

PRIVACY NOTICE

The QBCC is collecting 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* (QBCC Act). Your personal information may be shared with other interstate or New Zealand licensing bodies. Some of this information will be included in the licensee register. You may receive information from us for educational purposes in accordance with the QBCC Act. You will be able to opt-out of receiving this information. All information held by the QBCC may be subject to application for access under the Right to Information and Privacy legislation or as authorised or required by law.

For further information visit the Privacy Statement on the QBCC website at qbcc.qld.gov.au.

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS BY

Post: GPO Box 5099 Brisbane QLD 4001.

In person: QBCC service centres are listed on our website qbcc.qld.gov.au.

COMPLETING THIS FORM

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – cross out and initial amendments

1. COMPANY DETAILS

Company name

ACN

ABN

Postal address

State

Postcode

Business address

(This cannot be a PO Box)

State

Postcode

Registered address

State

Postcode

Business phone

Mobile

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)

**OFFICE
USE
ONLY**

CRN:

Receipt no:

Assignee:

Licence no:

Receipt amount: \$

Received by:

Container:

3. FINANCIAL INFORMATION

Does the company have a Court or Tribunal Order or adjudication decision requiring you to pay a debt which you have not yet paid in full? Yes No
If yes, provide copies of all relevant documentation.

a) If the company is applying for a licence in the class of:

- Builder – project management services
- Building design
- Hydraulic services design
- Fire protection – any certify or design class
- Site classifier

and does not hold any other licence requiring financial information, it has two options:

The company must either:

- i. provide Professional Indemnity Insurance and attach a completed *Estimated Maximum Revenue Declaration form with the application - do not complete Part B below, or
- ii. if the company does not hold Professional Indemnity Insurance, attach a completed *Declaration - Professional Indemnity Insurance form with the 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 to your application - do not complete Part B 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 the company is applying for a contractor licence in any other licence class - complete the following section:

What is the last day of the company's most recent reporting year? D D M M Y Y Y Y
/ /

Is the company operating under a trust structure? If yes, provide an MFR Report as the Trustee cannot rely on the Trust assets. The company may need to rely on a Deed of Covenant and Assurance. Yes No

Choose the company's financial category below: Tick ONE only

- The company's revenue WILL NOT exceed \$200,000 for the reporting year. Yes
- The company has at least \$12,000
- Net Tangible Assets and a Current Ratio of at least 1. (refer to Minimum Financial Requirements).
This option is NOT available to BUILDERS.

OR

- The company's revenue WILL NOT exceed \$800,000 for the reporting year. Yes
- The company has at least \$46,000 Net Tangible Assets and a Current Ratio of at least 1. (refer to Minimum Financial Requirements).

OR

- The company's revenue will exceed \$800,000 for the reporting year.
- An MFR Report and signed financial statements MUST be completed by your accountant and submitted with your application (Refer to Minimum Financial Requirements). Yes

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 qbcc.qld.gov.au

4. PROOF OF IDENTITY

One or more directors must provide the following information

APPLICANT 1

i. I hold/held a QBCC licence Yes No My licence number is/was: _____

OR

I have provided a certified copy of photo identification (e.g. driver's licence or passport) Yes No

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

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

APPLICANT 2

i. I hold/held a QBCC licence Yes No My licence number is/was: _____

OR

I have provided a certified copy of photo identification (e.g. driver's licence or passport) Yes No

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

iii. 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 adequate and personal supervision. The nominee must be an employee or officer of the company, and provide evidence as per Section 6. 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.

Surname _____

First name _____

QBCC licence no. _____

Will the nominee supervisor be personally supervising all the work being carried out on site by the company? Yes No

<p>If No, will all the work being carried out by the company be personally supervised by an appropriately licensed person, authorised under their licence to supervise the work (refer section 43 & 43A <i>QBCC Act 1991</i>). <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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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."

