

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

You are not able to apply for a licence if you are not a citizen, permanent resident or do not have a current Australian work visa.

1. PERSONAL DETAILS

Surname:																					
First names:																					
Date of birth:			—			—			ABN:												
Postal address:																					
																Postcode:					
Business address:																					
(This cannot be a PO Box)																Postcode:					
Home address:																					
																Postcode:					
Business ph:											Home ph:										
Mobile ph:											Fax:										
Email:																					

2. APPLICATION DETAILS

Tick the Licence Grade you are applying for:

- ☐ Contractor (contractors are able to contract for “building work” and must meet the Minimum Financial Requirements)
- ☐ Nominee (supervisors are only permitted to supervise “building work” and are not required to meet the Supervisor: Minimum Financial Requirements)

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

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*. This information can be disclosed by the QBCC to another party with your consent or as authorised or required by law. In addition, some information collected on this form will be included in the licensee register in accordance with the *Queensland Building and Construction Commission Act 1991*. Any person may search the register free of charge on the QBCC website. The QBCC may also provide information contained in your application or accompanying documents to a financial specialist engaged by the QBCC to provide advice as to whether you satisfy the financial requirements for a licence. For further information visit the QBCC website at www.qbcc.qld.gov.au.

OFFICE ONLY	CRN:											Licence No:										
	Receipt Amount	\$											Receipt No:									

3. QUALIFICATIONS

Technical Qualifications: A copy of your technical qualification MUST be provided. Refer to the Scope of Work for minimum technical requirements. If you are applying for a licence in Gas Fitting or Termite Management - Chemical, you MUST supply a copy of the licence issued by the Department of Natural Resources and Mines (Queensland) or Queensland Health.

I have attached a copy of my technical qualification.

YES

☐

Managerial qualifications (not applicable for Builder applications): A copy of your managerial qualifications MUST be provided.

I have attached a copy of my managerial qualification.

YES

☐

NOTE: If any of these documents are not provided, your application cannot be approved and processing will be delayed. Please do not send originals.

4. FINANCIAL INFORMATION

Do you 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 Supervisor licence - *do not complete this section*

b) 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:

i. provide professional indemnity insurance and attach a completed *Estimated Maximum Revenue Declaration form with your application - do not complete part c below, or

ii. if you do not hold professional indemnity insurance, attach a completed *Declaration - Professional Indemnity Insurance form with your application AND complete part c 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 c below.

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

c) If you are applying for a contractor licence in any other licence class - complete this section.

Are you operating under a trust structure?

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

NO

☐

YES

☐

Choose your financial category from the options below

Tick ONE only

This option is NOT available to BUILDERS

My Revenue WILL NOT exceed \$200,000 for my next financial year. I have at least \$12,000 Net Tangible Assets. (Refer to Minimum Financial Requirements).

YES

☐

OR

My Revenue WILL NOT exceed \$600,000 for my next financial year. I have at least \$36,000 Net Tangible Assets. (Refer to Minimum Financial Requirements)

YES

☐

OR

My Revenue will exceed \$600,000 for my next financial year.

NOTE: An MFR Report and signed financial statements MUST be completed by your accountant and submitted with your application. (Refer to Minimum Financial Requirements)

YES

☐

NOTE: 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

5. PROOF OF IDENTITY

Answer all questions in this section

Tick ONE only

i. 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 ☐

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

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

6. 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 ☐

7. FIT AND PROPER

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

Have you 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. ADDITIONAL REQUIREMENTS

You must answer ALL questions in this section.

Are you an Australian citizen, permanent resident, or do you have a current visa issued under the Migration Act 1958, entitling you to work in Australia?

Tick ONE only

I am a Citizen or Permanent Resident

YES ☐

OR

I have a current visa (If you answer YES to this question, you MUST supply a copy of the visa and any relevant conditions that apply)

YES ☐

NOTE: If you are not a Citizen, Permanent Resident or have a current work visa allowing you to work in Australia, you are not able to apply for a licence.

Tick YES or NO

Do you have a registered business or trading name? (e.g. John Smith trading as Smith Builders)

NO ☐ YES ☐

If you answer YES, you must provide a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (ASIC).

9. EXPERIENCE

All applicants must complete this section.

Work history

Detail how you started in the building industry, including your all round experience and skills.

Referees

Supply details of at least three (3) licensed builders or contractors you have worked for recently.

Builders must supply three written references

NAME

TELEPHONE NUMBER

1.												
2.												
3.												

JOB DETAILS *Show your experience with examples*

Site address:

Employer:

Work undertaken?

No. of storeys (if applicable)

When did you work on the job? e.g. Nov - Dec 2013

What work did you do?

How long did you work on this job?

Builders applications only

What were
your roles and
responsibilities on
this job?

What trades did
you coordinate?

