



**Department of Planning, Transport and Infrastructure
Building and Construction Project Prequalification System**

APPLICATION FORM (4M/4MA)

Office use only

APPLICATION FEE: \$170 (incl. GST)

Applicant ID

**General Building Contractor
Trade/Sub Contractor**

Category 4M

Trade/Sub Contractor

Category 4MA (Asbestos Removal)

Note:

Applicants may also elect to register in Categories 1, 2, 3 and 4. For registration in these categories use separate Application Form.

Return to:

Registrar

DPTI Building and Construction Project Prequalification System
Building Management, DPTI

Level 2, 211 Victoria Square, Adelaide SA 5000
GPO Box 967, Adelaide SA 5001

Telephone: (08) 8226 5200

Facsimile: (08) 8226 5588

Email: buildingmanagement@sa.gov.au

Categories:

**General Building Contractor
Trade/Sub Contractor**

4M (\$50,000 to less than \$250,000)

Trade/Sub Contractor

4MA (<\$50,000 asbestos removal)

Definitions:

Building: Any roofed structure enclosing space and intended for use as a shelter (for people, animals or property) or for recreational, industrial, commercial or other functions.

General Building Contract: A general building contract is a contract for concurrent construction work completed generally within the boundary of one specific site and excludes repetitive construction work spread over several sites and/or varying periods of time. Construction work equivalent to typical government commercial works.

General/Residential Building Contractor: An entity, which contracts with the South Australian Government to construct a building and usually engages subcontractors to carry out specific trade work relevant to the contract.

Trade Contractor: An entity, which contracts with the South Australian Government to carry out specific trade work (e.g. bricklaying, air conditioning).

Sub Contractor: An entity, which contracts with the General/Residential Building Contractor to carry out specific trade work.

System Documents

For information on the DPTI Building and Construction Project Prequalification System

	refer to the following documents for categories 4M and 4MA.	
	<ul style="list-style-type: none"> Performance Report Form (02) Prequalification Information (4M/4MA) (03) Assessment and Appeal Processes (04) Benchmark Criteria (05) Financial Capacity Assessment (4M/4MA) (06) 	<ul style="list-style-type: none"> Performance Reports (07) Code of Practice for the SA Construction Industry 2008 (08), Implementation Procedures (09) and Schedules of Best Practices (10) Referee Details Form (4M/4MA) (11)

Part 1 – Contractor Details

A1	What is the trading name of the contractor (applicant) seeking prequalification?		
	Name		

A2	What is the legal status of the applicant's business? Dependent upon the structure of the business more than one descriptor may apply.		
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		Cross <u>all</u> boxes which apply	
Incorporated Company		<input type="checkbox"/>	
Australian Company Number (A.C.N.)?			
Sole Proprietorship		<input type="checkbox"/>	
Partnership		<input type="checkbox"/>	
Trust		<input type="checkbox"/>	
Registered Business Name		<input type="checkbox"/>	
Australian Registered Business Number (A.R.B.N.)?			

A3	What is the applicant's Australian Business Number (A.B.N.)?		
	Number		

A4	What is the applicant's Building Work Contractors (or PGE) Licence Number?			
	Licence No		Expiry Date	/ /
	Conditions or restrictions			

A5	What is the applicant's business address and contact details?				
	Street				
	Suburb	State	Postcode		
	Phone No.				
	Fax No.				
	E-mail address				
	Website				

A6	What is the applicant's postal address? (If different from A5)			
	Street/PO Box			

Suburb		State		Postcode	
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A7	Complete the following table by listing all directors (if a company) or all partners (if a business).				
	Given Name	Initials	Surname		
1					
2					
3					
4					

A8	Contact details of person who can be contacted if further information is required.				
	Given Name	Initials	Surname		
Name					
Phone No.					
Mobile No.					
Fax No.					
E-mail address					

Part 2 – Work/Trade Types and Locations

Note: To be considered for prequalification, the applicant must be able to demonstrate satisfactory performance against all benchmark criteria for each category and work type applied for.

Contractors can nominate for registration in multiple categories appropriate to their business. For each work/trade type applicants will be assessed against the relevant prequalification criteria.

Registration will be granted in each work/trade type.

A9	Does the applicant seek registration as a:				
	General Building Contractor 4M?				
	Trade/Sub Contractor 4M?				
	Trade/Sub Contractor 4MA?				