Name of person providing the consent _____

Nominee's signature

Date D D M M Y Y Y Y
 / /

6. ATTACHMENTS

I have attached a copy of ASIC historical extract, no older than 30 days, showing my Nominee Supervisor/s listed as an officer of the company Yes

OR

Documented evidence of my Nominee Supervisor's employment status with the company (e.g. signed employee agreement, PAYG payment summary, payslips showing superannuation payments) 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 <i>Bankruptcy Act 1966</i> ? | Yes | No |
| ii. ever entered into a composition, deed of arrangement or deed of assignment under Part X of the <i>Bankruptcy Act 1966</i> ? | Yes | No |
| iii. been convicted of any criminal offence (excluding traffic offences) within the last 10 years? | Yes | No |
| iv. ever been convicted of an offence under the <i>Corporations Act 2001</i> (Commonwealth) section 596 (b) or (c)? | Yes | No |
| v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years? | Yes | No |
| vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work? | Yes | No |
| vii. ever had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work? | Yes | No |
| viii. ever been a: | Yes | No |
| <ul style="list-style-type: none"> • 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. (Refer to the checklist attachment for required documents).

Safety Management

Do you have a safety management system to ensure work to be carried out under the contractor's licence is performed safely and is otherwise compliant with your obligations under the *Work Health and Safety Act 2011*. Yes No

Note: You must create a safe workplace. The construction industry involves a range of high risk work activities that must be appropriately managed to ensure they are carried out safely. Important information to assist employers and business owners to understand their safety obligations and implement an appropriate safety management system can be found at <https://www.worksafe.qld.gov.au>.

8. ADDITIONAL LICENCE DETAILS

Is the purpose of this licence to allow the Company to buy an existing building related business? Yes No

If Yes, please provide the QBCC licence number of the current business:

Do you currently hold a commercial, industrial or residential work licence that was issued by another State, territory or New Zealand? Yes No

Since 1 October 2020, have you held a commercial, industrial or residential work licence that was issued by another State, territory or New Zealand that has since been suspended or cancelled? Yes No

IF YOU HAVE TICKED YES, PLEASE PROVIDE THE FOLLOWING DETAILS:

All issuing State/s, territories or New Zealand (tick all applicable)

NSW ACT VIC TAS SA WA NT NZ

Licence number

Type of licence (e.g. supervisor, contractor)

Class of licence (e.g. carpentry, builder)


Has the licence been cancelled or suspended? Yes No

If yes, please provide the date licence was suspended or cancelled

Reason the licence was suspended or cancelled

Have any company director, secretary or nominee supervisor been known by any other names? Yes No


If you have ticked yes, you must provide full details of the individual and the previous names they have been known by

 If you have ticked YES, please provide copies of all relevant documentation.

9. PARTNERSHIP

Does the company 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) Yes No

does the company have a registered business or trading name? (e.g. ABC Building Solutions Pty Ltd trading as Alpha Builders.) Yes No

 If you answered yes, you must provide a copy of the Current Business Names Extract from the Australian Securities and Investment Commission, ASIC).

10. FEES

Do you require a licence certificate? Yes No

i Please ensure the correct fee accompanies this application form
If a certificate is required, you will be required to pay the additional fee - refer to attached fee schedule.

PAYMENT OPTIONS

I will pay at a QBCC office when returning this form in person

Credit card



Name of card holder

Credit card number

Expiry date M M / Y Y

Total amount \$



WARNING: Incorrect or misleading information may lead to prosecution for an offence and/or review and possible cancellation of your licence

11. 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.

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.

I declare:

- the statements contained in this application are true and correct;
- 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 have read the Privacy Notice (page 1).

Name of the director

Director's signature

Date* D D / M M / Y Y Y Y

Name of the director OR secretary

Director's OR secretary's signature

Date* D D / M M / Y Y Y Y

* 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.

! **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.

