

## CHECKLIST

**IMPORTANT** - read this before signing the Declaration (refer to Question 11), use this checklist to ensure you have provided all the required information.

If documentation or information is missing or incomplete, your application will take longer to process. QBCC will ask for missing or incomplete information to allow the application to proceed.

Please note, original documents will not be returned.

I have completed all the questions on the application form	<input type="checkbox"/>	YES
I have provided a copy of my technical qualifications (refer to Section 3)	<input type="checkbox"/>	YES
I have provided a copy of a QBCC approved managerial qualification (refer to Section 3)	<input type="checkbox"/>	YES
I have provided my financial information (refer to Section 4) (Self Certification, MFR Report and signed financial statements)	<input type="checkbox"/>	YES
Only for people applying for a licence requiring Certification - I have provided a certificate of currency evidencing my current Professional Indemnity Insurance Policy	<input type="checkbox"/>	YES
Only for people working in Australia under an Australian Work Visa or ImmiCard. I have provided a copy of the Australian Work Visa or ImmiCard and any relevant conditions that apply (refer to Section 8)	<input type="checkbox"/>	YES
Only for people with a registered business name e.g. Smith Builders. I have provided a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (refer to Section 8)	<input type="checkbox"/>	YES
Only for people who answered 'YES' to any of the questions in Section 7 - I have enclosed copies of the following: <ul style="list-style-type: none"> <li>• all reports to creditors issued by the trustee in bankruptcy, administrator, deed administrator, receiver or liquidator;</li> <li>• confirmation of discharge from bankruptcy from the trustee in bankruptcy or a copy of an Insolvency &amp; Trustee Service Australia search showing the date of discharge from bankruptcy;</li> <li>• debt agreement, composition, deed of arrangement or deed of assignment;</li> <li>• evidence from the trustee that the debt agreement, composition, deed of arrangement, or deed of assignment has been fully complied with, released or carried out;</li> <li>• minutes of conviction, court or tribunal order and a National Police Certificate no older than 30 days</li> <li>• ASIC Order preventing an individual from managing a corporation;</li> <li>• any documentation relating to court proceedings that are still pending.</li> </ul>	<input type="checkbox"/>	YES
I have completed the Experience section or attached my own resume (refer to Section 9) (If attaching your own resume, ensure that it contains the same information where required in Section 9) (For Mechanical Services licence applications, ensure any information and evidence provided demonstrates you have experience in personally performing or supervising key elements of mechanical services work. Refer to Section 9 for additional information)	<input type="checkbox"/>	YES
I have provided the details of three (3) referees	<input type="checkbox"/>	YES
I have provided proof of identity (refer to Section 5)	<input type="checkbox"/>	YES
Only for an individual carrying out business under the licence in partnership with an unlicensed person - I have provided a copy of the partnership agreement that states the names of all parties involved and conditions of the business partnership	<input type="checkbox"/>	YES

**RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS BY:**

Post: GPO Box 5099 Brisbane QLD 4001.  
In person: QBCC service centres are listed  
on our website [qbcc.qld.gov.au](http://qbcc.qld.gov.au).

You are not able to apply for a licence if you are not an Australian Citizen,  
Permanent Resident or do not have a current Australian Work Visa.

**COMPLETING THIS FORM**

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

**1. PERSONAL DETAILS**

Title  Mr  Mrs  Miss  Ms  Other

Surname

First Name

Date of Birth   /   /      ABN

Postal Address

Business Address (This cannot be a PO Box)  State  Postcode

Home Address

Business Phone  Home Phone

Mobile

Email

**2. APPLICATION DETAILS**

Tick the Licence Type you are applying for:

**Contractor**  
(contractors are able to contract for “building work” and must meet the Minimum Financial Requirements)

**Nominee Supervisor**  
(supervisors are only permitted to supervise “building work” and are not required to meet the Minimum Financial Requirements)

**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).

<b>OFFICE ONLY</b>	CRN:	Licence No:	Container:
	Receipt No:	Receipt Amount: \$	
	Assignee:	Received by:	

## 2. APPLICATION DETAILS CONTINUED

List the class(es)  
of licence you are  
applying for  
(e.g. Fire Pumps,  
Mechanical Services -  
Medical Gas etc.)


