

### COMPLETING THIS FORM

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

**NOTE: As a Site Supervisor or Fire Occupational licensee, you are NOT eligible for a change of licence type. You would be required to submit an Individual Application and meet all current Licensing entry requirements to change to a contractor or nominee supervisor.**

A change to your licence type may require an adjustment to your licence fee. QBCC will contact you if an adjustment is required.

## 1. PERSONAL DETAILS

Surname:

First names:

Date of birth:   –   –   Licence number:

## 2. CHANGE OF LICENCE DETAILS

Please indicate new type in table below (an application fee will apply):

### TYPE

Builder or contractor  Nominee Supervisor  Site Supervisor  Occupational

## 3. 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?  YES  NO

If yes, provide copies of all relevant documentation.

a) If you are applying for Supervisor or Occupational licence type - *do not complete this section*

b) If you are applying for a:

- Builder – Project Management Services
- Building Design, or
- Hydraulic Services Design
- and you do not hold any other contractor licence requiring financial information, you have two options.

You must either:

i. provide professional indemnity insurance and attach a completed \*Estimated Maximum Revenue Declaration form with your application - do not complete part c below, or

ii. if you do not hold professional indemnity insurance, attach a completed \*Declaration - Professional Indemnity Insurance form with your application AND complete part c 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 with your application - do not complete part c below, OR if you do not hold professional indemnity insurance, complete part c below.

\*Forms can be obtained by contacting the QBCC or downloading from QBCC’s website.

c) If you are applying for a contractor licence in any other licence class - complete section 4.

**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). 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. Please refer to the Privacy Policy on our website 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).

OFFICE ONLY	CRN:	<input type="text"/>	Licence No:	<input type="text"/>
	Receipt Amount	\$ <input type="text"/>	Receipt No:	<input type="text"/>

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

What is the last day of your most recent reporting year?

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"/>

Are you operating under a trust structure?

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

YES  NO

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 the reporting year. I have at least \$12,000 Net Tangible Assets. (Refer to Minimum Financial Requirements)

YES

OR

My Revenue WILL NOT exceed \$800,000 for the reporting year. I have at least \$46,000 Net Tangible Assets. (Refer to Minimum Financial Requirements)

YES

OR

My Revenue will exceed \$800,001 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 (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.

## 6. FEES

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

Do you require a licence certificate?

NO  YES

If a certificate is required, you will be required to pay the additional fee - refer to attached fee schedule.

I will be paying

by cheque  by credit card  (QBCC cannot accept American Express or Diners Club)

Credit card number

Expiry date MM / YY VISA  Mastercard

Amount paid \$  .

Cardholder's name

Cardholder's  
signature

## 7. DECLARATION

**WARNING: INCORRECT OR MISLEADING INFORMATION MAY LEAD TO PROSECUTION FOR AN OFFENCE AND/OR REVIEW AND POSSIBLE CANCELLATION OF YOUR LICENCE**

I declare:

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

Applicant's signature

Date\* DD / MM / YYYY

**\* Please ensure that this declaration is not dated more than one (1) month prior to the date the application is submitted to the QBCC.**

**Send all mail to** - Queensland Building and Construction Commission, GPO Box 5099, Brisbane QLD 4001

# 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		
	SC 1	\$365.85
<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 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 - \$800,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$800,000)
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 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.