

Minor trade work

Information about a licences and certificates in minor trade work. Use the menu on the right to find what you need.

You must have a licence before you do any residential building work in NSW, including minor trade work, valued at more than \$5000 (incl GST) in labour and materials.

Minor trade work means new, repair or replacement work that cannot be easily assigned to an individual specific trade area.

To learn more about what is considered minor trade work see the definition in schedule 4 of the [Home Building Regulation 2014](#).

[Find out about our assessment process](#)

Licence types

Minor trade work is classified as Trade Work.

There are different types of licences available in NSW depending on whether you want to contract for another party or supervise work.

A **contractor licence** allows you to contract and advertise to do work. You can only do the types of work described on your licence card. Contractor licences can be issued to individuals and to companies and partnerships.

From 1 July 2020, you can apply for a 1, 3 or 5 year contractor licence.

A **qualified supervisor certificate** allows you to supervise and do the work described on your certificate. Qualified supervisor certificates are only issued to individuals. A qualified supervisor certificate does not allow you to contract for work.

From 1 July 2020, you can apply to have a Qualified Supervisor Certificate issued for 1, 3 or 5 years.

An **endorsed contractor licence** is issued to individuals who apply for a contractor licence and who also have the qualifications and experience needed to be a qualified supervisor. Endorsed contractor licence cards have 'contractor licence (Q)' printed on them to show they are also equivalent to a Qualified Supervisor Certificate.

Apply for a licence or certificate

This information is for individuals. See information for [companies and partnerships](#).

Once you know what licence type you want, and you have checked you have the right [qualifications](#), you can apply for a licence or certificate.

How to apply

You must lodge your application and payment in person at a [Service NSW](#) centre.

What you need

Forms you will need:

- [application form - individual](#)
- [application checklist – individual](#)
- additional details form/s (if applicable)

You will also need:

- an original copy of your qualification/s, such as your certificate. See [Qualifications](#) for more information on what you need to have
- details of any past or current licences or certificates you hold
- details of your employment and experience
- details of any past compliance issues, insolvency matters, or criminal offences (if applicable)
- one passport size photo
- [proof of identify](#).
- payment

The [application form](#) and [checklist](#) have more information about each of these items.

You can also ask at your [nearest Service NSW centre](#) for these forms.

Fees

Find out what fees apply for 2021-2022 on our [Home Building fees](#) page.

Vary your licence or certificate

The information on this page is for individuals. See information for [companies and partnerships](#).

Add a category to your licence or certificate

If you gain more qualifications that allow you to do more types of work, such as other building work, trade work or specialist work, you can apply to add a category to your individual contractor's licence and/or your qualified supervisor's certificate.

How to apply

You must lodge your application in person at a [Service NSW centre](#).

What you need

Forms you will need:

- [application form – individual](#)
- the relevant application checklist:
 - [general building work checklist](#)
 - [specialist work checklist](#)
 - [other building work and trade work checklist](#)
- additional details form/s (if applicable)

You will also need:

- details of past or current licences or certificates you hold
- an original copy of your qualification/s, such as your certificate. See [Qualifications](#) for more information on what you need to have
- details of your employment and experience
- details of any past compliance issues, insolvency matters, or criminal offences (if applicable)
- one passport size photo
- [proof of identify](#).
- payment

The [application form](#) and checklists have more information about each of these items.

You can also ask at your [nearest Service NSW centre](#) for these forms.

Fees

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Change a condition on your licence

Your licence or certificate allows you to do and/or supervise the work described on your licence card, subject to any specified conditions.

These conditions may be imposed to limit the scope of work you are able to do, or to place other requirements on the licence or certificate holder.

They may be as a result mutual recognition processes, disciplinary action, bankruptcy, external administration or other factors.

If circumstances change, and this affects your ability to do the work described on your licence card, you must let us know within seven days.

If you wish to have your licence or certificate updated to remove limitations on your category of work, you will need to make an application to vary your licence or certificate.

Refer to the [Add a category to your licence or certificate](#) section above.

Qualifications needed

To get a licence or certificate to do minor trade work, you must complete one of the qualification pathways listed below.

To find organisations that deliver nationally recognised training, go to training.gov.au and search via the course code or name.

If you are currently an apprentice or trainee, you cannot apply for a licence or certificate. You must apply as soon as you finish your apprenticeship or traineeship to be able to keep working.

If you hold a licence from interstate or New Zealand, and want to work in NSW, see [Mutual Recognition](#).