## 3. QUALIFICATIONS

Technical Qualifications: A copy of your technical qualification MUST be provided. Refer to the Scope of Work for minimum technical requirements (unless you are applying under special transitioning conditions for a Mechanical Services - Plumbing or Medical Gas licence).

I have attached a copy of my technical qualification

 YES

Managerial qualifications: A copy of your managerial qualifications MUST be provided.

I have attached a copy of my managerial qualification.

 YES

NOTE: If any of these documents are not provided, your application cannot be approved and processing will be delayed. Please do not send originals.

## 4. 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.

**If you are applying for Supervisor licence - do not complete this section**

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

D	D			M	M			Y	Y	Y	Y

Are you operating under a trust structure?

If yes, provide an MFR Report as you cannot rely on Trust assets. You may need to rely on a Deed of Covenant and Assurance.

 YES  NO

Choose your financial category from the options below:

Tick ONE only

My revenue WILL NOT exceed \$200,000 for the reporting year, and I have at least \$12,000 Net Tangible Assets and a Current Ratio of at least 1. (Refer to Minimum Financial Requirements)

 YES

**OR**

My revenue WILL NOT exceed \$800,000 for the reporting year, and I have at least \$46,000 Net Tangible Assets and a Current Ratio of at least 1. (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 or the Checklist attachment for details. The MFR can be found on QBCC's website at [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au)

## 5. PROOF OF IDENTITY

Answer all questions in this section.

Tick ONE only

i. 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

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

iii. Country of Birth (e.g. Australia, England)

**6. PARTNERSHIP**

Do you intend to carry out business under the licence in partnership with an unlicensed person?  
If yes, you must provide a copy of relevant documents (see Checklist attachment)  YES  NO

**7. FIT AND PROPER**

You must 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  NO
- ii. ever entered into a composition, deed of arrangement or deed of assignment under Part X of the *Bankruptcy Act 1966*?  YES  NO
- iii. been convicted of any criminal offence (excluding traffic offences) within the last 10 years?  YES  NO
- iv. ever been convicted of an offence under the *Corporations Act 2001* (Commonwealth) section 596 (b) or (c)?  YES  NO
- v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years?  YES  NO
- vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work?  YES  NO
- vii. ever had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work?  YES  NO
- viii. ever been a:
  - 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? YES  NO

If you have ticked yes to any of these questions, you MUST provide copies of all relevant documentation. (Refer to the Checklist attachment for required documents).

**8. ADDITIONAL REQUIREMENTS**

You must answer ALL questions in this section.

Are you an Australian Citizen, Permanent Resident, or do you have a current Australian Work Visa or ImmiCard issued under the *Migration Act 1958*, entitling you to work in Australia? Tick ONE only

I am an Australian Citizen or Permanent Resident  YES

**OR**  
I have a current Australian Work Visa or ImmiCard (If you answer yes to this question, you MUST supply a copy of the visa or ImmiCard and any relevant conditions that apply)  YES

NOTE: If you are not a Citizen, Permanent Resident or have a current Australian Work Visa or ImmiCard allowing you to work in Australia, you are not entitled to apply for a licence.

Tick YES or NO

Do you have a registered business or trading name? (e.g. John Smith trading as Smith Builders)  YES  NO

If you answer yes, you must provide a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (ASIC).

**9. EXPERIENCE**

**Fire Protection -**

For all fire protection licence classes, you must provide two (2) years' relevant experience.

**Important note for Mechanical Services applications -**

Your application must include information and evidence that demonstrates you have experience in personally performing or supervising key elements of **mechanical services work**.

**Mechanical Services - Plumbing**

- (i) If you hold a current Contractor or Nominee Supervisor licence in Plumbing and Drainage, you may be able to use your experience to satisfy the technical qualification requirements for the Mechanical Services – Plumbing licence provided you can demonstrate six (6) months experience in performing **mechanical services plumbing work**. This is known as an alternative qualification pathway.

