




COMPLETING THIS FORM

1. This is an interactive PDF that you may complete in your web browser. Save this PDF form to your personal records and print a hard copy to submit by post or in person.
2. If you choose to fill out with a pen, use BLACK pen only – print clearly in BLOCK LETTERS – DO NOT use correction fluid. Cross out mistakes and initial any amendments.

SUBMITTING YOUR FORM

-  **In person:** At any QBCC Customer Service Centre
-  **Post:** GPO Box 5099, Brisbane Qld 4001
-  **For security purposes, do NOT send QBCC forms that include payment details by email.**

PRIVACY NOTICE – PLEASE READ

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* (the Act). If successful, your information will be used to maintain your licence and may be shared with other interstate or New Zealand licensing bodies as required by law, as listed in the QBCC Privacy Policy. Some of this information will be included in the QBCC licensee register on the QBCC website and the data.qld.gov.au website. All information held by the QBCC may be subject to application for access under the Right to Information and Privacy legislation or as authorised or required by law. For further information visit the Privacy Policy on the QBCC website at qbcc.build/privacy-info.

EVIDENCE OF EXPERIENCE – BUILDER LICENCE CLASSES

Provide as many examples of experience as necessary to demonstrate that you meet both the skills and years of experience requirements for the builder class you are applying for.

For each experience example you provide, please **complete all sections** of the evidence of experience form including:

- **job and referee details** – site address, when you worked on the project, the contractor who engaged you and a referee who can personally validate your experience
- **project scope of work** – full range of building work conducted
- **work you carried out** – all supervisory, administration and managerial work you carried out on the project

More information and builder experience requirement fact sheets can be found on the QBCC website at: qbcc.build/builder and qbcc.build/crbi.

APPLICANT DETAILS

Title Mr Mrs Miss Ms Other


Family name

Given names

Date of birth / /

QBCC licence number (if held)

DECLARATION AND SIGNATURE

 **WARNING: Providing false or misleading information may lead to your licence application being refused, prosecution for an offence and/or cancellation of your licence.**

I declare that:

- the information I am providing in this application is true and correct
- I have read and understood the Privacy Notice and Warning included above.

I understand that by signing this form below, I am declaring that I have read and agree to the statements above.

Applicant's
signature

Date / /

This form must be signed by hand. Digital signatures are not accepted.

 **NOTE: Once you sign your application, get it to QBCC as soon as possible!**
If more than **30 days pass** between when you sign this form and when QBCC receives it, your application will be delayed.

OFFICE USE ONLY	CRN	<input type="text"/>	Receipt amount	\$	<input type="text"/>	Reference no.	<input type="text"/>
	Receipt no.	<input type="text"/>	Received by	<input type="text"/>			

12. EXPERIENCE RECORD – JOB AND REFEREE DETAILS - PAGE 1 OF 3

EVIDENCE OF EXPERIENCE

Provide details of as many **projects as necessary** to demonstrate that you meet the skills and years of experience required for the builder class you are applying for.

To provide more experience examples, you can download additional copies of this experience record from the QBCC website at qbcc.build/form-builder-experience.

JOB DETAILS

Site address

Suburb

State

Postcode

Name of the **Licensed Builder or Principal Contractor responsible for project**

Name of the **Employer or Contractor who engaged you for the project**

Your employment status on this site


Full-time*

Part-time*

Casual*

Apprentice / Trainee

Other

 *** If you were an employee on this site, it is essential you provide evidence (e.g. income statements) to support your employment at that time so this experience can be counted towards your application.**

How often were you onsite during the project

Daily

Weekly

Fortnightly

Monthly

Other

Your start date

M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Your finish date

M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

REFEREE FOR THIS SITE

Provide details of a licensed builder who:

- was a suitably qualified supervisor or principal contractor working on this site and was actively licensed at the time
- held a licence or qualification at the same or higher level than the licence class you are applying for
- can personally verify the work you carried out and the competencies you demonstrated on the project.

 **Interstate or New Zealand experience** – Provide evidence that the builder listed as a referee was the responsible builder for site building work (include a copy of insurance policies or building permits).

