenses.]*

Assets	
Properties	Value \$
Residential and other properties (eg. house, flat, factory, shop, vacant land)	
Value of contents	
Cash balances (list bank, building society, etc. and branch)	
Building related assets	
Salary, annual leave accrual	
Plant & equipment (exclude leased items)	
Motor vehicles (exclude leased items)	
Tools of trade	
Stock of materials	
Trade debtors (supply list)	

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Properties	Value \$	
Other assets Personal effects Life insurance policies Superannuation accrued benefit Boat/caravan		
Other (eg. shares, investments) Total Assets	\$	
	φ	
Liabilities Properties	Value \$	
Owing on residential property Owing on other properties Owing on hire purchase/lease Owing on personal loans, credit cards Bank overdraft (<i>limit</i>) Trade creditors (<i>supply list</i>) Unpaid tax liability Other liabilities (<i>please specify</i>)	Φ	
Total liabilities	\$	
Summary Total Assets Less Total Liabilities	\$ \$	
Net tangible assets	\$	
Details of past business Have you ever been declared bankrupt or been a partner or director of an insolvent business? Yes/No [<i>If yes, please attach a written explanation and provide the name of the</i> <i>trustee, administrator, receiver, receiver and manager or liquidator.</i>]		

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Guarantees

List all personal or business guarantees or indemnities signed to secure debts, and the amounts secured.

Statutory declaration

Ι	of
Name	Address

.....

Occupation

do solemnly and sincerely declare that the particulars contained in this financial statement are true and correct, and I make this solemn declaration by virtue of section 106 of the *Evidence Act 1906*.

Declared at in the State of

Western Australia this day

of 20

Before me

J.P. or Commissioner for Declarations

Signature of applicant/declarant

[Form No. 9 inserted in Gazette 31 Jul 2001 p. 3940-2.]

As at 11 Sep 2009 Version 04-a0-02 Extract from www.slp.wa.gov.au, see that website for further information

Form No. 10

Western Australia

Builders' Registration Act 1939

STATUTORY DECLARATION RELATING TO PERSONAL PARTICULARS TO BE COMPLETED BY A DIRECTOR OR PARTNER NOT APPLYING FOR REGISTRATION IN HIS OWN NAME

(Regulation 8D)

Ι		
	(Full name)	
supply t	he following personal particulars to accompany the a	
•••••	(Body corporate or partnership name)	
1.1	1.1 I am director of the body corporate/member of the partnership. (delete whichever is inapplicable)	
1.2	Date of birth	
Answer questions 1.3 to 1.8 with "Yes" or "No" and where the answer is "Yes" give full particulars in the space provided in section 1.10.		
		Yes/No
1.3	Have you previously applied for or held Registration as a Builder?	
1.4	Have you applied for and been refused any other licence or registration required by law to carry on business or held any such licence which has been cancelled or suspended at any time during the past 10 years?	
1.5	Are you an undischarged bankrupt?	
1.6	Have you been a bankrupt at any time during the past 10 years?	

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1.7	involving dishone	nvicted of any offence esty, fraud or breaches of npany law at any time de	
1.8	were a director or of which you were court proceedings building work car	body corporate of which manager or any partners e a member been involve concerning the quality of ried out by you or the bo ership at any time during	ship ed in of any ody
1.9		- Attach 2 character testi of the persons who have	e
	Name	Occupation	Address

NOTE: Persons giving the character testimonials should be persons of standing in the community and should have known the applicant for a period of not less than 3 years. The character testimonials should not be dated more than 6 months before the date of this application.

1.10 PARTICULARS — Give below full particulars of any of questions 1.3 to 1.8 which you have answered "Yes".

Question number Particula	ſS
---------------------------	----

(if the above space is insufficient attach additional sheets in the same form)

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STATUTORY DECLARATION

I of Name Address do solemnly and sincerely declare that Occupation the particulars contained in my application and accompanying statements are true and correct, and I make this solemn declaration under section 106 of the Evidence Act 1906. Declared at day Signature of applicant. Before me — Justice of the Peace or Commissioner for Declarations. Applications should be sent to ----The Registrar, Builders' Registration Board of Western Australia, 18 Harvest Terrace, WEST PERTH W.A. 6005.

[Form No. 10 inserted in Gazette 30 Nov 1984 p. 3994-5.]

