

COMPLETING THIS FORM

- Submitting your form by email? Download this PDF and open in a PDF reader** to fill out on-screen and sign with an e-signature. Save this file in your personal records and email it to the QBCC.
- Printing a hard copy to submit in person or by post?** Fill out using BLACK pen only, print clearly in BLOCK LETTERS and DO NOT use correction fluid. Cross out mistakes and initial any amendments.

PREFERRED METHOD TO SUBMIT YOUR FORM



Email: licence.applications@qbcc.qld.gov.au

OTHER WAYS TO SUBMIT YOUR FORM

In person: At any [QBCC Customer Service Centre](#)

Post: GPO Box 5099, BRISBANE QLD 4001

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 – DESIGN 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 design 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 experience requirement fact sheets for each design class can be found on the QBCC website at: qbcc.build/design.

APPLICANT DETAILS

Title Mr Mrs Miss Ms Other

Family name

Given names

Date of birth

D	D
<input type="text"/>	<input type="text"/>

 /

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

 /

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

ABN (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

Click to add digital signature, or print the form to sign by hand.

Date

D	D
<input type="text"/>	<input type="text"/>

 /

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

 /

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



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 DETAILS – PAGE 1 OF 3

EVIDENCE OF EXPERIENCE

Provide details of as many **projects as necessary** to demonstrate you have at least 2 years experience in the design of projects relevant to the licence 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-design-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

Your start date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

Your finish date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---


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	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. residential, commercial property
- details on the full range of building, trade and design work for this project
- building products and materials used.

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

12. EXPERIENCE RECORD – JOB DETAILS – PAGE 2 OF 3

	STREET	SUBURB	STATE	POSTCODE
Site address				

WORK CARRIED OUT – Complete sections A and B

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

We strongly recommend that you review the experience requirements for the licence class you are applying for at qbcc.build/design.

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

A) Place a tick ✓ to indicate all the design work you personally carried out on this project

Building design

Prepare drawings, plans and specifications for buildings

- Site plans
- Floor plans and specifications
- Elevations
- Other

Meeting regulatory requirements

- NCC Section C – Fire Resistance
- NCC Section D – Access & Egress
- NCC Section F – Health & Amenity
- NCC Section J – Energy Efficiency
- AS.1428 Designs for Access and Mobility
- Other

Contract and project administration


- Prepare and administer contracts
- Building permit applications
- Construction details (building and construction materials etc.)
- Other

Hydraulic services design – Prepare plans, specifications and documents associated with Hydraulic building services

- | | | |
|--|--|---|
| Sanitary drainage, soil waste and venting | Rainwater and stormwater drainage | Domestic fire sprinkler systems |
| Trade waste drainage, plumbing and venting | Gas services | On-site domestic waste water management |
| Cold and hot water | Fire hydrant and hose reel services, with or without pumps | Other |

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 design or building project
- describe your role, responsibilities and the work you personally carried out during each stage of the project
- include specific details and examples which describe the knowledge and technical skills you demonstrated to carry out the work.

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12. EXPERIENCE RECORD – REFEREE SIGN OFF AND DECLARATION – PAGE 3 OF 3

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REFEREE DETAILS FOR THIS SITE

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

Full name

Licence number Mobile phone

Phone number


Email

Position

Company

Notes

REFEREE DECLARATION AND SIGNATURE

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I declare that:

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Referee's signature

Date

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

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Full name

Licence number Mobile phone

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Date

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

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Licence number Mobile phone

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Date

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

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