

**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

**INFORMATION REGARDING THIS FORM**

The Queensland Building Plan (QBP) includes new legislative amendments in an effort to strengthen the financial requirements for licensees. The new format aligns with good business practice and Australian Accounting Principles. All licensees will be required to report annually to the QBCC. The type of reporting, and specific information requirements, will depend on the licensees' financial category at the time of submission.

**TRUSTEE FOR A TRUST**

If the licensee is a trustee for a trust, answers should only include the figures contained in the trust financial statements. Any deed amounts assured should not be included.

**PARTNERSHIP**

If the licensee is in a partnership, answers should include the figures from the licensee and the partnership in combination.

**IMPORTANT INFORMATION**

- Before completing the Annual Reporting Form, we suggest that you read the information at [qbcc.qld.gov.au](http://qbcc.qld.gov.au).
- Any party lodging financial documents is advised to retain a copy of information lodged with QBCC.

Reminder: A licensee's financial information must at all times satisfy the Minimum Financial Requirements. Variations in the licensees' turnover and assets must be notified and approved in accordance with the Minimum Financial Requirements. This must be done separately to the form that you are about to complete.

**PRIVACY POLICY AND RIGHT TO INFORMATION**

- The information provided by you may be used by the QBCC and its staff in the performance of their functions under the Act.
- Please note that as a result of our review of the financials, we may seek additional financial information in the course of review.
- Information regarding the QBCC's privacy policy can be found at [qbcc.qld.gov.au](http://qbcc.qld.gov.au).

You can apply to access information held in our files about your licence. If you wish to access information you will need to make an application under Right to Information (RTI).

**INDIVIDUAL DECLARATION (to be completed by Applicant/Licensee)**

**WARNING : INCORRECT OR MISLEADING INFORMATION MAY LEAD TO A REVIEW AND POSSIBLE CANCELLATION OF YOUR LICENCE.**

My Revenue per financial year WILL NOT exceed \$200,000 or OR YES  SC1 Category

My Revenue per financial year WILL NOT exceed \$600,000 or YES  SC2 Category

**1. APPLICANT DETAILS**

Title  Mr  Mrs  Miss  Ms  Other

Name (Company/individual)

\*Contact name

\*Postal address

\*State  \*Postcode

**BUSINESS ADDRESS**

Address

State  Postcode  Mobile

\*Phone  Fax

\*Email

**2. CONFIRM LICENSEE DETAILS**

Licensee Name

Licensee Number  ABN

ACN

**3. MAIN BUSINESS OF LICENSEE**

<input type="checkbox"/> Agriculture, Forestry and Fishing	<input type="checkbox"/> Building Installation Services	<input type="checkbox"/> Administration and Support Services
<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Other Construction Services	<input type="checkbox"/> Public Administration and Safety
<input type="checkbox"/> Electricity, Gas, Water and Waste Services	<input type="checkbox"/> Wholesale trade	<input type="checkbox"/> Education and Training
<input type="checkbox"/> Residential Construction	<input type="checkbox"/> Retail Trade	<input type="checkbox"/> Health Care and Social Assistance
<input type="checkbox"/> Non-Residential building Construction	<input type="checkbox"/> Accommodation and Food Services	<input type="checkbox"/> Arts and Recreational Services
<input type="checkbox"/> Heavy and Civil Engineering	<input type="checkbox"/> Transport, Postal and Warehousing	<input type="checkbox"/> Building Completion Services
<input type="checkbox"/> Land Development and Site Preparation Services	<input type="checkbox"/> Information Media and Telecommunications	<input type="checkbox"/> Other
<input type="checkbox"/> Building Structure Services	<input type="checkbox"/> Financial and Insurances Services	<input type="text"/>
<input type="checkbox"/> Rental, Hiring and Real Estate	<input type="checkbox"/> Professional, Scientific and Technical Services	

**4. BUSINESS STRUCTURE**

The licensee is a sole trader       The licensee is a standalone company       The licensee is a trustee for a trust

The licensee is a part of a formalised partnership       The licensee is trading as part of a group of companies (class order 98/1418 or similar)

**5. REPORTING PERIOD**

Last date of the annual financial reporting period

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**The last date of the annual financial reporting period; being the completion of a one-year, or 12-month, accounting period. Otherwise known as the fiscal year end, this is the period used for calculating annual financial statements. A company's fiscal year may differ from the calendar year.**