For examples of mechanical services plumbing work, visit [qbcc.build/plumbing](http://qbcc.build/plumbing) and view the following fact sheets:

- Mechanical Services – Experience factsheet - Plumbing
- Mechanical Services – Plumbing Licence Reference Guide

To rely on the alternative qualification pathway, you must obtain your licence before 1 July 2020. To allow time to process your application, you should apply by 30 April 2020; **OR**

- (ii) No experience is required until 1 January 2022.

**Mechanical Services – Medical Gas**

- (i) If you hold a current Contractor or Nominee Supervisor licence in Gasfitting, you may be able to use your experience to satisfy the technical qualification requirements for the Mechanical Services – Medical Gas licence provided you can demonstrate six (6) months experience in performing **medical gas work**. This is known as an alternative qualification pathway.

For examples of mechanical services plumbing work, visit [qbcc.build/medigas](http://qbcc.build/medigas) and view the following fact sheets:

- Mechanical Services – Experience factsheet – Medical Gas
- Mechanical Services – Medical Gas Licence Reference Guide

To rely on the alternative qualification pathway, you must obtain your licence before 1 July 2020. To allow time to process your application, you should apply by 30 April 2020; **OR**

- (ii) No experience is required until 1 January 2022.

**Mechanical Services - Air-Conditioning and Refrigeration (Limited and Unlimited Design)**

No experience is required until 1 January 2022

**Work History**

Detail how you started in the building industry, including your all round experience and skills.

**Referees**

Supply details of at least three (3) licensed contractors who can verify your experience in the scope of work you are applying for.

Surname	
First Name	
Phone Number	
Surname	
First Name	
Phone Number	
Surname	
First Name	
Phone Number	

**JOB DETAILS** Show your experience with examples

Site Address

State  Postcode

Licensed Builder/ Contractor responsible for site:

Start Date  /  Finish Date  /

How often were you onsite?  weekly  fortnightly  monthly  bi-monthly  6 monthly  yearly

Describe the work you carried out.

**For Fire Protection work only:**

What were your duties/role on site?  Inspect and Test  Install and Maintain  Certify  Other

If "Other", please provide information:

**JOB DETAILS** Show your experience with examples

Site Address

State  Postcode

Licensed Builder/ Contractor responsible for site:

Start Date  /  Finish Date  /

How often were you onsite?  weekly  fortnightly  monthly  bi-monthly  6 monthly  yearly

Describe the work you carried out.

**For Fire Protection work only:**

What were your duties/role on site?  Inspect and Test  Install and Maintain  Certify  Other

If "Other", please provide information:

**JOB DETAILS** Show your experience with examples

Site Address

State  Postcode

Licensed Builder/ Contractor responsible for site

Start Date  /  Finish Date  /

How often were you onsite?  weekly  fortnightly  monthly  bi-monthly  6 monthly  yearly

Describe the work you carried out.

**For Fire Protection work only:**

What were your duties/role on site?  Inspect and Test  Install and Maintain  Certify  Other

If "Other", please provide information:

**JOB DETAILS** Show your experience with examples

Site Address

State  Postcode

Licensed Builder/ Contractor responsible for site

Start Date  /  Finish Date  /

How often were you onsite?  weekly  fortnightly  monthly  bi-monthly  6 monthly  yearly

Describe the work you carried out.

**For Fire Protection work only:**

What were your duties/role on site?  Inspect and Test  Install and Maintain  Certify  Other

If "Other", please provide information:

**JOB DETAILS** Show your experience with examples

Site Address

State  Postcode

Licensed Builder/ Contractor responsible for site

Start Date  /  Finish Date  /

How often were you onsite?  weekly  fortnightly  monthly  bi-monthly  6 monthly  yearly

Describe the work you carried out.

**For Fire Protection work only:**

What were your duties/role on site?  Inspect and Test  Install and Maintain  Certify  Other

If "Other", please provide information:

**JOB DETAILS** Show your experience with examples

Site Address

State  Postcode

Licensed Builder/ Contractor responsible for site

Start Date  /  Finish Date  /

How often were you onsite?  weekly  fortnightly  monthly  bi-monthly  6 monthly  yearly

Describe the work you carried out.

