



In accordance with Section 53 of the Act, application is made to become a registered employer.

EMPLOYER DETAILS

Legal entity name (see back of form for definitions)	ABN	
<input type="text"/>	<input type="text"/>	
Other trading names / business name	ACN	
<input type="text"/>	<input type="text"/>	
Mailing Address		
<input type="text"/>		
Suburb / Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Principal place of business (if different to your mailing address)		
<input type="text"/>		
Suburb / Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Cleaning type (cross your primary cleaning type)		
<input type="checkbox"/> Premises	<input type="checkbox"/> Other (please specify)	<input type="text"/>
Legal entity phone	Mobile	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email		
<input type="text"/>		

CONTACT

Name of person authorised to speak on behalf of the employer	Authorised person phone number	
<input type="text"/>	<input type="text"/>	
Name of person for general enquiries	General enquiries phone number	
<input type="text"/>	<input type="text"/>	
Email		
<input type="text"/>		
Address where employment books and records can be inspected (in accordance to Section 66 of the Act)		
<input type="text"/>		
Suburb / Town	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>

WORKER INFORMATION

How many workers do you engage?	Date your business first engaged eligible worker/s
<input type="text"/>	<input type="text"/>

DECLARATION

I declare that the information provided is true and correct, and I am authorised to make this declaration for and on behalf of the employer/legal entity

<input type="text"/>		Signature
Name	Position	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

OFFICE USE ONLY

Employer	Status	Date processed
<input type="text" value="C"/>	<input type="text"/>	<input type="text"/>

[Click here to REGISTER with QLeave](#)



EMPLOYER OBLIGATIONS IN THE CONTRACT CLEANING INDUSTRY

If you engage one (1) or more workers to perform cleaning in the contract cleaning industry in Queensland, you must register with the Contract Cleaning Industry (Portable Long Service Leave) Authority. Registration must be done within seven (7) days of engaging an eligible worker. Eligible workers include employees who are casual, part-time, full time or contractors (ABN Sole Trader).

Please note: Registration is not optional. Registration is a legal requirement. Penalties apply for failing to register.

Employers must also do the following:

- Submit an employer return and levy payment within 14 days of the end of each quarter.
- Keep the relevant books and records to support each worker's engagement
- Advise changes to the employer contact details provided within 14 days after the change.

LONG SERVICE LEAVE BENEFITS

When workers have 10 years of recorded service, the Scheme will make long service leave payments according to the *Contract Cleaning Industry (Portable Long Service Leave) Act 2005* (the 'Act').

This can be done either by paying the worker directly, or by reimbursing the employer if they have paid the worker under the provisions of the *Industrial Relations Act 1999* (reimbursement should be claimed by the employer within three months of paying the worker).

DEFINITIONS

Contract cleaning industry:

The industry in which individuals are engaged to perform cleaning work for other people.

Cleaning work:

Work that has, as its main or only function, the bringing of premises into, or keeping of premises or public open spaces in a clean condition.

Premises:

- INCLUDES houses, buildings and public open spaces (for example Southbank Parklands).
- EXCLUDES planes, trains, boats, vehicles, swimming pools, and grounds surrounding a building, house or swimming pool.

A worker:

A worker is an individual who is engaged to perform cleaning work in the contract cleaning industry

ABN workers may be eligible workers if they meet the definitions above but would be excluded if they are deemed to be any of the trading entities listed below:

1. Sole traders who engage other workers to perform cleaning work
2. Trustee of a Trust
3. Proprietary Limited Company
4. Partner in a partnership

An employer:

An employer is a person who engages one or more individuals to perform cleaning work in the contract cleaning industry.



**PORTABLE
LONG SERVICE
LEAVE**

Unit 1, 62 Crockford Street, Northgate Qld 4013
PO Box 315 Virginia BC Qld 4014 | **Freecall** 1300 QLEAVE
Email cci@qleave.qld.gov.au | **Web** www.qleave.qld.gov.au

