



## Construction Occupation Form for Appointing Nominee

This approved form is to be used for the appointment of nominees under the *Construction Occupations (Licensing) Act 2004*. Please ensure that the nominee and a Director of the company or Partner of the partnership have signed the form.

### Privacy Information

The personal information on this form is provided to the ACT Environment and Planning Directorate (EPD) to enable the processing of your application. If all or some of the personal information is not collected EPD cannot process your application. The personal information you provide may be disclosed to the other ACT Government Directorates, and third parties external to the ACT Government, as required by specific legislations administered by EPD. The [Information Privacy Policy Annex](#) contains information in regard to what information EPD collects and to whom it is disclosed. The policy also contains information about how you may access or seek to correct your personal information held by EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found on the [EPD website, under the "About Us" menu](#).

### Section A — Proposed Nominee Details

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Names \_\_\_\_\_ Date of Birth \_\_\_\_\_

Individual Licence \_\_\_\_\_ Expiry Date \_\_\_\_\_

Mobile Number \_\_\_\_\_ Email \_\_\_\_\_

Pursuant to section 28 of the *Construction Occupations (Licensing) Act 2004* I agree to become the nominee for the company/partnership identified in part B.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

1. I understand that I will remain the nominee of the company/partnership until such time as I become ineligible to stay a nominee if I cease to be licensed in a construction or occupation class appropriate for any of the construction services for which I as the nominee am responsible.

Yes

No

2. I understand that as a nominee I am responsible for work undertaken on behalf of the company/partnership and that disciplinary action can be taken against my individual licence under the *Construction Occupations (Licensing) Act 2004*.

Yes

No

3. I understand that if more than one nominee is appointed to the company/partnership I may wish to retain records that document the particular work I was responsible for on behalf of the company/partnership.

Yes

No

4. I understand that as a nominee I must be able to exercise the functions of a nominee on a daily basis.

Yes

No

5. I understand that I can resign at any time from being a nominee for the company/partnership only with approval from the Construction Occupations Registrar.

Yes

No

6. I understand that if I am a sole nominee for a company/partnership then the company/partnership will cease being a licensed entity if I resign; and that the Construction Occupations Registrar will write to the company/partnership informing them of my resignation.

Yes

No

7. I understand that the company/partnership can revoke my appointment as a nominee only with approval by the Construction Occupations Registrar; and that the Construction Occupation Registrar will write to me informing me of the revocation of my appointment.

Yes

No

## Section B – Company / Partnership Details

As Director/Partner I agree to the appointment of the above licensee to be nominee for the Company/Partnership as referenced below.

Individual /Entity Name \_\_\_\_\_ ACN \_\_\_\_\_

Construction Occupation \_\_\_\_\_ Construction Occupation Class \_\_\_\_\_

Director/Partner Name \_\_\_\_\_

Signature of Director/Partner \_\_\_\_\_ Date \_\_\_\_\_

## Section C – Payment Details

If the appointment of a nominee changes the occupation or occupation class of the company/partnership, a fee for a replacement card will need to be paid. View the [fees and charges booklet](#) on the Environment and Planning Website for more information.

## Section D – Lodgement and Contact Information

Environment and Planning Directorate website [www.planning.act.gov.au](http://www.planning.act.gov.au)

### Customer Service Centre

GPO Box 1908, Canberra City ACT 2601

16 Challis Street, Dickson ACT 2602

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

Phone: (02) 6207 1923

Email: [epdcustomerservices@act.gov.au](mailto:epdcustomerservices@act.gov.au)