

This form must be used by a person for registration as a registered employer under section 53 of the *Contract Cleaning Industry (Portable Long Service Leave) Act 2005*.

EMPLOYER DETAILS

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

CONTACT

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

WORKER INFORMATION

What date did you first engage workers? How many workers perform, or have performed over the past 2 years cleaning work?

How many of those workers over the past 2 years are:

☐ Employees (PAYG) (E.g. employed on casual, part time or full time basis)?

☐ Contractors (independent and/or subcontractors)? (if you have written contracts with these workers, **please provide a copy of the written contracts**)

☐ In a partnership with you?

If you have engaged contractors over the past 2 years:

a. Are the contractors paid to achieve a stated result or outcome? ☐ Yes ☐ No

b. Do the contractors supply all or substantially all of the plant, equipment or tools of the trade to perform their work? ☐ Yes ☐ No

c. Are the contractors liable for the cost of fixing a fault with the work performed? ☐ Yes ☐ No

Continued over page



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

Signature

Name

Position

Date

Click here to submit this form and **REGISTER** with QLeave via email.

If you have written contracts with contractors, please attach a copy of the **written contracts** when sending off your registration via this email link.

If you would like to learn more about how QLeave collects your personal information, please visit <https://www.qleave.qld.gov.au/privacy>.

OFFICE USE ONLY

Employer

C

Status

Date processed

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 348, Archerfield BC QLD, Australia, 4108 | **Freecall** 1300 QLEAVE
Email cci@qleave.qld.gov.au | **Web** www.qleave.qld.gov.au

