

Fit and Proper Issues

QBCC expects all licensee's to be fit and proper persons at all times. This means that they must act with honesty and integrity and comply with the statutory and commercial obligations in relation to their business. QBCC is only able to suspend or cancel a licence and will take action in the most serious cases.

To conduct a fit and proper assessment QBCC requires some, or all, of the following documents:

- Copies of court documents and transcripts
- Police reports
- Copies of court outcomes
- Statements from witnesses
- Audio/video recordings
- Correspondence
- All other relevant documents

Before completing the Notification of Offence form ensure that:

- You have information/evidence which supports your claim that:
 - An individual licensed contractor
 - A director of a licensed company
 - A secretary of a licensed company; or
 - An influential person for a licensed company (e.g. a nominee supervisor)

has engaged in conduct which demonstrates they are not a fit and proper person to hold a QBCC licence or be in a position of power within a QBCC licensed company

- The conduct relates to:
 - Serious instances of demonstrating a lack of honesty and integrity relating to their contracting business
 - Repeated serious failure to comply with commercial or statutory obligations

Where you are able to comply with all the above requirements you should complete and return (see Contact Us section for postal and office addresses) the Notification of Offence form with all supporting documents.

Do not send original documents - QBCC can not return documents. Any documents provided by you will be destroyed pursuant to Principal 7 - Information Standard 40.