

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

		<b>Office use only</b>	
<b>APPLICATION FEE: \$360 (incl. GST)</b>		Applicant ID	
<b>General Building Contractor</b> <b>Residential Building Contractor</b> <b>Trade/Sub Contractor</b> <b>Categories</b> <b>1, 2, 3 and 4</b>			
<b>Note:</b> Applicants may also elect to register in Category 4M (contract values between \$50,000 and \$250,000) at Items A10 and/or A11. Registration in this category will be granted automatically to applicants assessed as meeting criteria for registration in categories 1-4. For registration in Category 4M only use separate Application Form.			
<b>Return to:</b>		<b>Registrar</b> <b>DPTI Building and Construction Project Prequalification System</b> 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: <a href="mailto:buildingmanagement@sa.gov.au">buildingmanagement@sa.gov.au</a>	
<b>Categories:</b>		<b>General Building Contractor/Residential Building Contractor</b>  1        (\$10 million to less than \$50 million) 2        (\$4 million to less than \$10 million) 3        (\$2 million to less than \$4 million) 4        (\$150,000 to less than \$2 million)  <b>Trade/Sub Contractor</b> 1        (Over \$2.5 million) 2        (\$1 million to less than \$2.5 million) 3        (\$500,000 to less than \$1 million) 4        (\$150,000 to less than \$500,000)	
<b>Definitions:</b>		<b>Building:</b> 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.  <b>General Building Contract:</b> 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.  <b>Residential Building Contract:</b> A residential 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 residential building works.  <b>General/Residential Building Contractor:</b> 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. <b>Trade Contractor:</b> An entity, which contracts with the South Australian Government to carry out specific trade work (e.g. bricklaying, air conditioning). <b>Sub Contractor:</b> An entity, which contracts with the General/Residential Building Contractor to carry out specific trade work.				
<b>System Documents:</b>	For information on the DPTI Building and Construction Project Prequalification System refer to the following documents:				
	<ul style="list-style-type: none"> <li>Performance Report Form (02)</li> <li>Prequalification Information (03)</li> <li>Assessment and Appeal Processes (04)</li> <li>Benchmark Criteria (05)</li> <li>Financial Capacity Assessment (06)</li> <li>Performance Reports (07)</li> </ul>		<ul style="list-style-type: none"> <li>Code of Practice for the South Australian Construction Industry 2008 (08), Implementation Procedures (09) and Schedules of Best Practices (10)</li> <li>Financial Details Form (11)</li> <li>Quality Assurance (12)</li> <li>Compliance Matrices (13)</li> </ul>		
<b>Part 1 – Contractor Details</b>					
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.				
	Cross all 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		
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						
5						
6						
A8	Contact details of person who can be contacted if further information is required.					
Name	Given Name	Initials	Surname			
Phone No.						
Mobile No.						
Fax No.						
E-mail address						
<b>Part 2 – Values, Project Types, Work/Trade Types and Locations</b>						
<b>Note:</b>	<p>To be considered for prequalification, the applicant must be able to demonstrate satisfactory performance against all benchmark criteria for the highest category in each work type applied for.</p> <p>Performance Reports are required for the highest category nominated (<u>refer to Part 14 for details</u>).</p> <p>Contractors can nominate for registration in multiple categories appropriate to their business. For each work/trade type applicants will be assessed against prequalification criteria levels for the highest category nominated.</p> <p>Registration will also be granted in all nominated categories below the highest category granted in each work/trade type.</p>					
A9	Does the applicant seek registration as a:					
General Building Contractor?						
Residential Building Contractor?						
Trade/Sub Contractor?						
A10	For General/Residential Building Contractor, cross <u>all</u> categories for which prequalification is sought.					
General Building Contractor		Category				
		1	2	3	4	4M

