

HOW TO APPLY FOR A TRADE CONTRACTOR OR BUILDING DESIGNER LICENCE

QBCC provides Trade Contractor and Building Designer licences in many different licence classes. Each licence class has a Scope of Work describing the work able to be performed under that class.

It is important the work you intend to perform is covered in the scope of work. You may need to obtain a licence in more than one class.

Ask your nearest QBCC office or visit QBCC's website at www.qbcc.qld.gov.au for the scope of work for the class or classes you are interested in.

What types of licences are there?

Trade Contractor or Building Design licence

For contractors who want to contract or subcontract to carry out building work.

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.

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, regardless of the value, you must hold the appropriate licence:

- Plumbing and Drainage
- Building Design Medium Rise
- Building Design Low Rise

- Termite Management – Chemical
- Completed Residential Building Inspection
- Fire Protection
- Gasfitting
- Site Classifier
- Building Design Open.

Hydraulic services design work can be performed up to \$1,100 without a licence. A full list of QBCC's licence classes can be found on QBCC's website.

What does “carrying out” or “undertaking to carry out” building work include?

“Carrying out” or “undertaking to carry out” include:

- directly or indirectly causing building work to be carried out
- providing advisory, administrative, management or supervisory services in relation to building work; or
- 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 to hold a QBCC licence, please refer to the fact sheet ‘Companies and Licensing’, available from your nearest QBCC office and QBCC's website or phone QBCC on 139 333.

Requirements to obtain a QBCC licence

Before being granted a QBCC Trade Contractor, Building Design or Supervisor licence in any of the 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 may be eligible to go through 'Recognition of Prior Learning'.

The process of Recognition of Prior Learning (RPL) or recognition of current competencies is undertaken by Registered Training Organisations (RTOs). RTOs carry out RPL for eligible candidates by assessing them against the competencies required to obtain a licence.

While it is common for people who hold a formal technical qualification to have gained this qualification through formal training, if you have not undertaken formal training but you have obtained your skills over a number of years under the supervision of others, you may be eligible to obtain a formal technical qualification through this process.

Please refer to QBCC's Registered Training Organisations booklet for a list of organisations who carry out assessments arranged by licence class. This booklet can be found on our website and is also available from any QBCC office.

Construction Skills Queensland provides a free referral service to RTOs which are able to offer RPL services in the technical qualification you are seeking. Construction Skills Queensland also provides funding to eligible applicants for 240-hours' worth of training in certain trade areas.

If seeking referral to an appropriate RTO or further information about your eligibility for subsidised training, contact Construction Skills Queensland on 1800 798 488, info@csq.org.au or at www.csq.org.au (choose the link for 'Workers').

Managerial qualifications

This qualification is obtained upon the successful completion of the approved managerial course – BSBESB402. This course is offered by a number of different training providers. These providers are listed on QBCC's website. **Note:** Those applying for

a Building Design licence are not required to complete a managerial course.

Experience

Two to four years' practical experience is required for some design and fire licence classes. Apprenticeship time may be counted towards this requirement. For specific details, refer to the Scope of Work for the particular class of licence for which you are applying.

Financial details

Financial Requirements are set out in the Queensland Building and Construction Board Policy 'Financial Requirements for Licensing' available from QBCC offices and on our website.

If you are applying for a Supervisor Licence only, you do not need to provide financial details.

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

Need more information?

For more information on any of the topics 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 www.qbcc.qld.gov.au