If you trained overseas, see [Overseas Trained Applicants](#).

Note: The minor trade work category must have at least one of the following endorsements included on the licence.

When you apply for a licence or certificate, you must make sure you give us a statement of attainment from your training institution showing you have completed the units listed below to be able to get the endorsement you are applying for.

Paving

1. Complete CPC31611/ CPC31608 Certificate III in Paving

Kitchen/bathroom bench installation

Complete:

1. MSF20313/ LMF20309 Certificate II in Furniture Making

OR

2. CPC10120 (current)/ CPC10111 Certificate I in Construction **including** the following electives and additional units:

- CPCCCM2004 (current)/ CPCCCM2004A Handle construction materials, and
- CPCCCM1011 (current)/ CPCCCM1011A Undertake basic estimation and costing, and
- CPCCST2001 (current)/ CPCCST2001A Prepare for stonemasonry construction process, and
- CPCCCA2011 (current)/ CPCCCA2011A Handle carpentry materials, and
- CPCCCA2002 (current)/ CPCCCA2002A or B Use carpentry tools and equipment

OR

3. CPC10108 Certificate I in Construction **including** the following electives and additional units:

- CPCCCM2004A Handle construction materials, and
- CPCCCM1001A Undertake basic estimation and costing, and
- CPCCST2001A Prepare for stonemasonry construction process, and
- CPCCCA2001A Handle carpentry materials, and
- CPCCCA2002B/ CPCCCA2002A Use carpentry tools and equipment

OR

4. BCG10103 Certificate I in General Construction **including** the following electives and additional units:

- BCGVE1001B Handle construction materials, and
- BCGVE1002B Undertake a basic construction project, and
- BCGVE1004B Undertake basic estimation and costing, and
- BCF1000A Prepare for construction process stonemasonry, and
- BCGCA2001B Handle carpentry materials, and
- BCGCA2002B Use carpentry tools and equipment.

Splash-backs

Complete:

1. MSF10113 Certificate I in Furnishing **including** the following electives and additional units:

- MSFGG2005 Apply basic glass handling; and
- MSFGG2001 Use glass and glazing sector hand and power tools

OR

2. LMF10108 Certificate I in Furnishing **including** the following electives and additional units:

- LMFGG2005C Move glass sheets by hand, and
- LMFGG2001C Use glass and glazing sector hand and power tools

OR

3. LMF10102 Certificate I in Furnishing **including**:

LMFGG2001B Use glass and glazing sector hand and power tools.

Shower screen enclosure installation

Complete:

1. MSF10113 Certificate I in Furnishing **including** the following electives and additional units:

- MSFGG2005 Apply basic glass handling, and
- MSFGG2001 Use glass and glazing sector hand and power tools, and
- MSFGG3015 Fabricate and install shower screens and wardrobe doors

OR

2. CPC10111 Certificate I in Construction **including** the following electives and additional units:

- CPCCCM2004A Handle construction materials, and
- CPCCCM1011A Undertake basic estimation and costing, and
- CPCCSH2003A Apply and install sealant and sealant devices, and
- CPCCJN2001A Assemble components, and
- MSFGG3015/ LMFGG3015A/ LMFGG3015B/ LMFGG3015C Fabricate and install shower screens and wardrobe doors.

OR

3. LMF10108 Certificate I in Furnishing **including** the following electives and additional units:

- LMFGG2005C Move glass sheets by hand, and
- LMFGG2001C Use glass and glazing sector hand and power tools; and
- LMFGG3015C Fabricate and install shower screens and wardrobe doors

OR

4. CPC10108 Certificate I in Construction **including** the following electives and additional units:

- CPCCCM2004A Handle construction materials, and
- CPCCCM1001A Undertake basic estimation and costing, and
- CPCCSH2003A Apply and install sealant and sealant devices, and
- CPCCJN2001A Assemble components, and
- LMFGG1001B Complete a basic glass and glazing project, and
- LMFGG3015B Fabricate and install shower screen and wardrobe doors

OR

5. BCG10103 Certificate I in General Construction **including** the following electives and additional units:

- BCGVE1001B Handle construction materials, and
- BCGVE1002B Undertake a basic construction project, and
- BCGVE1004B Undertake basic estimation and costing, and
- BCF2018A Apply and install sealant and sealant devices, and

- BCF2013A Assemble components, and
- LMFGG1001A Complete a basic glass and glazing project, and
- LMFGG3015A Fabricate and install shower screen and wardrobe doors.

