REFEREE REPORT
(The referee should hold a licence/accreditation at the same or higher level than the class being applied for)

Your report should support the experience provided by the applicant and demonstrate the applicant’s experience over a range of sites.

APPLICANT DETAILS (must be completed)
Surname: _______________________ Given Names: ________________________________
Builder class applied for: _______________________________________________
Terms of employment/engagement: ____/____/_____ to ____/____/_______
Type of employment/engagement: ☐ Full time ☐ Part-time ☐ Casual ☐ Sub-Contractor
Applicant role/responsibility: __________________________________________________________

REFEREE DETAILS (must be completed)
Surname: ____________________________ Given Name: ________________________________
Licence/registration number/qualifications: ______________________________________________
Contact number: _______________________ email: ______________________________________
Principal contractor name: ___________________________________________________________
Relationship to principal contractor: ____________________________________________________
Relationship to applicant: ____________________________________________________________
☐ I have enclosed a certified copy of my Driver’s Licence (not required if you hold a QBCC licence)

REFEREE DECLARATION
I declare:
• the statements contained in this report are true and correct
• I have read the Privacy Notice

Referee’s Signature:___________________________________                 Date ____/____/_______
Applicants Signature __________________________________                 Date ____/____/_______

PRIVACY NOTICE: The QBCC is collecting the information on this form to determine whether the applicant is entitled to a licence. This is authorised by the Queensland Building and Construction Commission Act 1991. 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.

OFFICE USE ONLY
Date: Licence/Application No:

APPLICANT COMPETENCIES (Tick competencies the applicant demonstrated)
☐ Apply building codes and standards to the construction process in accordance with the National Construction Code.
☐ Read and interpret plans and specifications
☐ Plan and organise building projects
☐ Estimate and cost building projects
☐ Manage finances
☐ Provide contract administration services
☐ Apply legal requirements to building work
☐ Manage occupational workplace health and safety for building and construction projects.
☐ Apply site surveys and set-out procedures to building and construction projects.
☐ Apply structural principles to building work
☐ Conduct on-site supervision of building and construction projects
☐ Communicate effectively with sub-contractors, consumers and other parties
☐ Resolve building disputes

Please provide examples that demonstrate the applicant’s experience over a range of different sites.

**APPLICANT EXPERIENCE**

Provide details of sites where the applicant has worked for you. Include site details, class of building, number of storeys, type of construction (FRL) and timeframes.
Provide details of the applicant’s roles and responsibilities on specific jobs (e.g., sole supervisor); at what stage the applicant became involved on the job and for how long; and provide details of trades the applicant directly supervised and managed on the jobs.

Provide an example/s on a specific site that demonstrates the applicant competently applied legal requirements to building and construction work (e.g., certification, OHS, IR legislation, contractual requirements).

Provide an example/s on a specific site that demonstrates the applicant competently planned and managed...
Building and construction work (e.g., estimating, contract administration, budgets).

Provide an example/s on a specific site that demonstrates the applicant competently applied building codes and standards to the construction process (e.g., fire protection services).

Provide an example/s that demonstrates the applicant competently resolved site issues (other trades, builders, defective work etc).

Provide any other comments that support the applicant’s experience.