



COMPLETING THIS FORM

- Use BLACK pen only
• Print clearly in BLOCK LETTERS
• DO NOT use correction fluid — any amendments should be crossed out and initialled

1. COMPANY DETAILS

Form fields for Company name, ACN, ABN, Postal address, Business address, Registered address, Business ph, Mobile ph, Fax, and Email.

The Company has provided:

a copy of an Australian Securities and Investments Commission (ASIC) Historical Company Extract YES []

The Historical Company Extract cannot be older than 30 days from the date submitted to QBCC. If this document is not provided, the application cannot be approved and processing will be delayed.

2. APPLICATION DETAILS

List the class(es) of licence you are applying for (e.g. Builder - Low Rise, Carpentry, Painting and Decorating etc)

Two rows of grid boxes for listing licence classes.

PRIVACY NOTICE: The QBCC is collecting the information on this form to determine whether you are entitled to a licence. This is authorised by the Queensland Building and Construction Commission Act 1991.

OFFICE ONLY section with fields for CRN, Receipt Amount, Licence No, and Receipt No.

3. FINANCIAL INFORMATION

Does the company have a Court or Tribunal Order or BCIPA adjudication decision requiring you to pay a debt which you have not yet paid in full?

NO

YES

If yes, provide copies of all relevant documentation.

a) If you are applying for a:

- Builder – Project Management Services
- Building Design,
- Hydraulic Services Design or
- Site Classifier licence
- and you do not hold any other contractor licence requiring financial information, you have two options.

You must either:

- provide professional indemnity insurance and attach a completed *Estimated Maximum Revenue Declaration form with your application - do not complete part b below, or
- if you do not hold professional indemnity insurance, attach a completed *Declaration - Professional Indemnity Insurance form with your application AND complete part b below.
 - You must also complete the *Declaration – Professional Indemnity Insurance form and attach it to your application.
 - For Project Management Services, provide professional indemnity insurance and attach a completed *Estimated Maximum Revenue Declaration form with your application - do not complete part c below, OR if you do not hold professional indemnity insurance, complete part b below.

**Forms can be obtained by contacting the QBCC or downloading from QBCC's website.*

b) If you are applying for a contractor licence in any other licence class - complete the following section.

Are you operating under a trust structure?

NO

YES

(You cannot use the assets of the Trust to meet the MFR requirements)

Choose the company's financial category below

Tick ONE only

This option is not available to builders

The company's Revenue WILL NOT exceed \$200,000 for its next financial year. The company has at least \$12,000 Net Tangible Assets. (Refer to Minimum Financial Requirements)

YES

OR

The company's Revenue WILL NOT exceed \$600,000 for its next financial year. The company has at least \$36,000 Net Tangible Assets. (Refer to Minimum Financial Requirements)

YES

OR

The company's Revenue will exceed \$600,000 for its next financial year.

An MFR Report and signed financial statements MUST be completed by your accountant and submitted with your application.

YES

(Refer to Minimum Financial Requirements)

Some licence classes require Professional Indemnity Insurance. Refer to the Minimum Financial Requirements (MFR) or the Checklist attachment for details.

The MFR can be found on QBCC's website at www.qbcc.qld.gov.au.

4. PROOF OF IDENTITY

One or more directors must provide the following information

I hold/held a QBCC licence and my licence number is/was:

YES

OR

I have provided a certified copy of photo identification (e.g. driver's licence or passport)

YES

Place of birth (Town/City e.g. Brisbane, London)

Country of birth (e.g. Australia, England)

I hold/held a QBCC licence and my licence number is/was:

YES

OR

I have provided a certified copy of photo identification (e.g. driver's licence or passport)

YES

Place of birth (Town/City e.g. Brisbane, London)

Country of birth (e.g. Australia, England)

I hold/held a QBCC licence and my licence number is/was:

YES

OR

I have provided a certified copy of photo identification (e.g. driver's licence or passport)

YES

Place of birth (Town/City e.g. Brisbane, London)

Country of birth (e.g. Australia, England)

5. NOMINEE DETAILS

The nominee must hold the same class of licence the company is applying for and have authority, duties and responsibilities to ensure the adequate supervision of building work. The nominee must be an employee or officer of the company and provide evidence as per section 5. If the nominee ceases to act for the company, the company and nominee MUST give notice to QBCC within fourteen (14) days. Failure to comply with this requirement constitutes an offence and may result in prosecution or a fine. The nominee must be either an officer or employee of the company.

Surname:

First Name:

QBCC Licence No:

NOMINEE CONSENT: "As an employee or officer of the company, I hereby accept nomination as nominee for the company described in this application. I understand the responsibilities imposed upon me by the *Queensland Building and Construction Commission Act 1991* during the period I am nominee. I undertake to notify the QBCC in writing if I cease to act as nominee for this company."

