

# Fire Protection Occupational licences

The QBCC's Fire Protection Occupational licence was introduced to ensure Queensland has the highest standards of building fire safety and to provide an employee or subcontractor with a clear career path to becoming a contractor in the Queensland building industry.

If you already hold an existing QBCC licence in the same class (either Contractor or Nominee Supervisor) you are NOT required to obtain a Fire Protection Occupational licence. You are only required to obtain a Fire Protection Occupational licence if you intend to carry out fire protection work for a licensed fire protection contractor either as an employee or a subcontractor. A fire protection occupational licence holder cannot contract with the public or subcontract to a builder to carry out building work or fire protection work and cannot be a nominee for a company.

## What licence is required?

One of the following licences must be held to personally carry out or supervise fire protection work:

- A fire protection occupational licence issued under the QBCC Act authorising the licensee to personally carry out the work;
- A contractor's licence issued under the QBCC Act authorising the licensee to personally carry out the work; or
- A licence, registration or authorisation under an Act, other than the QBCC Act, authorising the person to personally supervise or carry out the work (for example, an occupational licence issued under the *Plumbing and Drainage Act 2002*).

The following table shows what work can be undertaken by QBCC's four grades of licence.

Grade	Supervise building work	Nominee for a company	Enter into contracts for building work
Contractor	✓	✓	✓
Nominee Supervisor	✓	✓	
Fire Occupational	✓		<i>Only able to contract to another licensed contractor who is licensed in the same fire class.</i>
Site Supervisor	✓		

When you apply for a Fire Protection Occupational licence you must nominate which licence classes you are applying for - i.e. Fire Hydrants and Hose Reels; Fire Detection, Alarm and Warning Systems etc.

**NOTE: Fire protection apprentices, trainees and students are not required to hold this licence.**

## How to obtain a Fire Protection Occupational licence

To apply for a Fire Protection Occupational licence you must provide the following:

- a completed copy of this application form
- payment of the application fee
- proof of identity
- meet the relevant technical qualification requirement (refer to QBCC's website).

## How can I change my Fire Protection Occupational licence to a Nominee Supervisor or Contractor licence?

To apply for a nominee supervisor or contractor licence you must provide the following:

- A completed Individual Application form – NOT THIS FORM
- Payment of the application fee
- A copy of the relevant qualifications for the class
- Experience and references.

**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

**You are not able to apply for a licence if you are not a citizen, permanent resident or do not have a current Australian work visa.**

**1. PERSONAL DETAILS**

Surname:																					
First names:																					
Date of birth:			–			–			ABN:												
Postal address:																			Postcode:		
Business address:																			Postcode:		
(This cannot be a PO Box)																			Postcode:		
Home address:																			Postcode:		
Business ph:									Home ph:												
Mobile ph:							Fax:														
Email:																					

**2. APPLICATION DETAILS**

List the Class(es) of Licence you are applying for (e.g. Fire Pumps, Special Hazard Suppression Systems, etc.)

**Fire Protection Occupational licence in:**

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**3. QUALIFICATIONS**

A copy of the relevant technical qualification **MUST** be provided. Refer to the Fire Occupational Licence fact sheet for minimum technical qualification requirements. (This licence is not available for applicants who hold a contractor or nominee supervisor licence in the same class).

**I have supplied a copy of my technical qualification.**      YES

*If any of these documents are not provided, your application will be delayed. Please do not send originals.*

**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*. Some of this information collected will be included in the licensee register.

You may receive some related information from us for the purposes of marketing and communications. You will be able to opt-out/unsubscribe to receiving this information. 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 Amount:	\$											Receipt No:									

#### 4. ADDITIONAL REQUIREMENTS

You must answer ALL questions.

Are you an Australian citizen, permanent resident, or do you have a current visa issued under the *Migration Act 1958*, entitling you to work in Australia?

Tick ONE only

I am a Citizen or Permanent Resident, **OR**

NO  YES

I have a current visa (If you answer YES to this question, you MUST supply a copy of the visa and any relevant conditions that apply)

NO  YES

Have you:

Ever been refused a QBCC licence or had a QBCC licence cancelled?

NO  YES

Been served with a notice by the QBCC for carrying out tier 1 defective work under the *Queensland Building and Construction Commission Act 1997*? The definition of tier 1 defective work is grossly defective work that falls below the standard reasonably expected of a licensed contractor for the type of building work.

NO  YES

Been issued with an infringement notice by the QBCC for which payment is still outstanding?

NO  YES

If you have ticked yes to any of these questions you MUST provide copies of all relevant documentation.