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Form No. 10A

Builders' Registration Act 1939 Builders' Registration Regulations CERTIFICATE OF PAYMENT OF FEE UNDER SECTION 4A(1)(c)(iii)

(Regulation 8E)

To: (state name of local government)

The person whose name appears below certifies that the person has paid to the Builders' Registration Board the fee determined by the Minister under section 4A(1)(c)(iii) of the *Builders' Registration Act 1939*.

Name:

Date of payment of fee:

Signed:

Officer (if signing on behalf of a body corporate):

[This certificate is not valid unless it has been stamped by the Builders' Registration Board.]

[Form No. 10A inserted in Gazette 31 Jul 2001 p. 3942.]

Form No. 11

Western Australia

Builders' Registration Act 1939 and Regulations

CHARACTER TESTIMONIAL IN SUPPORT OF AN APPLICATION FOR REGISTRATION

This is to certify that I have known			
	(Applicant's Name)		
(Applicant's a	ddress)		
for years			
· · · · · · · · · · · · · · · · · · ·			
His association with me has been in a			
f			
capacity.			
proper person to hold such a registration.	-		
Date			
The Character Testimonial should not	Address		
be dated more than 6 months before the date of application.			
NOTE — Persons giving testimoni for at least 3 years and m	als must have known the applicant nust be persons of standing in the		
[Form No. 11 inserted in Gazette	30 Nov 1984 p. 3996.]		

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Form No. 12

Builders' Registration Act 1939 Builders' Registration Regulations PRELIMINARY NOTICE UNDER SECTION 12A(3)

(Regulation 23)

[If you intend to make a complaint to the Disputes Tribunal under section 12A(1) or (1a) of the Builders' Registration Act 1939 about any building work, the complaint cannot be made until this preliminary notice has been completed and given to the person who carried out the building work. A copy of this notice must also be given to the Disputes Tribunal at the time the complaint is made to the Disputes Tribunal.]

PART A	Who is making the complaint (the "complainant")? Name of complainant
	Address of complainant
	Where was the building work about which the complaint is being made carried out?
	Address where building work was carried out
	Who carried out the building work about which the complaint is being made (the "respondent")?
	Name of respondent
	Address of respondent

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PART B	What are the matters the respondent is called on to rectify or attempt to settle?
	[Set out here the matters that you are calling on the respondent to rectify/attempt to settle and indicate what remedy or settlement you are seeking. You may attach further written details to this notice if there is not enough space to include all relevant matters.]
	Signed (by complainant) Date
	OTICE that the complainant calls on the respondent to rectify s, or to attempt to settle the matters that are in dispute, as set out bove.

[Form No. 12 inserted in Gazette 31 Jul 2001 p. 3943.]

As at 11 Sep 2009 Version 04-a0-02 Extract from www.slp.wa.gov.au, see that website for further information

Form No. 13 Builders' Registration Act 1939 Builders' Registration Regulations INFRINGEMENT NOTICE

(Regulation 24)

No. of notice: Date of service:

1.	To:(name)				
	of(address)				
		(4441055)	Postcode		
		at at abouta.m./p.m.			
	-	at			
	you committed	I the offence described below and	are liable for the		
	modified penalty stated.				
	Name and title of authorised person giving this notice				
	Signature				
2.	Section of Act	Description of offence	Modified penalty		
3.		have a complaint of the alleged of			
	determined by a court, you need not reply to this notice or pay the modified penalty, but in that case court proceedings may be taken				
		d you may be liable for costs and			
	offence.	a jou may be nuble for costs and			

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4.	If you do not wish to have a complaint of the alleged offence heard and determined by a court, you may pay the modified penalty within 28 days after the date of this notice. If the modified penalty is not paid within that period, you will be taken to have declined to pay it and court proceedings may be taken against you and you may be liable for costs and a fine for the offence.
5.	 Payment may be made by either — (a) posting this form and a cheque or money order, made payable to the Builders' Registration Board for the amount of the modified penalty stated in item 2, to the Corporate Services Manager, Builders' Registration Board, 18 Harvest Terrace, West Perth WA 6005; or (b) delivering this form, and paying the amount of the modified penalty stated in item 2, to an authorised person* at the Builders' Registration Board, 18 Harvest Terrace, West Perth WA 6005. [*Authorised persons for the purposes of paragraph (b) are the registrar, the deputy registrar and the Corporate Services Manager of the Builders' Registration Board.]

