

**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](http://qbcc.qld.gov.au).

Complete this form and provide it with your Licence Application Form. If you are providing additional information please ensure this is included with the submission of this form.

**COMPLETING THIS FORM**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – any amendment should be crossed out and initialled

**1. PERSONAL DETAILS**

Title  Mr  Mrs  Miss  Ms  Other

Surname

First names

Date of Birth 

D	D	M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**DESIGNER:** Provide two years relevant experience. This information should detail design work you carried out under the relevant scope of work. Include the class, size, number of storeys and type of construction.

**BUILDER:** If you provide evidence of a carpentry or bricklaying and blocklaying qualification, demonstrate two years relevant experience. Otherwise, four years relevant experience is required.

Provide details of your supervisory role and your duties and experience in jobs appropriate to the relevant builder scope of work.

Do not provide your trade work experience.

You must demonstrate the parts of the project you supervised. You

could include specific examples and details about the project which demonstrate where you carried out work such as:

- Supervisory services - the parts of the project and trades you personally supervised; examples where you applied your knowledge of building and other relevant legislation, interpreting plans and specifications.
- Administration services - examples of your experience on the job in tendering, contracts, on-site meetings and inspections, payment of subcontractors, issuing certificates and project management.
- Management services - examples of where you coordinated and scheduled work, resolved problems on the project, communicated with clients and other services and financial management.

**2. 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 contractors that can verify your experience in the scope of work you are applying for.

Name	<input type="text"/>		Phone number	<input type="text"/>
Name	<input type="text"/>		Phone number	<input type="text"/>
Name	<input type="text"/>		Phone number	<input type="text"/>

**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*. Please refer to our Privacy Policy for full use and disclosure details. All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

<b>OFFICE ONLY</b>	CRN:	Licence No:	
	Receipt No:	Receipt Amount: \$	
	Assignee:	Received by:	



**JOB DETAILS** Show your experience with examples

Site Address


State

Postcode

Licensed Builder/  
Principal contractor  
responsible for  
project:


Employer/  
Contractor who  
engaged you for  
project:


Start date: 

M	M

 / 

Y	Y	Y	Y

Finish date: 

M	M

 / 

Y	Y	Y	Y

Description of the project:

--

Rise in storeys 

--

 1 

--

 2 

--

 3 

--

 4 

--

 over 4

Building class 

--

 1 

--

 2 

--

 3 

--

 4 

--

 5 

--

 6 

--

 7 

--

 8 

--

 9 

--

 10

Fire resisting construction 

--

 A 

--

 B 

--

 C (as per Table C1.1 of the BCA)

THE FOLLOWING QUESTIONS ARE FOR BUILDER APPLICATIONS ONLY

How often were you onsite? 

--

 daily 

--

 weekly 

--

 fortnightly 

--

 bi-monthly 

--

 other

Provide details of your relevant experience.

--

Please provide the following details of a licensed builder that can verify your onsite experience

Name

--

Company

--

Licence no

--

Phone number

--

Position

--

Email

--



**JOB DETAILS** Show your experience with examples

Site Address


State    Postcode

Licensed Builder/  
Principal contractor  
responsible for  
project:


Employer/  
Contractor who  
engaged you for  
project:


Start date:   /

Finish date:   /

Description of the project:

Rise in storeys  1  2  3  4  over 4

Building class  1  2  3  4  5  6  7  8  9  10

Fire resisting construction  A  B  C (as per Table C1.1 of the BCA)

THE FOLLOWING QUESTIONS ARE FOR BUILDER APPLICATIONS ONLY

How often were you onsite?  daily  weekly  fortnightly  bi-monthly  other

Provide details of your relevant experience.

Please provide the following details of a licensed builder that can verify your onsite experience

Name

Company

Licence no

Phone number

Position

Email