NOMINEE'S SIGNATURE: _____

DATE:

6. ATTACHMENTS

I have attached a copy of

ASIC historical extracts, no older than 30 days, showing my nominee supervisor/s listed as an officer of the company

OR

Documented evidence of my nominee supervisor's employment status with the company

7. FIT AND PROPER

You must answer ALL questions in the following section. The QBCC regularly cross-check information provided herein with external agencies. This information is publicly available.

Have any directors, office holders, major shareholders, nominees, persons of influence or any intended business partner:

- i. ever become bankrupt or entered into a debt agreement under Part IX of the *Bankruptcy Act 1966*? NO YES
- ii. ever entered into a composition, deed of arrangement or deed of assignment under Part X of the *Bankruptcy Act 1966*? NO YES
- iii. been convicted of any criminal offence (excluding traffic offences) within the last 10 years? NO YES
- iv. ever been convicted of an offence under the *Corporations Act 2001* (Commonwealth) section 596 (b) or (c)? NO YES
- v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years? NO YES
- vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work? NO YES
- vii. ever had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work? NO YES
- viii. ever been a:
- director;
 - secretary;
 - shareholder; OR
 - a person in a position to control or substantially influence a company's conduct or affairs
- within 12 months of a company being placed in receivership, administration, official administration, under a deed of company arrangement, in liquidation or wound up for the benefit of creditors? NO YES

If you have ticked YES to any of these questions, you MUST provide copies of all relevant documentation. (Refer to the Checklist attachment for required documents.)

8. PARTNERSHIP

Do you intend to carry out business under the licence in partnership with an unlicensed person? If YES, you must provide a copy of relevant documents (see Checklist attachment). NO YES

Does the company have a registered business or trading name? (e.g. ABC Building Solutions Pty Ltd trading as Alpha Builders.) If you answered YES, you must provide a copy of the Current Business Names Extract from the Australian Securities and Investment Commission, ASIC). NO YES

9. FEES

Please ensure the correct fee accompanies this application form - refer to attached fee schedule.

Do you require a licence certificate?

NO YES

If a certificate is required, you will be required to pay the additional fee - refer to attached fee schedule.

I will be paying

by cheque by credit card (QBCC cannot accept American Express or Diners Club)

Credit card number

Expiry date / VISA Mastercard

Amount paid \$.

Cardholder's name

Cardholder's
signature

10. DIRECTOR'S DECLARATION

Before you sign the declaration, use the Checklist attachment to ensure the company has provided all the required information. If documentation or information is missing or incomplete, the application will take longer to process. QBCC will ask for missing or incomplete information to allow the application to proceed.

WARNING: Incorrect or misleading information may lead to a review and possible cancellation of the licence, prosecution and up to two years imprisonment under the Queensland Building and Construction Commission Act 1997 and the imposition of a penalty under Section 193 of the Queensland Criminal Code.

For a Sole Director Company: Only the sole director is required to sign this declaration.

For a two or more director company: Either two directors OR one director and one registered secretary must BOTH sign the declaration.

DIRECTOR'S DECLARATION: "I declare that the statements contained in this application are true and correct. I also declare that at the date of this declaration I am not aware of anything which gives me reason to know or suspect that the company does not satisfy the Minimum Financial Requirements. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*."

DIRECTOR'S SIGNATURE:

DATE*: / /

DIRECTOR OR
SECRETARY'S SIGNATURE:

DATE*: / /

* Please ensure the Director's Declaration and the Nominee Consent (question 5) are not dated more than one (1) month prior to the date the application is submitted to QBCC.

Send all mail to: Queensland Building and Construction Commission, GPO Box 5099, Brisbane QLD 4001

Checklist

IMPORTANT - read this before signing the Director's Declaration

Before you sign the Director's Declaration (refer to section 10), use this checklist to ensure the company has provided all the required information. If documentation or information is missing or incomplete, the application will take longer to process. The QBCC will ask for missing or incomplete information to allow the application to proceed.

Please note, original documents will not be returned.