What site
supervision did
you undertake?

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How long did you work on this job?

Builders applications only

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responsibilities on
this job?

What trades did
you coordinate?

What site
supervision did
you undertake?

10. 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 \$

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[illegible]

Cardholder's
signature

11. DECLARATION

Before you sign the declaration, use the Checklist attachment to ensure you have provided all the required information. If documentation or information is missing or incomplete, your application will take longer to process. The 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 1991* and the imposition of a penalty under Section 193 of the Queensland Criminal Code.

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 I do 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*."

Applicant's signature

Date*			/			/			
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* Please ensure that this declaration is not dated more than one (1) month prior to the date the application is submitted to the QBCC.

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

Checklist

IMPORTANT - read this before signing the Declaration (refer to Question 11), Use this checklist to ensure you have provided all the required information. If documentation or information is missing or incomplete, your application will take longer to process. QBCC will ask for missing or incomplete information to allow the application to proceed.

Please note, original documents will not be returned.

I have completed all the questions on the application form.	YES	<input type="checkbox"/>
I have provided a copy of my technical qualifications (refer to section 3).	YES	<input type="checkbox"/>
Only for people applying for a licence in Plumbing, Drainage, Gas Fitting, Fire Certification, or Pest Controlling. I have provided a copy of my other relevant licences held in Queensland e.g. occupational licence or accreditation licence.	YES	<input type="checkbox"/>
I have provided a copy of a QBCC approved managerial qualification (refer to section 3) (Not applicable for Builders).	YES	<input type="checkbox"/>
I have provided my financial information (refer to section 4) (Self Certification, MFR Report and signed financial statements, or an Estimated Maximum Revenue declaration).	YES	<input type="checkbox"/>
I have provided copies of all relevant documents. (refer to section 4).	YES	<input type="checkbox"/>
Only for people 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. I have provided a certificate of currency evidencing my current Professional Indemnity insurance policy.	YES	<input type="checkbox"/>
Only for people working in Australia under a visa. I have provided a copy of the visa and any relevant conditions that apply (refer to section 8).	YES	<input type="checkbox"/>
Only for people with a registered business name e.g. Smith Builders. I have provided a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (refer to section 8).	YES	<input type="checkbox"/>
Only for people who answered 'YES' to any of the questions in section 7. I have 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 • ASIC Order preventing an individual from managing a corporation • any documentation relating to court proceedings that are still pending. 	YES	<input type="checkbox"/>
I have completed the Experience section or attached my own resume (refer to section 9) (If attaching your own resume, ensure that it contains the same information required in section 9.)	YES	<input type="checkbox"/>
I have provided three (3) written references as I am applying for a builder licence, OR I have provided the details of three (3) referees or written references as I am applying for another type of licence (refer to section 9).	YES	<input type="checkbox"/>
I have provided proof of identity (refer to section 5).	YES	<input type="checkbox"/>
Only for an individual carrying out business under the licence in partnership with an unlicensed person. I have 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"/>

Individual Application Fees

from 1 July 2015 to 30 June 2016

Queensland Building and Construction Commission Act 1991 ("the Act")

Nominee Supervisor Grade		
Total Application Fee		\$377.10
Application Fee if you hold a current nominee supervisor licence under the Act and are applying for another licence class with the same grade.		\$188.55
Builder or Trade Contractor Grade		
Total Application Fee Determined by the financial information supplied.	SC 1	\$581.95
	SC 2	\$692.35
	Category 1-2	\$897.15
	Category 3-7	\$1,275.90
Application Fee if you hold a current individual QBCC licence and are applying for another licence class with the same grade and Maximum Revenue. <i>NOTE: if you are changing your grade or Maximum Revenue, there will be an adjustment to your Licence Fee. QBCC will contact you with details of the adjusted fee.</i>	SC 1	\$330.00
	SC 2	\$377.10
	Category 1-2	\$520.05
	Category 3-7	\$708.55
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. Supervisor - Financial information not required
2. SC1 - \$200,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$200,000)
3. SC2 - \$600,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$600,000)
4. Category 1-2 - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of between \$600,001 and \$12M)
5. Category 3-7 - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$12M)

Renewals

Your renewal will be sent to you approximately 30 days prior to your renewal due date. A licence may be renewed for one or three years. Your licence fee is determined by your Maximum Revenue as stated in the last financial information you provided to the Commission.

Licence Fees	One year	Three years
Supervisor	\$188.55	\$480.75
SC1	\$251.95	\$642.55
SC2	\$315.25	\$803.90
Category 1-2	\$377.10	\$961.60
Category 3-7	\$567.35	\$1446.70

Applications

Your initial application fee covers one or more licence classes and grades and includes the one year licence fee. The fee is the highest applicable. If your initial application is unsuccessful you will be refunded the one year licence fee portion.

GST Requirements

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