<b>Residential Building Contractor</b>											
A11 For Trade/Sub Contractor, cross category boxes for <u>all</u> the work/trade types for which prequalification is sought.											
		Category									
		1		2		3		4		4M	4MA
Asbestos Removal											
										Asbestos Removal Licence Number	
Aluminium Framing/Glazing											
Bricklaying/Stonemasonry											
Carpentry (1 <sup>st</sup> & 2 <sup>nd</sup> Fix)											
Ceilings/Partitions											
Civil Work (Earthworks, Pavements)											
Concrete Construction/ Reinforcing/Formwork											
Demolition											
Electrical/Electronic (Including security)											
										Security Agent Licence Number	
Fire Protection											
Joinery											
Lifts/Escalators											
Mechanical Services (General/Air conditioning)											
Plumbing											
Roofing											
Structural Steelwork											
A12 Cross all the SA locations in which the applicant is prepared to work.											
South Australia: all areas except Far North											
Adelaide city and metropolitan area											

Fleurieu Peninsula/Kangaroo Island		
South East		
Riverland		
Murraylands		
Mid North including Yorke Peninsula		
Port Pirie/Port Augusta/Whyalla		
Eyre Peninsula/West Coast		
Far North		
Previous experience in Far North?	Yes	No

### Part 3 – Technical Capability

- Note:** Technical capability is measured by:
- Suitably qualified and experienced employees (A13)
  - Applicant's experience in undertaking relevant projects (A14, A15 and A16)
  - Performance reports (Refer Part 14)

#### A13 Complete the following employment details.

<b>Employee</b>	Count each employee once only. <u>Include</u> - Permanent full-time and part-time employees and permanent casuals. <u>Exclude</u> - Contract employees							
	<b>South Australia</b>				<b>Interstate</b>			
	Number of employees with <u>less</u> than 4 years' experience		Number of employees with <u>more</u> than 4 years' experience		Number of employees with <u>less</u> than 4 years' experience		Number of employees with <u>more</u> than 4 years' experience	
Professional								
Technical								
Management								
Administration								
Supervisor								
Construction Worker								
Apprentice/Trainee								

#### A14 How many contracts were awarded to the contracting business during the last 3 years?

<b>General/Residential Building Contractor</b>	For each category applied for, enter the number of contracts							
		Category						
	Year	1		2		3		4
	Second last full financial year	/						
	Last full financial year	/						
	Current financial year to date	/						

<b>Trade/Sub Contractor</b>		Year	1		2		3		4
Second last full financial year		/							
Last full financial year		/							
Current financial year to date		/							
A15	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
			Category						
			1		2		3		4
<b>General/Residential Building Contractor</b>									
<b>Trade/Sub Contractor</b>									
A16	How many years' experience does the contracting business have in each project type?								
			For each project type 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/Residential Building Contractor			Trade/Sub Contractor			
Correctional and Police									
Educational									
General Building									
Health									
Office Fitout									
Recreational and Sporting									
Residential									
<b>Part 4 – Quality Assurance</b>									
<b>Note:</b>		The applicant is required to have in place an independently certified quality system to: <ul style="list-style-type: none"> <li>ISO 9001, which is the minimum acceptable system for registration in categories 1 and 2</li> <li>DPTI requirements as set out in the document 'Quality Assurance (Edition 2011)', which is the minimum acceptable system for registration in categories 3 and 4.</li> </ul> For information regarding quality assurance system requirements refer to the document 'Quality Assurance (Edition 2011)'.							
A17	Does the applicant have:								
A certified Quality system to ISO 9001?			Certification No.			Date of Certification			
			Auditor's/Certifier's Name and Registration Details						

A Certified Quality System to DPTI Requirements?		Certification No.	
		Date of Certification	
		Auditor's/Certifier's Name and Registration Details	
A18	Does the applicant have a Quality Manager/Officer?		
Yes		No	→ go to Part 5
A19	Contact details of Quality Manager/Officer.		
	Given Name	Initials	Surname
Name			
Phone No.			
Mobile No.			
E-mail address			
<b>Part 5 – Skill Formation</b>			
	<b>Note:</b>	<p>Prequalification assessment measures that all employees including partners, directors and managers in the applicant's organisation undertake skill development appropriate to contractor business activities.</p> <p>The applicant is required to self-assess its level of compliance on a scale of 0 to 5 by reference to the Skill Formation Compliance Matrix in the document 'Compliance Matrices (Edition 2011)'.</p> <p>Compliance level 3 is the minimum acceptable level for registration in categories 1, 2 and 3.</p> <p>Compliance level 2 is the minimum acceptable level for registration in category 4.</p> <p>While supporting evidence of responses provided on this application form is <u>not</u> required at the time of submission, applicants should be aware that random audits of details provided on this application form may be conducted.</p>	
A20	The Skill Formation compliance level of the applicant is:		
		Enter number 0 to 5	
<b>Part 6 – Occupational Health, Safety and Welfare (OHS&amp;W)</b>			
	<b>Note:</b>	<p>Prequalification assessment measures that the applicant complies with the Occupational Health, Safety and Welfare (OHS&amp;W) Regulations 1995. Compliance with these regulations will establish a compliance level 2, which is the minimum acceptable level for all categories.</p> <p>The applicant is required to self-assess the level of compliance on a scale of 0 to 5 in relation to OHS&amp;W.</p>	