A10	Trade/Sub Contractor only, cross category boxes for <u>all</u> the work/trade types for which prequalification is sought.				
		Category			
		4M		4MA	
	Asbestos Removal				
	Asbestos Removal Licence Number				
	Aluminium Framing/Glazing				
	Bricklaying/Stonemasonry				
	Carpentry (1 st & 2 nd Fix)				
	Ceilings/Partitions				
	Civil Work (Earthworks, Pavements)				

Concrete Construction/Reinforcing/Formwork	<input type="checkbox"/>	
Demolition	<input type="checkbox"/>	
Electrical/Electronic (including Security)	<input type="checkbox"/>	
Security Agent Licence Number	<input type="checkbox"/>	
Fire Protection	<input type="checkbox"/>	
Joinery	<input type="checkbox"/>	
Lifts/Escalators	<input type="checkbox"/>	
Mechanical Services (General/Air conditioning)	<input type="checkbox"/>	
Plumbing	<input type="checkbox"/>	
Roofing	<input type="checkbox"/>	
Structural Steelwork	<input type="checkbox"/>	
A11	Cross all the SA locations in which the applicant is prepared to work.	
South Australia: all areas except Far North	<input type="checkbox"/>	
Adelaide city and metropolitan area	<input type="checkbox"/>	
Fleurieu Peninsula/Kangaroo Island	<input type="checkbox"/>	
South East	<input type="checkbox"/>	
Riverland	<input type="checkbox"/>	
Murraylands	<input type="checkbox"/>	
Mid North including Yorke Peninsula	<input type="checkbox"/>	
Port Pirie/Port Augusta/Whyalla	<input type="checkbox"/>	
Eyre Peninsula/West Coast	<input type="checkbox"/>	
Far North	<input type="checkbox"/>	
Previous experience in Far North?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Part 3 – Technical Capability		
Note:	Technical capability is measured by: <ul style="list-style-type: none"> • Applicant's experience in undertaking relevant projects (A14) • Performance/Referee reports (Refer Part 10) 	

A12	Complete the following employment details.		
	Count each employee once only. <u>Include</u> - Permanent full-time and part-time employees and permanent casuals. <u>Exclude</u> - Contract employees		
	Number of Employees	<input type="text"/>	
A13	How many contracts were awarded to the contracting business during the last full financial year?		
	General Building Contractor/ Trade/Sub Contractor	<input type="text"/>	Over \$50,000
	Trade/Sub Contractor	<input type="text"/>	Less than \$50,000 (Asbestos Removal)
A14	How many years' experience does the applicant have in each category of work?		
	Only include experience of the business/organisation - not individual directors/partners/employees. For each category use the following experience groupings		
		0 to less than 2 years 2 to less than 10 years 10 years or more	Code A B C
	General Building Contractor	<input type="text"/>	
	Trade/Sub Contractor 4M	<input type="text"/>	
	Trade/Sub Contractor 4MA	<input type="text"/>	
Part 4 – Occupational Health, Safety and Welfare (OHS&W)			
	Note:	Prequalification assessment measures that the applicant complies with the Occupational Health, Safety and Welfare (OHS&W) Regulations 1995. While supporting evidence of responses provided on this application form is <u>not</u> required at the time of submission, random audits of details provided on this application form may be conducted.	
A15	Does the applicant have an OHS&W policy and an OHS&W Management System in place?		
	Yes	<input type="text"/>	No <input type="text"/>
A16	Does the applicant have a designated officer responsible for OHS&W?		
	Yes	<input type="text"/>	No <input type="text"/> → go to Item A18
A17	Contact details of designated officer?		
	Name	Given Name	Initials Surname
	Phone No.	<input type="text"/>	
	Mobile No.	<input type="text"/>	
	E-mail address	<input type="text"/>	
A18	Has the applicant received Workplace Services Improvement Notices, Prohibition Notices or had convictions recorded against it for the preceding 2 years from the date of this application?		
	Yes	<input type="text"/>	No <input type="text"/>
Part 5 – Industry Initiative			

Note:	The building and construction industry in South Australia has adopted the Code of Practice for the South Australian Construction Industry as a best practice initiative. Copies of the Code of Practice can be found in the application kit or downloaded from the website http://www.infrastructure.sa.gov.au/BuildingManagement/policies . Prequalification assessment will consider how the applicant has implemented the Code. While supporting evidence of responses provided on this application form is not required at the time of submission. Random checks of details provided on this application form may be conducted.
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A19	Is the applicant aware of and working in accordance with the Code of Practice?		
	Yes		No

Part 6 – Contractor All Risk Insurance (For Asbestos Removal Contractors only)

A20	Does the applicant currently have Contractor All Risk (CAR) insurance?		
	Yes		No

A21	What is the name of the insurance company?		
	Name		

A22	What is the sum insured?	Sum	\$	
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A23	What is the amount of excess?	Amount	\$	
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A24	On what date does the current policy expire?	Date	/	/	
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Part 7 – Declaration

I hereby make application for prequalification with the Department of Planning, Transport and Infrastructure (DPTI), Government of South Australia as a prequalified General Building Contractor or Trade/Sub Contractor and declare that the particulars shown herein are true and correct in every detail.