[Form No. 13 inserted in Gazette 31 Jul 2001 p. 3944.]

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 As at 11 Sep 2009

Form No. 14 Builders' Registration Act 1939 Builders' Registration Regulations

WITHDRAWAL OF INFRINGEMENT NOTICE

(Regulation 25)

No. of notice: Date of service:

То:		
	(name)	
of		
	(address)	
Infringement n	otice no served on y	ou on the day
of	for the offence described belo	w has been withdrawn.
The modified p	penalty:	
	*has been paid and a refund is end	closed.
	*has not been paid and should not	be paid.
	[*Delete as appropriate.]	-
Name and title	of authorised person giving this noti	ce
Signature		••••••
	l	
Section of	Description of offence	Modified penalty
Act		

[Form No. 14 inserted in Gazette 31 Jul 2001 p. 3945.]

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Second	Ap	pendix	— Fees
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[Heading inserted in Gazette 17 Jun 2008 p. 2545.]

Item no. section/ regulation	Description of circumstance	
1. s. 4(1a) r. 8A	On an application, by an unregistered person, for an authorisation to construct a specified building	275
2. s. 9(6)(a)	To obtain from the registrar a list of the names and addresses of all persons registered in the register	33
3. s. 9(6)(b)	To obtain from the registrar a certificate as to the registration or non-registration of a named person on a specific date or during a specific period	
4. s. 9A(1)(e)	For an individual who is an architect, engineer etc. with 5 years experience to be registered under the Act	
5. s. 10(1)(a)	For an individual to be registered under the Act	264
6. s. 10(2)(a) r. 8B(2)	For a partnership to be registered under the Act	199
7. s. 10(2)(a) r. 8C(2)	For a company or other body corporate to be registered under the Act	264
8. s. 22(1) r. 8(6)	For the issue of a certificate of registration (Form No. 3)	28
9. s. 24(1)(i)	On an application for a temporary licence —	
r. 15(2)	(a) for an individual	248
	(b) for a partnership	339
	(c) for a company or other body corporate	771
10. s. 34A r. 19	On a complaint or application to the Disputes Tribunal —	
	(a) by a financially disadvantaged person	20
	(b) by any other person	32

[Second Appendix inserted in Gazette 17 Jun 2008 p. 2545-6; amended in Gazette 17 Jun 2008 p. 2547; 23 Jun 2009 p. 2432 and 2433.]

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Notes

This reprint is a compilation as at 11 September 2009 of the *Builders' Registration Regulations* and includes the amendments made by the other written laws referred to in the following table ³. The table also contains information about any reprint.

Citation	Gazettal	Commencement
Builders' Registration Act Regulations ⁴	26 Apr 1940 p. 622-7	1 May 1940 (see <i>Gazette</i> 26 Apr 1940 p. 597)
Untitled regulations	17 Mar 1966 p. 732	17 Mar 1966
Untitled regulations	17 Dec 1968 p. 3871-2	17 Dec 1968
Untitled regulations	3 Oct 1969 p. 3018	3 Oct 1969
Untitled regulations	23 Oct 1969 p. 3278	23 Oct 1969
Untitled regulations	9 Mar 1970 p. 755	9 Mar 1970
Builders' Registration Amendment Regulations 1983	5 Aug 1983 p. 2889	5 Aug 1983
Builders' Registration Amendment Regulations (No. 2) 1983	30 Dec 1983 p. 5135	30 Dec 1983
Builders' Registration Amendment Regulations 1984	6 Jul 1984 p. 2054	6 Jul 1984
Builders' Registration Amendment Regulations (No. 2) 1984	30 Nov 1984 p. 3989-96	1 Dec 1984 (see r. 2 and <i>Gazetta</i> 30 Nov 1984 p. 3945)
Builders' Registration Amendment Regulations 1986	29 Aug 1986 p. 3205	1 Sep 1986 (see r. 2 and <i>Gazette</i> 29 Aug 1986 p. 3162)
Builders' Registration Amendment Regulations 1987	31 Dec 1987 p. 4609	31 Dec 1987
Builders' Registration Amendment Regulations 1988	1 Jul 1988 p. 2161	1 Jul 1988
Builders' Registration Amendment Regulations 1989	7 Jul 1989 p. 2112	7 Jul 1989
Builders' Registration Amendment Regulations (No. 2) 1990	21 Sep 1990 p. 4897-8	21 Oct 1990 (see r. 2)
Builders' Registration Amendment Regulations 1997	9 Dec 1997 p. 7172-3	1 Jan 1998 (see r. 2)