Shade sails, awnings and security grilles

Complete:

1. CPC10120 (Current)/ CPC10111 Certificate I in Construction **including** the following electives and additional units:

- CPCCCM2004 (Current)/ CPCCCM2004A Handle construction materials, and
- CPCCCM1011 (Current)/ CPCCCM1011A Undertake basic estimation and costing, and
- CPCCCO2013 (Current)/ CPCCCO2013A Carry out concreting to simple forms, and
- either:
 - CPCCCM3003A Work safely around power sources, services and assets, or
 - CPCCCM3003 – Work safely around electrical sources, services and assets

OR

2. Complete MSF30919 (Current)/ Complete MSF30913 Certificate III in Blinds, Awnings, Security Screens and Grilles including mandated electives:

- MSFGN2002 Move and store materials and products, and
- MSFGN3002 Estimate and cost job

OR

3. Complete LMF21108 Certificate II in Blinds and Awnings

Bitumen surfacing

Complete:

1. RII20819 (current)/ RII20815/ RII20813/ RII20809 Certificate II in Bituminous Surfacing

OR

2. RII30920 (current)/ RII30919/ RII30915/ RII30913/ RII30912 Certificate III in Civil Construction, including the Bituminous Surfacing stream

OR

3. RII31009 Certificate III in Bituminous Surfacing

OR

4. CPC10120 (current)/ CPC10111 Certificate I in Construction, or BCG10103 Certificate I in General Construction **including** the following electives and additional units:

- CPCCCM2004 (current)/ CPCCCM2004A/ BCGVE1001B Handle construction materials, and
- CPCCVE1011 (current)/ CPCCVE1011A/ BCGVE1002B Undertake a basic construction project, and
- CPCCCM1011 (current)/ CPCCCM1011A/ BCGVE1004B Undertake basic estimation and costing, and
- RIISAM204E (current)/ RIISAM204D Operate small plant and equipment, orBCCCM2002B Use small plant and equipment, and
- RIICCM207E (current)/ RIICCM207D/ BCCCM2007B Spread and compact materials manually, and
- RIICBS313 (current)/ RIICBS201D/ BCCBS2001B Conduct tack coat spraying operations, and
- RIICBS203E (current)/ RIICBS203D/ BCCBS2003B Safely handle bituminous materials, and
- RIICBS202E (current)/ RIICBS202D/ BCCBS2002B Hand spread asphalt

Ducting/mechanical ventilation

(1) You need a minimum of two years acceptable practical experience doing ducting or mechanical ventilation work. You need referees to confirm your experience via our Referee's Statement form.

AND

(2) You need to do a Licence Skills Assessment with the Building Industry Skills Centre.

If we refer you to the Building Industry Skills Centre to do an assessment, you will be charged an assessment fee by the Skills Centre.

The Building Industry Skills Centre is located at TAFE NSW Nirimba Campus, which is at T13 Eastern Rd, Quakers Hill.

Tel: 9204 4670

Fax: 9204 4699

Other (including installation of solid fuel heaters)

'Minor Trade Work-Other' only covers residential building work involving new, repair or replacement work which cannot be easily assigned to an individual specific trade area.

1. Complete CPC10111 Certificate I in Construction, **including:**

- CPCCCM2004A Handle construction materials, and
- CPCCCM1011A Undertake basic estimation and costing, and

- either:
 - For installation of solid fuel heaters (fireplaces) the additional units are CPCPCM2043A Carry out WHS requirements and CPCPMS3041A Install domestic solid fuel burning appliances
or
 - You must complete additional units that support the type of minor trade work you intend to do
or
 - Where there are no relevant units, you must do training with the relevant manufacturer, industry or supplier.

Previous licence or supervisor certificate holders

You do not need to show your qualifications if:

- 1) You have ever held an endorsed contractor licence or qualified supervisor certificate in minor trade work that had no restrictions or conditions with one of the endorsements listed above. If you apply for a new endorsed contractor licence or qualified supervisor certificate, we will accept your previous licence or certificate in place of the current qualification requirements.
- 2) You have held an endorsed contractor licence or qualified supervisor certificate in minor trade work in the last five years **that had restrictions or conditions** (not including the endorsements listed above). We will assess your application and reissue you a licence or certificate that reflects the scope of work that your licence or certificate covered. This may include some conditions or restrictions.