		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.			
A21	Does the applicant have an OHS&W policy and an OHS&W Management System in place?				
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
A22	Does the applicant have a designated officer responsible for OHS&W?				
		Yes	<input type="checkbox"/>	No	<input type="checkbox"/> → go to Item A24
A23	Contact details of designated officer?				
		Given Name	Initials	Surname	
Name		<input type="text"/>	<input type="text"/>	<input type="text"/>	
Phone No.		<input type="text"/>			
Mobile No.		<input type="text"/>			
E-mail address		<input type="text"/>			
A24	What is the applicant's level of OHS&W management?				
		Cross one box			
Sustaining best practice		<input type="checkbox"/>	Level 5		
High level continuous improvement		<input type="checkbox"/>	Level 4		
Committed to improvement beyond minimum requirements		<input type="checkbox"/>	Level 3		
Satisfies regulatory requirements and understanding of duty of care		<input type="checkbox"/>	Level 2		
Awareness of need and in process of change		<input type="checkbox"/>	Level 1		
No awareness/appreciation of need		<input type="checkbox"/>	Level 0		
A25	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="checkbox"/>	No	<input type="checkbox"/>
<b>Part 7 – Human Resource Management</b>					
<b>Note:</b>		<p>Prequalification assessment measures that the applicant's management of human resources is appropriate to contractor business activities.</p> <p>The applicant is required to self-assess its level of compliance on a scale of 0 to 5 by reference to the Human Resource Compliance Matrix in the document 'Compliance Matrices (Edition 2011)'.</p> <p>Compliance level 2 is the minimum acceptable level for registration in categories 1, 2 and 3.</p> <p>Compliance level 1 is the minimum acceptable level for registration in category 4.</p> <p>While supporting evidence of responses provided on this application form is <u>not</u> required at the time of submission, applicants should be aware that random audits of details provided on this application form may be conducted.</p>			
A26	The Human Resource Management compliance level of the applicant is:				



	Enter number 0 to 5	
<b>Part 8 – Ecologically Sustainable Development (ESD)</b>		
<b>Note:</b>	<p><b>(For General Building Contractors only)</b></p> <p>Prequalification assessment measures that the applicant's management of ESD is appropriate to general building contractor's business activities and to required project outcomes.</p> <p>The applicant is required to self-assess its level of compliance on a scale of 0 to 5 by reference to the ESD Compliance Matrix in the document 'Compliance Matrices (Edition 2011)'.</p> <p>Compliance level 3 is the minimum acceptable level for registration in category 1.</p> <p>Compliance level 2 is the minimum acceptable level for registration in category 2.</p> <p>Compliance level 1 is the minimum acceptable level for registration in categories 3 and 4.</p> <p>While supporting evidence of responses provided on this application form is <u>not</u> required at the time of submission, applicants should be aware that random audits of details provided on this application form may be conducted.</p>	
A27	The ESD compliance level of the applicant is:	
	Enter number 0 to 5	
<b>Part 9 – Industry Initiative</b>		
<b>Note:</b>	<p>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 <a href="http://www.infrastructure.sa.gov.au/BuildingManagement/policies">http://www.infrastructure.sa.gov.au/BuildingManagement/policies</a>.</p> <p>Prequalification assessment will consider how the applicant has implemented the Code. There are 9 areas of industry activity covered within the Scope section of the Code.</p> <p>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.</p>	
A28	Is the applicant working in accordance with the Code of Practice?	
	Yes	No → go to Part 10
A29	In what areas is the applicant implementing the objectives of the Code of Practice?	
	Cross all boxes that apply.	
Area of industry activity 1		Contract Administration
Area of industry activity 2		Consultant Selection and Ethics
Area of industry activity 3		Tendering Processes
Area of industry activity 4		Security of Payment
Area of industry activity 5		Occupation Health and Safety

