

PLEASE NOTE

You are not able to apply for a licence if you are not an Australian Citizen, Permanent Resident or do not have a current Australian Work Visa.

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. PERSONAL DE	TAILS						
Title	М	r	Mrs	Miss	Ms	Other	
Surname							
First name							
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Date of birth		/	/		ABN		
Postal address							
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Business address (This cannot be a PO Box)							
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Home address							
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Business phone					Home		
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Mobile							
Email							
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Indiv LA_FMS_v20_06/23 Page 1 of 12



2. APPLICATION DETAILS Tight the liganes type you are applying for:	
Tick the licence type you are applying for: Contractor (contractors are able to contract for "building work" and must meet the Minimum Financial Requirements)	Nominee Supervisor (supervisors are only permitted to supervise "building work" and are not required to meet the Minimum Financial Requirements)
MECHANICAL SERVICES	Portables stream
Mechanical services - air-conditioning and refrigeration (unlimited design)	Fire protection - portables stream - certify
Mechanical services - air-conditioning and refrigeration (limited design)	Fire protection - portables stream - install and maintain
Mechanical services - medical gas	Special hazard stream
Mechanical services - plumbing	Fire protection – special hazard fire system stream – certify
FIRE PROTECTION Electrical stream	Fire protection – special hazard fire system stream - install and maintain
Fire protection – electrical stream – design – fire alarm systems	Water-based stream
Fire protection - electrical stream - certify - fire alarm systems	Fire protection - water-based fire system stream - design
Fire protection - electrical stream - install and maintain - fire alarm systems	Fire protection - water-based fire system stream - certify
Fire protection - electrical stream - certify - emergency lighting	Fire protection - water-based fire system stream - install and maintain
Fire protection electrical - inspect and test - emergency lighting	Fire protection - water-based fire system stream - install and maintain - restricted to commercial and industrial types
Passive stream	Fire protection - water-based fire system stream - install and maintain - restricted to domestic and residential types
Fire protection – passive stream - certify	FIRE SAFETY PROFESSIONAL
Fire protection – passive stream – install and maintain – fire collars, fire-rated penetrations and fire-rated joint sealing	Fire safety professional
Fire protection – passive stream – install and maintain – fire and smoke walls and fire-rated ceilings	
Fire protection – passive stream – inspect and test	
Fire protection – passive stream – install and maintain – fire doors and fire shutters	
3. QUALIFICATIONS	
TECHNICAL QUALIFICATIONS: A copy of your technical qualification M	IUST be provided.
$m{i}$ Refer to the Scope of Work for minimum technical requirements.	
I have attached a copy of my technical qualification	Yes
MANAGERIAL QUALIFICATIONS: A copy of your managerial qualification	ons MUST be provided.
I have attached a copy of my managerial qualification.	Yes
NOTE: If any of these documents are not provided, your application PLEASE DO NOT SEND ORIGINALS.	cannot be approved and processing will be delayed.

Indiv LA_FMS_v2O_06/23 Page 2 of 12



4. FINANCIAL INFORMATION
Do you have a Court or Tribunal Order or adjudication decision requiring you to pay a debt which you have not yet paid in full?
If yes, provide copies of all relevant documentation.
If you are applying for Supervisor licence - do not complete this section
What is the last day of your most recent reporting year?
Are you operating under a trust structure? If yes, provide an MFR Report as you cannot rely on Trust assets. You may need to rely on a Deed of Covenant and Assurance.
Choose your financial category from the options below: Tick ONE only
My revenue WILL NOT exceed \$200,000 for the reporting year, and I have at least \$12,000 Net Tangible Assets and a Current Ratio of at least 1. (Refer to Minimum Financial Requirements) OR
My revenue WILL NOT exceed \$800,000 for the reporting year, and I have at least \$46,000 Net Tangible Assets and a Current Ratio of at least 1. (Refer to Minimum Financial Requirements)
OR My revenue will exceed \$800,000 for the reporting 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 or the Checklist attachment for details. The MFR can be found on QBCC's website at 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:
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) Yes No

Indiv LA_FMS_v2O_06/23 Page 3 of 12



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: ever become bankrupt or entered into a debt agreement under Part IX of the Bankruptcy Act 1966? Yes No ever entered into a composition, deed of arrangement or deed of assignment under Part X of the Yes No Bankruptcy Act 1966? been convicted of an offence (including Work Health and Safety Act 2011 offences) within the last 10 years? Yes No ever been convicted of an offence under the Corporations Act 2001 (Commonwealth) section No Yes 596 (b) or (c)? had a pending or current court proceeding of any criminal offences (excluding traffic offences) No Yes within the last 10 years? vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work? No Yes vii. ever been a: • director; No Yes secretary; · shareholder: OR a person in a position to control or substantially influence a company's conduct or affairs within 2 years 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? **Safety Management** Do you have a safety management system to ensure work to be carried out under the contractor's licence is Yes No performed safely and is otherwise compliant with your obligations under the Work Health and Safety Act 2011. 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 worksafe.qld.gov.au.