Full name

Licence number

Email

Phone number


Mobile phone

Position

Company

Role on this site

Referee report provided?

 **Including a referee report from this builder as part of your application will help support your experience evidence. You can download copies of the referee report from the QBCC website at qbcc.build/form-builder-referee.**

This licensed builder has provided me with a referee report that verifies my experience for the site above and I have included it as part of this application.

12. EXPERIENCE RECORD – SCOPE OF WORK – PAGE 2 OF 3

	STREET	SUBURB	STATE	POSTCODE
Site address	<input type="text"/>			

Provide details of the type of building for this project.

Rise in storeys	1	2	3	4	Over 4	Square or cubic metres (m ² or m ³) approximately				
Building class	1a	2	3	4	5	6	7a	8	9a	10a
	1b						7b		9b	10b
									9c	10c
Fire resisting construction (classes 2 - 9 only)		A	B	C	(as per Table C2D2, NCC Vol. 1)					


PROJECT SCOPE OF WORK

Describe in detail the full scope of work for this project.

Include the following details:

- type of construction (e.g. number of rooms, extra features such as swimming pools and any architecturally complex features)
- full range of building and trade work conducted on site
- construction methodology used and the sequence of work
- building products and materials used.

You can include a floor plan, photos and other documentation to support the details you provide.

 If you require more space, attach an additional page to your application.

12. EXPERIENCE RECORD – WORK CARRIED OUT – PAGE 3 OF 3

	STREET	SUBURB	STATE	POSTCODE
Site address	<input type="text"/>			

WORK CARRIED OUT – Complete sections A and B

Provide a detailed description of your role, responsibilities and the work you personally carried out or supervised on this project.

We strongly recommend that you review the experience requirements for the licence class you are applying for at:

qbcc.build/builder and qbcc.build/crbi.

The experience you provide should be appropriate to the scope of work you are applying for.


A) Place a tick ✓ to indicate all the building work you personally supervised or carried out across each stage of the project

Site works and foundations	Project management advisory and administration services	Apply building codes and standards
Supervise and coordinate structural and finishing trades throughout build	Superintendent functions	Manage associated finances
Fire protection work	Defect inspections	Effective communication
Workplace health and safety	Prepare and submit plans and documents for approvals	Resolve disputes
Business and contract administration	Interpret plans and specifications	Inspections and report writing

B) For all the work you have ticked in section A, describe how you competently carried out that work on the project

- Split this section into the typical stages of a building project (from preliminary building stage to completion).
- Include examples and specific details which describe the knowledge and technical skills you demonstrated (across each stage of the project) to carry out the work:
 - **Supervisory services** – the parts of the project and the trades you **personally supervised on site**, including examples where you applied your knowledge of building
 - **Administration services** – examples of your experience on the job in tendering, contracts, on-site stage meetings and inspections, payment of subcontractors, issuing certificates and project management
 - **Management services** – examples of where you prepared and submitted plans, coordinated and scheduled work, resolved problems on the project, communicated with clients, financial management and other services.

You can also include copies of documentation and photos of your work on the job to support the details you provide.

 If you require more space, attach an additional page to your application.

12. EXPERIENCE RECORD – JOB AND REFEREE DETAILS - PAGE 1 OF 3

EVIDENCE OF EXPERIENCE

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Site address

Suburb

State

Postcode


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Name of the **Employer or Contractor who engaged you for the project**

Your employment status on this site

Full-time*
 Part-time*
 Casual*
 Apprentice / Trainee

Other

 *** If you were an employee of the supervising builder on this site, it is essential you provide evidence (e.g. income statements) to support your employment at that time so this experience can be counted towards your application.**

How often were you onsite during the project

Daily
 Weekly
 Fortnightly
 Monthly

Other

Your start date

M M / Y Y Y Y


Your finish date

M M / Y Y Y Y

REFEREE FOR THIS SITE

Provide details of a licensed builder who:

- was a suitably qualified supervisor or principal contractor working on this site and was actively licensed at the time
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Full name

Licence number

Email

Phone number


Mobile phone

Position

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B) For all the work you have ticked in section A, describe how you competently carried out that work on the project

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