

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 – any amendment should be crossed out and initialled

1. COMPANY DETAILS

Company name																						
ACN						ABN																
Postal address																						
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**
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.

 Yes

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:						Licence no:						Container:					
	Receipt no:						Receipt amount:	\$										
	Assignee:						Received by:											

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

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 *Bankruptcy Act 1966*? Yes No
- ii. ever entered into a composition, deed of arrangement or deed of assignment under Part X of the *Bankruptcy Act 1966*? 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 *Corporations Act 2001* (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:
 - 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? Yes No

 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 – Contractor Only

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

If you have answered No, please provide an explanation why.

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. A Safety Management System (SMS) captures how you intend to exercise your due diligence obligations, managing WHS elements which can vary over time and assuring safety across, and affected by, your entire business. It differs to a site safety plan. For SC1 licensees it may only need to be simple and summarise how you engage in your work safely. An SMS is scalable so it can be tailored to the size and complexity of your business. and the building work being performed or carried out.

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

 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

Please ensure the correct fee accompanies this application form - refer to attached fee schedule.

Do you require a licence certificate? Yes No
 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.

CHECKLIST

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.

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: Yes

- 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

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:

- 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 2021 – 30 JUNE 2022

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

Please ensure the correct fee accompanies this application form - **refer to attached fee schedule.**

NOTE: **Mechanical Services - Plumbing** applicants only.

If you hold a current Contractor licence in **Plumbing and Drainage** and apply between 1 January and 31 March 2020, no application fee is required.

If you hold a current Contractor licence in **Refrigeration, Air-Conditioning and Mechanical Services Unlimited or Limited Design** and apply between 1 January and 30 June 2020, no application fee is required.

NOMINEE SUPERVISOR TYPE		
Total Application Fee		\$442.60
Application Fee if you hold a current nominee supervisor licence under the Act and are applying for another licence class with the same type.		\$221.30
TRADE CONTRACTOR TYPE		
Total Application Fee Determined by the financial information supplied.	SC 1	\$1,238.15
	SC 2	\$1,476.70
	Category 1-2	\$1,902.05
	Category 3-7	\$2,714.75
Application Fee if the company holds a current QBCC licence and is applying for another Licence Class	SC 1	\$646.75
	SC 2	\$738.35
	Category 1-2	\$1015.05
	Category 3-7	\$1,385.15
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		\$31.05

Financial Information

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

1. SC1 - \$200,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$200,000)
2. SC2 - \$800,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$800,000)
3. Category 1-2 - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$800,000 and up to \$12M)
4. 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 in the last financial information you provided to the Commission.

LICENCE FEES	ONE YEAR	THREE YEARS
SC1	\$591.40	\$1,507.90
SC2	\$738.35	\$1,882.75
Category 1-2	\$887.00	\$2,261.80
Category 3-7	\$1,329.60	\$3,390.60

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

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