

HOW TO APPLY FOR A BUILDER LICENCE

QBCC currently licences builders in the classes of:

- Builder - Open
- Builder - Medium Rise
- Builder - Low Rise
- Builder Restricted to Kitchen, Bathroom & Laundry Installation
- Builder Restricted to Shopfitting
- Builder Restricted to Structural Landscaping

Each licence class has a Scope of Work describing the work able to be performed under that class.

It is important that the work you intend to perform is covered in the Scope of Work and if it isn't you may need to obtain a licence in more than one class.

What types of licences are there?

Builder Licence

For contractors who want to contract or subcontract to carry out building work. The classes of builder licences also allow trade coordination.

As a builder you must ensure all trade contractors on your building sites are licensed. It is an offence for any builder to engage unlicensed contractors.

Nominee or Site Supervisor Licence

A supervisor cannot contract or subcontract to carry out building work, but can supervise and perform the physical work while employed by another licensee. A nominee supervisor can only be a nominee for a building company.

Who needs a licence?

An individual or company who wants to carry out, undertake to carry out, or supervise building work

valued at over \$3,300 (including labour and materials) must hold the appropriate licence.

Licensees who do not contract with builders or the public and only contract to trade contractors (i.e. sub-trade contractors) do not require a QBCC licence.

However, if you perform any building work within one of the following classes you must hold the appropriate licence, regardless of the value of the work:

- Plumbing and Drainage
- Building Design Open
- Building Design Medium Rise
- Building Design Low Rise
- Fire Protection
- Completed Residential Building Inspection
- Gasfitting
- Termite Management - Chemical
- Site Classifier.

Hydraulic services design work can be performed up to \$1,100 without a licence.

What does 'carrying out' or 'undertaking building work' include?

"Carrying out" or "undertaking" building work includes:

- personally carrying out the work
- directly or indirectly causing building work to be carried out
- providing advisory, administrative, management or supervisory services in relation to building work
- entering into a contract or submitting a tender for building work, or offering to carry out building work.

If you are unsure whether your company needs a QBCC licence, please refer to the fact sheet 'Companies and Licensing' from your nearest QBCC office, visit our website or phone us on 139 333.

Requirements for a QBCC licence

To obtain a Builder, Nominee or Site Supervisor licence in any of the building classes you must complete the relevant application form (available from QBCC offices and QBCC's website) and meet the following requirements:

Technical qualifications

The scope of work for each licence class lists the required technical qualifications. If you do not hold a formal qualification you can obtain 'Recognition of Prior Learning'.

Registered Training Organisations (RTOs) carry out recognition of prior learning for those eligible to undertake this process by assessing applicants against the competencies required to obtain a licence.

To contact a Registered Training Organisation (RTO), use the list compiled on QBCC's website or collect a copy from your nearest QBCC office.

Experience

You must have two to four years' practical and supervisory experience in the building industry. The type and amount of experience will vary from person to person, but it is very important you document all supervisory experience in your application.

Your referees must also be able to confirm this supervisory experience in writing.

Note: Site Supervisor applicants are not required to provide experience.

Financial details

Financial requirements are set out in the Queensland Building and Construction Board Policy 'Minimum Financial Requirements' available

from QBCC offices or our website. If you are applying for a Nominee or Site Supervisor Licence, you do not need to provide financial details.

A licence cannot be issued until all criteria is satisfied so please ensure all the necessary documentation is included with your application.

Will my builder licence cover me for building design trade work?

The scopes of work for the building licences allow you to prepare plans and specifications for your personal use or for use in building work you will perform. A QBCC Building Designer licence is required for all other building design work.

The scope of work also does not include the inspection, investigation and reporting on a Class 1a or Class 10 building. A licence in Completed Residential Building Inspection would be required.

It is possible for you to contract or subcontract in a trade area under your Builder licence. However trade work requiring an occupational licence (i.e. pest controlling, plumbing and draining, and gas fitting) can only be performed by the holder of the relevant occupational licence.

Similarly a builder must hold a Fire Protection licence to carry out fire protection work.

Builders should exercise extreme caution in contracting or subcontracting in any trade in which they do not have recent experience and expertise.

Remember, if you perform defective trade work, your Builder licence may be in jeopardy.

Need more information

If you require further information on any of the topics discussed in this fact sheet or assistance in preparing your QBCC licence application, please phone us on 139 333, drop in to your nearest QBCC office or visit our website at www.qbcc.qld.gov.au