#### 5. PROOF OF IDENTITY

Provide the following information

I hold/held a QBCC licence and my licence number is/was:

YES

OR

I have provided a certified copy of photo identification (e.g. driver's licence or passport)

YES

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

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

#### 6. DECLARATION

**WARNING: Incorrect or misleading information may lead to a review and possible cancellation of the licence, prosecution and up to two years imprisonment under the *Queensland Building and Construction Commission Act 1997* and the imposition of a penalty under Section 193 of the Queensland Criminal Code.**

DECLARATION

I declare:

- the statements contained in this application are true and correct
- I have read the Privacy Notice (page 2).

SIGNATURE OF APPLICANT:

DATE\*:

 /  / 

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

#### 7. 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

 / 

VISA

Mastercard

Amount paid

\$      .

Cardholder's name

Cardholder's signature

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

# Application fees

from 1 July 2018 to 30 June 2019

*Queensland Building and Construction Commission Act 1991*

Fire Protection Occupational Licence	
Total Application Fee	\$238.00
Application Fee if you hold a current individual QBCC licence and are applying for a Fire Protection Occupational licence	\$119.00
Certificate	\$29.35

## Applications

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

## Change of Licence Grade

If you want to upgrade your licence you must complete an Individual Licence Application form, provide evidence of your technical and managerial qualification and experience. If you want to upgrade to a contractor licence you will also be required to satisfy the Minimum Financial Requirements. Application forms and information regarding the application process are available at [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au) or by contacting the Customer Contact Centre on 139 333.

## GST Requirements

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

## Renewals

Your renewal will be mailed to you prior to your renewal due date.

Renewal fees	
One year	\$119.00
Three years	\$303.40

# Privacy Policy

The Queensland Building and Construction Commission manages personal information in line with the *Information Privacy Act 2009*.

This Privacy Policy describes the personal information that may be collected and used by the QBCC. We collect and manage your personal information from you when you:

- complete and submit a form electronically or by mail
- you deal with us over the telephone or counter
- you register for myQBCC
- email us
- provide us with feedback

ask us to contact you, and you consent to us collecting, storing, using, maintaining and disclosing your personal information.

## Information we may request

We may ask you to provide personal information if you submit feedback to QBCC or lodge a form, electronically or otherwise.

We will only do this:

- to meet your needs (e.g. answer a question)
- to meet our needs (e.g. demographic analysis, updating our records)
- if required by law.

'Personal information' includes your name, address, phone number, email address, age, gender, your employer.

## Use of personal information

Depending upon the type of enquiry, application or form you have submitted. If you're a QBCC licensee, your personal details may be used to send you important updates regarding new legislation or amendments, changes to policies and other such information related or connected to your licence.

## Marketing

We will also send (whether by phone, email, SMS, post or facsimile), updates to keep you abreast of industry news, opportunities to submit surveys or feedback on discussion papers, educational information and professional development opportunities including seminars and events. We may also send you information on behalf of Queensland Government departments including Department of Housing and Public Works.

You may opt out at any time if you no longer wish to receive specific types, or all, marketing information. You can make this request by emailing [digitalsupport@qbcc.qld.gov.au](mailto:digitalsupport@qbcc.qld.gov.au), or by "unsubscribing" from the email or other marketing messages you no longer wish to receive.

## Disclosure of personal information

If you have submitted an application or complaint, we may

provide all or some of this information (if applicable) to you:

- contractor/client
- members of our panel of technical consultants (includes licensed contractors, registered engineers, and industry specialists)
- rectifying builders
- external legal consultants
- external financial consultants
- reinsurers/actuaries.

We may also disclose your personal information to third parties, including advisors and consultants and with third party service providers we use in connection with conducting our business and always subject to confidentiality provisions we deem appropriate.

Some of the third parties to whom we disclose your personal information may be located outside Australia. For example, we may disclose your personal information to external facilities in the course of data processing services from third parties.

The countries in which these third parties are located will depend on the circumstances. However, in the course of our ordinary business operations we commonly disclose personal information to third parties located in the United States of America.

We will not give your personal information to third parties without your consent, unless as set out above or required by law.

## Access to personal information

If you would like to access any of your personal information that is held by QBCC you can make an Information Privacy application.

## Amending your personal information

You may apply to amend documents containing your personal information held by QBCC, where you believe relevant information is inaccurate, misleading, out of date or incomplete.

## Making a privacy complaint

If you believe there has been a breach of your personal information involving QBCC you may lodge a privacy complaint.

## Right to information

All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

## More information

Email us if you would like to know more about information privacy or visit the guidelines for community members on the website of the Office of the Information Commissioner Queensland.