Indiv LA_FMS_v20_06/23 Page 4 of 12



8. ADDITIONAL LICENCE DETAILS					
Do you currently hold a commercial, industrial or residential w by another State, territory or New Zealand?	ork licence	hat wa	as issuec	I	Yes No
Since 1 October 2020, have you held a commercial, industrial was issued by another State, territory or New Zealand that has					Yes No
IF YOU HAVE TICKED YES, PLEASE PROVIDE THE FOLLOWIN All issuing State/s, territories or New Zealand (tick all applicable)	IG DETAILS:				
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? If yes, please provide the date licence was suspended or cancelled					Yes No
Reason the licence was suspended or cancelled					
If you have ticked YES, please provide copies of all relevant	ant documer	itation.			
9. ADDITIONAL REQUIREMENTS					
You must answer ALL questions in this section.					
Are you an Australian citizen, permanent resident, or do you or ImmiCard issued under the <i>Migration Act 1958</i> , entitling					Tick ONE only
I am a Citizen or Permanent Resident					Yes
OR					
I have a current visa or ImmiCard (If you answer YES to this a copy of the visa or ImmiCard and any relevant conditions		ou MU	ST supp	ly	Yes
NOTE: If you are not a Citizen, Permanent Resident or have a curr to work in Australia, you are not able to apply for a licence.	ent work visa o	or ImmiC	Card allow	ing you	
Do you have a registered business or trading name? (e.g. Jo	hn Smith tra	ıding a	s Smith	Builders).	Yes No
If you answer YES, you must provide a copy of the Current Busine	ess Name Extra	act from	the Austr	alian Securities	and Investment Commission (ASIC).
Have you been known by any other names? If you have ticked yes, you must provide full details of all previous	us names you	ı have b	oeen kno	wn by.	Yes No

Indiv LA_FMS_v2O_06/23 Page 5 of 12



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Indiv LA_FMS_v2O_06/23 Page 6 of 12



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Indiv LA_FMS_v20_06/23 Page 7 of 12



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Licensed builder/ tractor responsible for site	
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Start date	/ Finish date /
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Indiv LA_FMS_v2O_06/23 Page 8 of 12



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Indiv LA_FMS_v2O_06/23 Page 9 of 12



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Indiv LA_FMS_v2O_06/23 Page 10 of 12



11. PAYMENT OPTIO	NS									_					- We	e acc	ept	
Do you require a licent	ce certifica	te?							Yes			No					VIS	A
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Name of card holder																		
Credit card number											Ť		Ť		•			
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Indiv LA_FMS_v2O_06/23 Page 11 of 12



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IMPORTANT - read this checklist before signing the Declaration (refer to Question 10), use this checklist to ensure you have provided all the required information.

If 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.

have completed all the questions on the application form	Yes
have completed all the questions on the application form	res
have provided a copy of my technical qualifications (refer to Section 3)	Yes
have provided a copy of a QBCC approved managerial qualification (refer to Section 3)	Yes
have provided my financial information (refer to Section 4) (Self Certification, MFR Report and signed financial statements)	Yes
Only for individuals applying for Fire protection licences in certify or design classes. have provided evidence of my current professional indemnity insurance policy	Yes
Only for people working in Australia under an Australian Work Visa or ImmiCard. I have provided a copy of he Australian Work Visa or ImmiCard and any relevant conditions that apply (refer to Section 8)	Yes
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
Only for people who answered 'YES' to any of the questions in Section 7 - have enclosed copies of the following: 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 Insolvency & Trustee Service Australia 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* ASIC Order preventing an individual from managing a corporation.	Yes
If attaching your own resume, ensure that it contains the same information where required in Section 9) Demonstrate you have experience in personally performing or supervising key elements in the scope of work. or Mechanical Services licence applications, do not include experience gained during an apprenticeship). lefer to Section 9 for additional information)	Yes
have provided the details of three (3) referees	Yes
have provided proof of identity (refer to Section 5)	Yes
	Yes

Indiv LA_FMS_v20_06/23 Page 12 of 12





INDIVIDUAL 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.

NOMINEE SUPERVISOR TYPE			
Total Application Fee		\$469.16	
Application Fee if you hold a current nominee supervisor licence under the Act and are applying for another licence class with the same type.		\$234.58	
TRADE CONTRACTOR TYPE			
Total Application Fee Determined by the financial information supplied.	SC 1	\$724.04	
	SC 2	\$861.36	
	Category 1-2	\$1,104.15	
	Category 3-7	\$1,587.19	
Application Fee if you hold a current individual QBCC licence and are applying for another licence class with the same type and Maximum Revenue. 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.	SC 1	\$410.54	
	SC 2	\$469.16	
	Category 1-2	\$634.99	
	Category 3-7	\$881.44	
CERTIFICATE		\$32.91	

- 4. **Category 1-2** MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$800,000 and up to \$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 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 by you in Section 4.

LICENCE FEES	ONE YEAR	THREE YEARS
Supervisor	\$234.58	\$598.11
SC1	\$313.50	\$799.45
SC2	\$392.20	\$1000.11
Category 1-2	\$469.16	\$1,196.32
Category 3-7	\$705.75	\$1,799.88

Applications

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

GST Requirements

Please be advised the Commission's licence and application fees are exempt from GST in accordance with Division 81 of the new tax legislation and therefore GST is not applicable to these fees.

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** \$800,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$800,000)