



#### 4. ADDITIONAL FINANCIAL INFORMATION Complete if you are applying for a contractor licence

Are you operating under a trust structure?

YES  NO

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

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.

YES

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

NOTE: Some licence classes require Professional Indemnity Insurance. Refer to the Minimum Financial Requirements (MFR). The MFR can be found on QBCC's website at [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au)

#### 5. FIT AND PROPER

Please 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?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| ii. ever entered into a composition, deed of arrangement or deed of assignment under Part X of the Bankruptcy Act 1966?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| iii. been convicted of any criminal offence (excluding traffic offences) within the last 10 years?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| iv. ever been convicted of an offence under the Corporations Act 2001 (Commonwealth) section 596 (b) or (c)?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work?  | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| vii. ever had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work?   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| viii. ever been a:   | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| • 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? |                              |                             |

If you have ticked YES to any of these questions, you MUST provide copies of all relevant documentation.



# Individual application fees

from 1 July 2018 to 30 June 2019

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

Nominee Supervisor Type		
Application Fee		\$209.05
Builder or Trade Contractor Type		
<i>Note: if you are changing your type 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	\$365.85
	SC 2	\$418.10
	Category 1-2	\$565.90
	Category 3-7	\$785.55
Certificate	\$29.35	

## 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 (one year from the date your licence was originally issued). 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	\$209.05	\$533.00
SC1	\$279.35	\$712.45
SC2	\$349.50	\$891.30
Category 1-2	\$418.10	\$1066.15
Category 3-7	\$629.00	\$1604.00

## GST Requirements

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

# Privacy Policy

The Queensland Building and Construction Commission manages personal information in line with the *Information Privacy Act 2009*.

This Privacy Policy describes the personal information that may be collected and used by the QBCC. We collect and manage your personal information from you when you:

- complete and submit a form electronically or by mail
- you deal with us over the telephone or counter
- you register for My QBCC
- email us
- provide us with feedback

ask us to contact you, and you consent to us collecting, storing, using, maintaining and disclosing your personal information.

## Information we may request

We may ask you to provide personal information if you submit feedback to QBCC or lodge a form, electronically or otherwise.

We will only do this:

- to meet your needs (e.g. answer a question)
- to meet our needs (e.g. demographic analysis, updating our records)
- if required by law.

'Personal information' includes your name, address, phone number, email address, age, gender, your employer.

## Use of personal information

Depending upon the type of enquiry, application or form you have submitted. If you're a QBCC licensee, your personal details may be used to send you important updates regarding new legislation or amendments, changes to policies and other such information related or connected to your licence.

## Marketing

We will also send (whether by phone, email, SMS, post or facsimile), updates to keep you abreast of industry news, opportunities to submit surveys or feedback on discussion papers, educational information and professional development opportunities including seminars and events. We may also send you information on behalf of Queensland Government departments including Department of Housing and Public Works.

You may opt out at any time if you no longer wish to receive specific types, or all, marketing information. You can make this request by emailing [digitalsupport@qbcc.qld.gov.au](mailto:digitalsupport@qbcc.qld.gov.au), or by "unsubscribe" from the email or other marketing messages you no longer wish to receive.

## Disclosure of personal information

If you have submitted an application or complaint, we may

provide all or some of this information (if applicable) to your:

- contractor/client
- members of our panel of technical consultants (includes licensed contractors, registered engineers, and industry specialists)
- rectifying builders
- external legal consultants
- external financial consultants
- reinsurers/actuaries.

We may also disclose your personal information to third parties, including advisors and consultants and with third party service providers we use in connection with conducting our business and always subject to confidentiality provisions we deem appropriate.

Some of the third parties to whom we disclose your personal information may be located outside Australia. For example, we may disclose your personal information to external facilities in the course of data processing services from third parties.

The countries in which these third parties are located will depend on the circumstances. However, in the course of our ordinary business operations we commonly disclose personal information to third parties located in the United States of America.

We will not give your personal information to third parties without your consent, unless as set out above or required by law.

## Access to personal information

If you would like to access any of your personal information that is held by QBCC you can make an Information Privacy application.

## Amending your personal information

You may apply to amend documents containing your personal information held by QBCC, where you believe relevant information is inaccurate, misleading, out of date or incomplete.

## Making a privacy complaint

If you believe there has been a breach of your personal information involving QBCC you may lodge a privacy complaint.

## Right to information

All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

## More information

Email us if you would like to know more about information privacy or visit the guidelines for community members on the website of the Office of the Information Commissioner Queensland.