The company has completed all the questions on the application form	YES <input type="checkbox"/>
The company has provided its financial information (refer to section 3) (Self Certification, MFR Report and signed financial statements, or an Estimated Maximum Revenue declaration)	YES <input type="checkbox"/>
Only for companies with an unsatisfied judgment debt. The company has provided a copy of the stamped Judgment Certificate supplied by the court (refer to section 3).	YES <input type="checkbox"/>
Only for companies applying for a licence in: <ul style="list-style-type: none"> • Building Design • Hydraulics Services Design • Site Classifier • Completed Residential Building Inspection • Termite Management - Chemical • Fire Equipment - Passive Fire (Wall and Ceiling or Penetration and Joint Ceiling) or any Fire Certification licence The company has provided a certificate of currency evidencing its current Professional Indemnity Insurance policy.	YES <input type="checkbox"/>
The company has provided a copy of an Australian Securities and Investment Commission HISTORICAL Company Extract. (See attachment for list of providers.) (This document cannot be older than 30 days from the date the application was lodged)	YES <input type="checkbox"/>
The company has provided a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (ASIC)	YES <input type="checkbox"/>
Only for companies that answered 'YES' to any of the questions in section 7. The company has enclosed copies of the following: <ul style="list-style-type: none"> • all reports to creditors issued by the trustee in bankruptcy, administrator, deed administrator, receiver or liquidator • confirmation of discharge from bankruptcy from the trustee in bankruptcy or a copy of an ITSA search showing the date of discharge from bankruptcy • debt agreement, composition, deed of arrangement or deed of assignment • evidence from the trustee that the debt agreement, composition, deed of arrangement, or deed of assignment has been fully complied with, released or carried out • minutes of conviction, court or tribunal order and a Criminal History Report issued by the Police • Australian Securities and Investment Commission (ASIC) Order preventing an individual from managing a corporation • any documentation relating to court proceedings that are still pending 	YES <input type="checkbox"/>
The company has provided all details and evidence in relation to its nominee (refer to section 5 & 6)	YES <input type="checkbox"/>
The nominee has signed and dated the consent (refer to section 5)	YES <input type="checkbox"/>
A company director has provided proof of identity (refer to section 4)	YES <input type="checkbox"/>
Only for a company carrying out business under the licence in partnership with an unlicensed person. The company has provided a copy of the partnership agreement that states the names of all parties involved and conditions of the business partnership.	YES <input type="checkbox"/>

ASIC Historical Company Extract Providers

The Company Historical Extract can be obtained from Information Brokers or ASIC Service Centres.

A Current Company Extract will not be acceptable, you must supply a Historical Extract for your company application or at any time your company changes its key personnel. This document cannot be older than 30 days from the date the Company application is lodged.

Access Business Information	Phone: Website:	1300 727 686 www.accessinfo.com.au/payg/company.castle
ASIC Service Centre	Phone: Website:	1300 300 630 www.asic.gov.au
SAI Global	Phone: Website:	1300 730 000 www.saiglobal.com/property/eProperty/Search/ASIC-BusinessNames/
Australian Business Research	Phone: Website:	1300 366 402 https://www.abr.com.au/site/live/oneoffs.php
CITEC Confirm	Phone: Website:	(07) 3222 2700 or 1800 773 773 (toll free) www.confirm.citec.com.au/citecConfirm/elearning/corporate/asic_businessname_search
Dun and Bradstreet	Phone: Website:	(07) 3360 0600 http://dnb.com.au/Credit_Reporting/Buy_a_company_credit_report/ASIC_Historical_Extract/index.aspx
eSearch	Phone: Website:	1300 655 413 www.esearch.net.au/ASIC_searches.html
Financial Review ASIC Search	Phone: Website:	1800 646 990 http://tools.afr.com/asic/
InfoTrack	Phone: Website:	1800 738 532 www.infotrack.com.au/tour/company-searching.htm
National Data Centre	Phone: Website:	1300 655 760 www.ndc.com.au/payg/company.castle
Reckon Docs Databroker	Phone: Website:	1300 139 001 www.databroker.com.au/home/home.cfm
Tri Search	Phone: Website:	(02) 9232 2411 www.trisearch.com.au/site/ASIC.html
Veda Advantage	Phone: Website:	1300 921 621 www.veda.com.au/businesscreditexpress/report/asic-company-report.dot

Company Application Fees

from 1 July 2014 to 30 June 2015

Queensland Building and Construction Commission Act 1991

Company Licence		
Total Application Fee Determined by the financial information supplied.	SC 1	\$1,054.90
	SC 2	\$1,258.10
	Category 1-2	\$1,620.65
	Category 3-7	\$2,313.05
Application Fee if the company holds a current QBCC licence and is applying for another Licence Class. <i>NOTE: If the company holds a current QBCC licence and it is applying for another licence class and it is increasing its Maximum Revenue, the company will also be required to pay the difference in renewal fees. Contact QBCC for details of the amount payable.</i>	SC 1	\$551.05
	SC 2	\$629.05
	Category 1-2	\$864.90
	Category 3-7	\$1,180.15
Certificate \$26.45		

Financial Information

The applicable fee is determined by the financial information provided with your application. There are different types of financial information:

1. SC1 - \$200,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$200,000)
2. SC2 - \$600,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$600,000)
3. Category 1-2 - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of between \$600,001 and \$12M)
4. Category 3-7 - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$12M)

Renewals

The renewal will be mailed to you approximately 30 days prior to the renewal due date (one year from the date the company licence was originally issued). The licence fee is determined by the company's Maximum Revenue as stated in the last financial information you provided to the Commission.

Company Licence Fees	One year	Three years
SC1	\$486.80	\$1284.80
SC2	\$607.80	\$1604.15
Category 1-2	\$730.20	\$1927.15
Category 3-7	\$1,094.60	\$2888.90

Applications

The initial application fee covers one or more licence classes and includes the first year renewal fee. If the company application is unsuccessful you will be refunded the licence fee portion.

GST Requirements

The Commission's licence and application fees are exempt from GST.