Renew or restore a licence or certificate

This information is for individuals. See information for companies and partnerships.

We will send you a renewal form in the mail several weeks before your licence or certificate is due to expire.

How to renew

You can use the details on the renewal form to renew your licence online at Service NSW. You can also renew in person at your nearest Service NSW centre.

What you need

- your licence number
- renewal form
- payment.

If we approve your application, we will post your new licence to you. Read reasons why an application may not be approved.

If your licence is going to expire soon and you have not gotten your renewal form, contact us on 13 32 20. It is your responsibility to renew your licence on time.

Fees

Find out what fees apply for 2021-2022 on our [Home Building fees](#) page.

Late renewals

If you don't renew on time and your licence expires, you will have to apply to have your licence restored and pay a restoration fee.

There is a uniform period of 3 months in which you can apply to have your expired licence restored.

Visit [Licence restoration fees](#) for more information.

You can use the details on your renewal form to apply to restore your licence at a [Service NSW centre](#).

Restoration fees

Find out what fees apply for 2021-2022 on our [Home Building fees](#) page.

Update your licence details

This information is for individuals. See information for [companies and partnerships](#).

If you change your name, address or other contact details, you must let us know within seven days.

Update your address, phone number or email address

How to update

You can update your details online at [Service NSW](#). Your current email address and mobile phone number needs to be registered with Fair Trading to be able to update online.

You can also update your details in person at a [Service NSW centre](#).

What you need

- your licence number
- your new contact details
- completed [notification of change of address form](#) (only needed by individuals who want to update their details in person at a Service NSW centre rather than online).

Update your name

How to update

You must lodge your application in person at a [Service NSW centre](#).

What you need

- your licence number
- your name change document, such as a marriage certificate or change of name certificate (original copy to be viewed and verified at Service NSW)
- completed [change of name and use of other names or aliases form](#)

Replace a licence

If your licence or certificate has been damaged, lost or stolen, you can order a replacement at a [Service NSW centre](#).

What to do

You must lodge your application form and payment in person at a [Service NSW centre](#).

What you need

- [completed application for duplicate licence, certificate or permit form](#)
- your personal and licence details
- your payment

Fees

Find out what fees apply for 2021-2022 on our [Home Building fees](#) page.

Interstate and New Zealand licences

If you have a licence from interstate or New Zealand, and want to apply to work in NSW, see [Mutual Recognition](#).

Insurance requirements

If you are a licensed builder or tradesperson in NSW, you need to get home building compensation (HBC) cover for each home building project over \$20,000 including GST.

HBC cover, which used to be called 'home warranty insurance', protects homeowners as a last resort if you cannot complete building work or fix defects.

[Visit the State Insurance Regulatory Authority's website for more information.](#)

Insolvency matters

Current bankruptcy and external administration

If you are applying for a licence and are currently bankrupt or the director of a company that is under external administration (other than external administration resulting from a member's voluntary winding up of the body corporate), a contractor's licence may be granted with the condition 'contracts not to exceed \$20,000 in value'.

Bankruptcy or external administration within three years

If you are applying for a licence and have been discharged from bankruptcy or were previously a director of a company in external administration (other than external administration resulting from a member's voluntary winding up of the body corporate), and if we grant you a contractor licence, it may come with the condition:

- contracts not to exceed \$20,000 in value or
- contracts not to exceed \$20,000 in value, except for subcontract to licensed contractor

Cancelled or suspended licences

Your licence or certificate can be cancelled or suspended if you:

- become involved in unlawful activity
- get a licence by misrepresentation or fraudulent means
- become bankrupt or subject to a winding up order

Also, if the holder of a company or partnership licence goes more than 30 days without an acceptable nominated supervisor, without prior consent from Fair Trading, the licence will be cancelled.

If your licence is cancelled, we will not refund any of the fees paid.

Immediate action required

If your licence or certificate has been cancelled or suspended you must immediately:

- stop all business activity that relates to the licence or certificate
- remove any sign or advertisement which indicates the conduct of business activity that relates to the licence or certificate
- return the licence or certificate to NSW Fair Trading by mail or at a Service NSW centre.

You should also let your clients know, either verbally or in writing, that your licence has been cancelled or suspended and you are unable to complete any unfinalised work.

Automatic licence suspension

Your licence will be automatically suspended if you do not comply with an order by a court or the NSW Civil or Administrative Tribunal (NCAT) to pay money for a building claim.

[Read more.](#)

