



Kitchen, bathroom and laundry renovation licences

When you need a licence or certificate to do kitchen, bathroom and laundry renovation work, including eligibility requirements, and how to apply.

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Key information

- In NSW, you need a licence or certificate to do any residential building work valued at more than \$5000 in labour and materials (including GST).
- There are different types of licences available depending on the work you need to do.
- You must have the right qualifications and experience before you can apply for a licence or certificate.
- You can apply for a 1, 3 or 5 year licence or certificate.

When you need a licence or certificate

You must have a licence before you can do any residential building work in NSW, including kitchen, bathroom and laundry renovation, that is valued at more than \$5000 in labour and

materials (including GST).

What are kitchen, bathroom and laundry renovations?

Kitchen, bathroom and laundry renovation is work involved in the installation, refurbishment, restoration and on-site repairs of or to a kitchen, bathroom or laundry.

It doesn't include work affecting any internal or external load bearing part of the building that is essential to the stability of the building or any part of it, including things such as foundations, floors, walls, roof, columns and beams.

Any contract for kitchen, bathroom or laundry renovations can include any specialist work that needs to be done as part of the overall job, and any specialist work can be appropriately subcontracted.

However, this work must be carried out by the holder of an endorsed contractor licence or qualified supervisor certificate in that specialist category.

To learn more about what is considered kitchen, bathroom and laundry renovation, see the definition in schedule 4 of the [Home Building Regulation 2014](#).

Licence types

There are different types of licences available in NSW depending on whether you want to contract for another party, supervise work, do the work, or a combination of these roles.

Contractor licence

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.

You can apply for a 1, 3 or 5 year contractor licence.

Qualified supervisor certificate

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.

You can apply to have a qualified supervisor certificate issued for 1, 3 or 5 years.

Endorsed contractor licence

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.

Qualifications needed

To get a licence or certificate to do kitchen, bathroom and laundry renovation work, you must hold one of the qualifications from Group A, and one from Group B 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.

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

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

[Group A qualifications](#)

[Group B qualifications](#)

Previous licence or supervisor certificate holders

You do not need to show your qualifications if:

- you have ever held an endorsed contractor licence or qualified supervisor certificate in kitchen, bathroom and laundry renovation that had no restrictions or conditions. 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.
- you have held an endorsed contractor licence or qualified supervisor certificate in the last five years in kitchen, bathroom and laundry renovation that had restrictions or conditions. 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.

If your application is approved, you will be issued the same licence or qualified supervisor number you had before.

Apply for a licence or certificate

This information is for individual applications. See information for [company and partnership licences](#).

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

Note: if you're an apprentice or trainee, you can't apply for a licence or certificate.

[What you need](#)

How to apply

Licence applications are lodged with Service NSW. If needed, you can book an appointment online to complete your application at a Service NSW centre.

- [Apply for a contractor licence](#)
- [Apply for a qualified supervisor certificate](#)
- [Apply for a tradesperson certificate](#)

This is for new applicants only. Find out how to [renew your licence](#) below.

What happens next?

[Review application](#)

[Outcome advised](#)

Detailed information about application reviews and current processing timeframes can be found on [Our assessment process page](#).

Renew a licence

You need to renew your licence or certificate before it expires.

If your licence or certificate isn't renewed by the due date it will expire, and you will no longer be authorised to work in NSW.

We will send you a renewal form 6 weeks before the expiry date with details of how to renew. We may also send you an SMS reminder.

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

If eligible, you can renew your licence or certificate online.

- [Renew a contractor licence](#)
- [Renew a qualified supervisor certificate](#)

You're not able to renew online if you need to make [changes to your licence](#) other than your contact details and address.

If you don't meet the eligibility requirements, you can also renew in person at your [nearest Service NSW centre](#).

If we approve your application, we will post your new licence to you. Read about [reasons why an application may not be approved](#).

Restoring your licence after expiry

If your licence or certificate expired less than three months ago, you can restore it for a fee at a [Service NSW Centre](#).

You can use the details on your renewal form to apply to restore your licence or certificate.

If your licence is renewed or restored, you'll keep your existing licence number. In this instance, your licence is considered to have been renewed from the day the licence expired.

If your licence has been expired for more than 3 months, restoration may not be an option and you will need to reapply. You cannot trade until your new licence is issued.

To check the status of your licence, you can search the [public register](#).

Replace your licence

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

To replace your licence you will need:

- an [Application for duplicate licence, certificate or permit](#) form
- your personal details and certificate number
- payment for [the fee](#).

Change the details on a licence

As a licence holder, it is your responsibility to tell us within 7 days if your name, address or other details change.

Change of address and contact details

If you hold a current licence or certificate and your address or contact details have changed, you can update them [online](#), as long as your current email address or mobile phone number is recorded with NSW Fair Trading.

You can also update your details in person at a [Service NSW centre](#) by completing the [notification of change of address form](#).

Note: Only your address and contact details can be changed online.

Update your name

If you want to change your name, you'll need to visit a Service NSW Centre with

- an original copy of the name change document, such as a marriage certificate, and
- a completed [change of name and use of other names or aliases form](#).

Change of licence class

If you gain further qualifications that allow you to work in additional classes, you can add or change a class on your contractor licence or qualified supervisor certificate at a [Service NSW Centre](#).

Before you begin your application, make sure you have:

- an [Application Form - Individual](#)
- a relevant Checklist for Individuals (if applicable)
 - [General Building Work](#)
 - [Specialist Work](#)

- [Other Building Work and Trade Work](#)
- the Additional Details Form/s as indicated on the application form (if applicable)
- proof of identity
- one passport size photograph
- documentation that validates the change of class
- your referee's statement (if applicable)
- a certificate of eligibility to obtain insurance (if applicable)
- payment for [the fee](#).

Change the conditions on a 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 for a number of reasons to limit the scope of work you are able to do, or place other requirements on the licence or certificate holder.

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

If your circumstances change (such as your qualifications), and this affects the conditions under which your licence or certificate has been issued, you must let us know within 7 days and you'll need to amend your details. You can do this at a [Service NSW Centre](#).

Before you begin your application, make sure you have:

- an [Application Form - Individual](#), or a letter explaining the details of the condition change
- proof of identity
- one passport size photograph (if applicable)
- evidence of qualifications or documentation to validate the change of condition
- payment for [the fee](#).

Working interstate and mutual recognition

There are different ways that make it easier for many licensed or registered professionals to work interstate.

If you trained overseas see [Overseas Trained Applicants](#). Qualifications from overseas are not approved for licensing in NSW.

[Automatic mutual recognition](#)

[Mutual recognition](#)

For more information see [Working interstate and in New Zealand](#).

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 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 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 unfinished 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 here.](#)

Contact us

Need help applying?

If you need help with your application or have a question, please call 13 32 20.

Unsuccessful applications

If your application is unsuccessful, you can ask for a review.

A review involves another officer from Fair Trading, who was not involved in the original decision, reviewing the decision on your application.

For more information about the process see [Reviews of Fair Trading decisions.](#)

<https://www.fairtrading.nsw.gov.au/trades-and-businesses/licensing-and-qualifications/kitchen,-bathroom-and-laundry-renovation-licences> 01-01-03

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