**For Fire Protection work only:**

What were your duties/role on site?  Inspect and Test  Install and Maintain  Certify  Other

If "Other", please provide information:



**JOB DETAILS** Show your experience with examples

Site Address

State  Postcode

Licensed Builder/ Contractor responsible for site

Start Date  /  Finish Date  /

How often were you onsite?  weekly  fortnightly  monthly  bi-monthly  6 monthly  yearly

Describe the work you carried out.

**For Fire Protection work only:**

What were your duties/role on site?  Inspect and Test  Install and Maintain  Certify  Other

If "Other", please provide information:

**JOB DETAILS** Show your experience with examples

Site Address

State  Postcode

Licensed Builder/ Contractor responsible for site

Start Date  /  Finish Date  /

How often were you onsite?  weekly  fortnightly  monthly  bi-monthly  6 monthly  yearly

Describe the work you carried out.

**For Fire Protection work only:**

What were your duties/role on site?  Inspect and Test  Install and Maintain  Certify  Other

If "Other", please provide information:

**10. FEES**

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

**NOTE: Mechanical Services - Plumbing applicants only:**

If you hold a current Contractor or Nominee Supervisor licence in Plumbing and Drainage and apply between 1 January and 31 March 2020, no application fee is required.

If you hold a current Contractor licence in Refrigeration, Air-Conditioning and Mechanical Services Unlimited or Limited Design and apply between 1 January and 30 June 2020, no application fee is required.

Do you require a licence certificate?  YES  NO

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

**PAYMENT OPTIONS**



Refer to the fee schedule on the QBCC website.

Cheque or money order payable to Queensland Building and Construction Commission  Credit card

Name of Card Holder

Credit Card Number

Expiry Date  /

Total Amount \$

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

**11. DECLARATION**

Before you sign the declaration, use the Checklist attachment to ensure you have provided all the required information. If documentation or information is missing or incomplete, your application will take longer to process. The QBCC will ask for missing or incomplete information to allow the application to proceed.

- I declare:
- the statements contained in this application are true and correct;
  - at the date of this declaration I am not aware of anything which gives me reason to know or suspect that I do not satisfy the Minimum Financial Requirements;
  - I have read the Privacy Notice (page 1).

Name of person providing the declaration

Applicant's signature  Date\*  /  /

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

**INDIVIDUAL APPLICATION FEES**
**from 1 July 2019 to 30 June 2020**
*Queensland Building and Construction Commission Act 1991 ("the Act")*

<b>Nominee Supervisor Type</b>		
Total Application Fee		\$427.50
Application Fee if you hold a current nominee supervisor licence under the Act and are applying for another licence class with the same type		\$213.75
<b>Builder or Trade Contractor Type</b>		
Total Application Fee Determined by the financial information supplied	SC 1	\$659.75
	SC 2	\$784.85
	Category 1-2	\$1,006.15
	Category 3-7	\$1,446.35
Application Fee if you hold a current individual QBCC licence and are applying for another licence class with the same type and Maximum Revenue	SC 1	\$374.10
	SC 2	\$427.50
NOTE: if you are changing your type or Maximum Revenue, there will be an adjustment to your Licence Fee. The QBCC will contact you with details of the adjusted fee.	Category 1-2	\$578.65
	Category 3-7	\$803.20
<b>Certificate</b>		\$30.00

**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 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.

<b>Licence Fees</b>	One year	Three years
Supervisor	\$213.75	\$545.00
SC1	\$285.65	\$728.50
SC2	\$357.35	\$911.35
Category 1-2	\$427.50	\$1,090.15
Category 3-7	\$643.15	\$1,640.10

**Applications**

Your initial application fee covers one or more licence classes and types and includes the one year licence fee.

The fee is the highest applicable. If your application is unsuccessful you may be refunded the licence fee portion.

**GST Requirements**

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