CHECKLIST

The company has completed all the questions on the application form	Yes
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
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
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 protection (any certify or design class) • Fire suppression systems – special hazards 	Yes
The company has provided a certificate of currency evidencing its current Professional Indemnity Insurance policy.	
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
The company has provided a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (ASIC)	Yes
Only for companies that answered yes to any of the questions in Section 7.	Yes
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 National Police Certificate no older than 30 days obtained through an Australian State or Federal Police establishment*; • Australian Securities and Investment Commission (ASIC) Order preventing an individual from managing a corporation; • any documentation relating to court proceedings that are still pending. 	
The company has provided all details and evidence in relation to its nominee (refer to Sections 5 & 6)	Yes
The nominee has signed and dated the consent (refer to Section 5)	Yes
A company director has provided proof of identity (refer to Section 4)	Yes
Copies of relevant documents have been provided (refer Section 8)	Yes
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

*Police checks from private providers will not be accepted by the QBCC as these reports may not include all police history information.

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.

GlobalX Legal Solutions	Phone: Website:	13 56 69 https://payg.globalx.com.au/company.castle
ASIC Service Centre	Phone: Website:	1300 300 630 asic.gov.au
SAI Global	Phone: Website:	1300 730 000 saiglobal.com/property/eProperty/Search/ASIC-BusinessNames/
Australian Business Research	Phone: Website:	1300 366 402 abr.com.au/site/live/oneoffs.php
CITEC Confirm	Phone: Website:	(07) 3222 2700 or 1800 773 773 (toll free) confirm.citec.com.au/citecConfirm/elearning/corporate/asic_businessname_search
Dun and Bradstreet	Phone: Website:	(07) 3360 0600 dnb.com.au/Credit_Reporting/Buy_a_company_credit_report/ASIC_Historical_Extract/index.aspx
eSearch	Phone: Website:	1300 655 413 esearch.net.au/ASIC_searches.html
Financial Review ASIC Search	Phone: Website:	1800 646 990 tools.afr.com/asic/
InfoTrack	Phone: Website:	1800 738 532 infotrack.com.au/tour/company-searching.htm
National Data Centre	Phone: Website:	1300 655 760 ndc.com.au/payg/company.castle
Reckon Docs Databroker	Phone: Website:	1300 139 001 databroker.com.au/home/home.cfm
Tri Search	Phone: Website:	(02) 9232 2411 trisearch.com.au/site/ASIC.html
Veda Advantage	Phone: Website:	1300 921 621 veda.com.au/businesscreditexpress/report/asic-company-report.dot

COMPANY APPLICATION FEES

EFFECTIVE 1 JULY 2023 – 30 JUNE 2024

Applicable under the *Queensland Building and Construction Commission Act 1991* ("the Act")



Our fees and charges increase on 1 July each year. On 1 July 2023 our fees and charges were increased in line with legislative requirements. You can contact us to find out details about specific fees, charges or prices.

COMPANY LICENCE		
Total Application Fee Determined by the financial information supplied	SC1	\$1,312.44
	SC2	\$1,565.30
	Category 1-2	\$2,016.17
	Category 3-7	\$2,877.64
Application Fee if the company holds a current QBCC licence and is applying for another Licence Class	SC1	\$685.56
	SC2	\$782.65
	Category 1-2	\$1,075.95
	Category 3-7	\$1,468.26
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.		
Certificate		\$32.91

Financial Information

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

1. SC1 - Estimated Maximum Revenue of up to \$200,000
2. SC2 - Estimated Maximum Revenue of up to \$800,000
3. Category 1-2 - Estimated Maximum Revenue of more than \$800,000 and up to \$12M
4. Category 3-7 - Estimated Maximum Revenue of more than \$12M

Renewals

The renewal will be mailed to you prior to the renewal due date (one year from the date the company licence was originally issued).

LICENCE FEES	ONE YEAR	THREE YEARS
SC1	\$626.88	\$1,598.37
SC2	\$782.65	\$1,995.72
Category 1-2	\$940.22	\$2,397.51
Category 3-7	\$1,409.38	\$3,594.04

Applications

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

GST Requirements

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

NOTE: You will be required to comply with the Minimum Financial Requirements (MFR) stated in the *Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018* by 31 December 2020. If the company holds any other QBCC contractor licence class, it must continue to comply with the Minimum Financial Requirements, including annual reporting responsibilities, for that licence class.

See the [QBCC website](#). The QBCC will provide you with more information about your obligations if your application is successful.