Area of industry activity 6		Environmental Management	
Area of industry activity 7		Intra-industry Relationships	
Area of industry activity 8		Skills Development and Training	
Area of industry activity 9		Best Practice	
<b>Part 10 – Contractor All Risk Insurance (For Asbestos Removal Contractors only)</b>			
A30	Does the applicant currently have Contractor All Risk (CAR) insurance?		
	Yes		No
A31	What is the name of the insurance company?		
	Name		
A32	What is the sum insured?	Sum	\$
A33	What is the amount of excess?	Amount	\$
A34	On what date does the current policy expire?	Date	/ /
<b>Part 11 – Declaration</b>			
<p>I hereby make application for prequalification with the Department of Planning, Transport and Infrastructure (DPTI) on behalf of the Government of South Australia as a prequalified General/Residential Building Contractor or Trade/Sub Contractor and declare that the particulars shown herein are true and correct in every detail.</p> <p>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.</p>			
	Name	Given Name	Initials Surname
	Position		
	Signature		
	Date	/ /	
<b>Part 12 – Declaration as to Bankruptcy</b>			
To the best of my knowledge:			
<ul style="list-style-type: none"> <li>• 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)</li> <li>• none of the proprietors, directors, trustees, managers or their spouses are presently undeclared bankrupt</li> <li>• the business is not trading under an arrangement and/or restructuring, receiver and manager, official management, or an arrangement with creditors without sequestration.</li> </ul>			
	Name	Given Name	Initials Surname

Position			
Signature			
Date	/	/	
<p>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.</p> <p>Disclosure will not necessarily preclude an applicant from achieving registration.</p>			
<b>Part 13 – Authorisations</b>			
A35	Do you authorise DPTI to access the business financial data provided separately in this application?		
	Yes		No
	Given Name	Initials	Surname
Name			
Signature			
Date	/	/	
A36	Do you authorise DPTI to access Licence application information relating to the applicant from the Office of Consumer and Business Affairs?		
	Yes		No
	Given Name	Initials	Surname
Name			
Signature			
Date	/	/	
A37	Do you authorise DPTI to access information and records relating to the applicant held by SafeWork SA and WorkCover Corporation?		
	Yes		No
	Given Name	Initials	Surname
Name			
Signature			
Date	/	/	
<b>Part 14 – Performance reports (Separate Forms)</b>			
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, residential 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 or Residential Building Contractor in Categories 1, 2, 3 and 4 are required to provide performance reports on a minimum of three (3) general building contracts completed within the last four (4) years with at least one (1) report being for a project within the value range of the highest category sought.

Applicants for registration as Trade/Sub Contractor in Categories 1, 2, 3 and 4 are required to provide performance reports on a minimum of three (3) contracts completed within the last four (4) years for each trade group in which registration is sought. At least one (1) report for each trade group is to be for a project within the value range of the highest category sought.

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

## **Part 15 – Financial Capacity (Separate Form)**

Prepare the separate Financial Details Form and refer to the document 'Financial Capacity Assessment (Edition 2011)'.

## **Directions to Applicants**

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

- Application Form
- Performance Report
- Financial Details Form and associated documentation
- Quality Assurance Certificate

With the Financial Details Form, audited accounts including a statement of cash flows and notes to the accounts or completed balance sheet and profit and loss statement as applicable should accompany the completed form and be enclosed in a sealed envelope. The contractor's name, address, name of accountant and category applied for should be shown on the front of the envelope.

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

A fee of \$360 (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 initial financial assessment of the financial details provided with the application will be undertaken at no additional cost to the applicant. Should this assessment not meet the registration category level requested and the applicant requests further assessment based on additional information an additional charge of \$275 (incl. GST) will be incurred for each subsequent financial assessment. Additional financial assessments will not be undertaken unless accompanied by the additional 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.