Compilation table

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Citation	Gazettal	Commencement
Builders' Registration Amendment Regulations 1998	17 Jul 1998 p. 3761	17 Jul 1998
Reprint of the <i>Builders' Registration</i> amendments listed above)	Regulations as a	at 22 Sep 2000 (includes
Builders' Registration Amendment Regulations (No. 2) 2001	31 Jul 2001 p. 3935-46	1 Aug 2001 (see r. 2 and <i>Gazette</i> 31 Jul 2001 p. 3907)
Builders' Registration Amendment Regulations (No. 3) 2001	28 Aug 2001 p. 4796-7	28 Sep 2001 (see r. 2(b) and <i>Gazette</i> 28 Sep 2001 p. 5352)
Corporations (Consequential Amendments) Regulations 2001 Pt. 3	28 Sep 2001 p. 5353-8	15 Jul 2001 (see r. 2 and <i>Commonwealth Gazette</i> 13 Jul 2001 No. S285)
Builders' Registration Amendment Regulations (No. 2) 2003	9 Jan 2004 p. 86-7	9 Jan 2004
Builders' Registration Amendment Regulations 2005	28 Jun 2005 p. 2913-15	1 Jul 2005 (see r. 2)
Reprint 2: The Builders' Registration amendments listed above)	n Regulations as	at 17 Feb 2006 (includes
Builders' Registration Amendment Regulations 2006	27 Jun 2006 p. 2264-5	1 Jul 2006 (see r. 2)
Builders' Registration Amendment Regulations (No. 2) 2007	15 Jun 2007 p. 2763-4	r. 1 and 2: 15 Jun 2007 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2007 (see r. 2(b)(i))
Builders' Registration Amendment Regulations (No. 3) 2007	15 Jun 2007 p. 2766-7	r. 1 and 2: 15 Jun 2007 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2007 (see r. 2(b)(i))
Builders' Registration Amendment Regulations 2007	29 Jun 2007 p. 3189-90	 r. 1 and 2: 29 Jun 2007 (see r. 2(a)); Regulations other than r. 1 and 2: 2 Jul 2007 (see r. 2(b)(i))
Reprint 3: The <i>Builders' Registration</i> amendments listed above)	n Regulations as	at 26 Oct 2007 (includes
Builders' Registration Amendment Regulations 2008	17 Jun 2008 p. 2545-6	r. 1 and 2: 17 Jun 2008 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2008 (see r. 2(b)(i))

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Citation	Gazettal	Commencement
Builders' Registration Amendment Regulations (No. 2) 2008	17 Jun 2008 p. 2547	r. 1 and 2: 17 Jun 2008 (see r. 2(a)); Regulations other than r. 1 and 2 1 Jul 2008 (see r. 2(b)(i) and <i>Gazette</i> 17 Jun 2008 p. 2545)
Builders' Registration Amendment Regulations 2009	23 Jun 2009 p. 2431-2	r. 1 and 2: 23 Jun 2009 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2009 (see r. 2(b)(i))
Builders' Registration Amendment Regulations (No. 2) 2009	23 Jun 2009 p. 2433	r. 1 and 2: 23 Jun 2009 (see r. 2(a)); Regulations other than r. 1 and 2: 1 Jul 2009 (see r. 2(b)(i) and <i>Gazette</i> 23 Jun 2009 p. 2431)

Reprint 4: The *Builders' Registration Regulations* as at 11 Sep 2009 (includes amendments listed above)

- ² Under the *Alteration of Statutory Designations Order 2007* a reference in any law to the Department for Community Welfare is, unless the contrary is intended, to be read and construed as a reference to the Department for Child Protection.
- ³ The *Builders' Registration Amendment Regulations 2003* as published in *Gazette* 12 Sep 2003 p. 4071 have no effect because they were made in error by the Governor instead of the Board.
- ⁴ Now known as the *Builders' Registration Regulations*; citation changed (see note under r. 1).

Defined Terms

Defined Terms

[This is a list of terms defined and the provisions where they are defined. The list is not part of the law.]

Defined Term	Provision (s)
constructed	
financially disadvantaged person	
policy of home indemnity insurance	
registered Australian body	

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