I also undertake to advise the Registrar of any changes to the circumstances of the contractor affecting the information contained in this application during the prequalification period.

	Given Name	Initials	Surname
Name			
Position			
Signature			
Date	/	/	.

Part 8 – Declaration as to Bankruptcy

To the best of my knowledge:

- none of the proprietors, directors, trustees, managers of the business/company or their spouses are or have ever been bankrupt or a director, manager or secretary of a company that is being or has been wound up (whether voluntarily or otherwise)
- none of the proprietors, directors, trustees, managers or their spouses are presently undeclared bankrupt
- the business is not trading under an arrangement and/or restructuring, receiver and manager, official management, or an arrangement with creditors without sequestration.

	Given Name	Initials	Surname
Name			

Position		
Signature		
Date	/	/

The applicant must provide, as an attachment, details of any of the proprietors, directors, trustees, managers or their spouses who have been or are bankrupt (if discharged state the date of discharge), or have entered into an agreement with any creditors without proceeding to bankruptcy, or have been a director, manager or secretary of a company which is being or has been wound up or is trading under an arrangement with creditors.
Disclosure will not necessarily preclude an applicant from achieving registration.

Part 9 – Authorisations

A25 Do you authorise DPTI to access Licence application information relating to the applicant from the Office of Consumer and Business Affairs?

Yes No

Name	Given Name	Initials	Surname
Signature			
Date	/	/	

A26 Do you authorise DPTI to access information and records relating to the applicant held by SafeWork SA and WorkCover Corporation?

Yes No

Name	Given Name	Initials	Surname
Signature			
Date	/	/	

Part 10 – Performance reports (Separate Forms)

Contractor performance aims to measure the applicant's past experience in performing work appropriate to the category and type of work. For detailed requirements of performance reports and their use in the assessment process refer to the document Performance Reports (Edition 2011).

Performance Reports will be used to ascertain the applicant's ability to qualify for registration as a general building contractor or trade/sub contractor in the nominated category.

Applicants will be required to demonstrate to the satisfaction of the Assessment Panel that they have the capacity to successfully and consistently undertake projects in each work/trade type and category.

Applicants for registration as General Building Contractor in Category 4M are required to provide a minimum of one (1) performance report on a contract within the value range and details of two (2) referees willing to provide verbal assessment of the Contractor's performance on two other contracts (three in total). Applicants for Trade/Sub Contractor in categories 4M and 4MA are required to provide the three reports detailed above for each trade type category sought.

All performance reports must have been prepared at least three (3) months after project practical completion (or equivalent).

Part 11 – Financial Capacity

Applicants are required to provide a statement from an accountant or banker advising that the business has sufficient financial capacity to undertake the projects up to the upper value of the applicable category range for the work type and specifically verify that:

1. it has sufficient liquid assets to meet project demands (working capital):
 - it has sufficient financial capacity to undertake the projects up to the upper value of the category work/trade type (\$250,000 or \$50,000)
 - it is in a position to meet its responsibilities to its creditors (including payment of subcontractors, suppliers, and employees)
2. there is a history of profitable trading (net profit):
 - there is profitability of the business, both declared and underlying
3. the business is adequately capitalised (net worth and shareholders' equity):
 - there is sufficient cash or access to cash by way of overdraft etc
 - capitalisation and net worth indicate sufficient cash flow to carry out contracts up to the upper value of the category work/trade type (\$250,000 or \$50,000)
 - the degree of risk or security introduced by non-contracting business activity is manageable
 - there is access if required, to guarantee facilities through assets held outside the business.

The statement provided shall be signed by an authorised representative of the accountant or banker and provide contact details of the person or organisation making the statement.

Directions to Applicants

Check that all of the following parts of the application have been fully completed prior to submission:

- Application Form
- Performance Report(s) and/or Referee Details Form
- Financial Statement

To be accepted for inclusion on the prequalification register for contractors, an applicant must meet the minimum benchmarks for all criteria.

A fee of \$170 (incl. GST) payable to the Department of Planning, Transport and Infrastructure (DPTI) must accompany the completed application form. Applications for prequalification will not be assessed unless accompanied by the full fee.

The completed application forms should be forwarded to the Registrar, DPTI Building and Construction Project Prequalification System, Building Management, DPTI, GPO Box 967, Adelaide SA 5001 or alternatively Level 2, 211 Victoria Square, Adelaide SA 5000, between the hours of 9am and 4pm.

Any enquiries should be directed to the Registrar, on telephone (08) 8226 5200 or facsimile (08) 8226 5588.