QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

EVIDENCE OF EXPERIENCE FORM
PLUMBING AND DRAINAGE LICENCE

COMPLETING THIS FORM

1. **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.
2. **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

EXPERIENCE RECORD – PLUMBING AND DRAINAGE LICENCE - PAGE 1 OF 5

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.

IMPORTANT – This experience record must be completed by the occupationally licensed person who supervised the applicant's practical experience.

Provide details of practical experience the **applicant performed under your supervision** while they **held a provisional licence**.
Do not complete this section if the applicant is **applying for a provisional licence based on meeting the technical qualification requirement alone**.

APPLICANT DETAILS

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other

Full name

REFEREE DETAILS

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other

Full name

QBCC licence number/registration number/qualifications

Phone number Mobile phone

Email

REFEREE PROOF OF IDENTITY - *ALL referees are required to supply a copy of their identification.*

☐ I have provided a **copy** of photo identification (e.g. driver's licence, passport, other government issued photo ID card).

EXPERIENCE PERIOD

NOTE: The QBCC requires applicants to have **12 months' licensed experience before they can apply for a licence.** This does not include experience gained during an apprenticeship.

Applicants may need to submit more than one experience record if their 12 months' licensed experience has been gained under the supervision of more than one supervising licensee.

Experience dates from D D / M M / Y Y Y Y to D D / M M / Y Y Y Y

Go to next page for Declaration and Signature.

OFFICE USE ONLY CRN Receipt amount $ Reference no.
Receipt no. Received by

EXPERIENCE RECORD – PLUMBING AND DRAINAGE LICENCE - PAGE 2 OF 5

WARNING: Providing false or misleading information may lead to this licence application being refused, or may lead to compliance and enforcement action against you.

APPLICANT DECLARATION AND SIGNATURE

I declare that:

- the information I am providing in this experience record is true and correct
- I have read and understood the Privacy Notice and Warning included above.
- by providing my email address, I agree to receive communications, including notices, updates, important information and legislative decisions, from the QBCC electronically. I understand that email will be the primary method of communication and it is my responsibility to ensure my contact details remain current. If I have any questions about email being the primary method of communication, I understand I can contact the QBCC.

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

Print full name

Licensed applicant's signature

Date D D / M M / Y Y Y Y

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

EVIDENCE OF EXPERIENCE

On the following pages, please complete **Parts 1 and 2 for plumbing experience** and **Part 3 for drainage experience**.

Fields marked with an asterisk (*) are mandatory.

EXPERIENCE RECORD – PLUMBING AND DRAINAGE LICENCE - PAGE 3 OF 5

PART 1 - WATER PLUMBING - APPLICANT TO COMPLETE

Please describe the **water plumbing work** that you have performed and indicate the dates and/or frequency the work was performed.

Start date M M / Y Y Y Y Finish date M M / Y Y Y Y

***Details of water plumbing work performed within these dates**

Examples may include: installing water supply pipes, installing or commissioning fittings, fixtures, devices and apparatus, installing or maintaining fire hydrants, fire hose reels and pump sets.

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

EXPERIENCE RECORD – PLUMBING AND DRAINAGE LICENCE - PAGE 4 OF 5

PART 2 - SANITARY PLUMBING – APPLICANT TO COMPLETE

Please describe the **sanitary plumbing work** that you have performed and indicate the dates and/or frequency the work was performed.

Start date M M / Y Y Y Y Finish date M M / Y Y Y Y

*__Details of sanitary plumbing work performed within these dates__

Sanitary plumbing work includes work such as installing sanitary plumbing pipework or sanitary plumbing systems (please specify).

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

EXPERIENCE RECORD – PLUMBING AND DRAINAGE LICENCE - PAGE 5 OF 5

PART 3 - DRAINAGE – APPLICANT TO COMPLETE

Please describe the drainage work that you have performed and indicate the dates and/or frequency the work was performed.

Start date M M / Y Y Y Y Finish date M M / Y Y Y Y

*Details of drainage work performed within these dates

Drainage work includes work such as installation of drainage pipes and other work on sanitary drainage systems, effluent treatment and disposal work and other drainage work (please specify).

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

QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

EVIDENCE OF EXPERIENCE FORM
PLUMBING AND DRAINAGE LICENCE

REFEREE REPORT – TO BE COMPLETED BY THE REFEREE

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting your personal 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* (QBCC Act). The information will be used for the purpose of assessing the licence applicant's application.

Your personal information will only be disclosed with your consent or as required or authorised by law.

Visit the QBCC Privacy Policy (qbcc.build/privacy-info) for more information.

IMPORTANT

QBCC encourages referees to complete a referee report to validate the applicant's experience in the scope of work that the applicant is applying for.

Referee reports must be **completed and signed by the referee** and include accurate information about the applicant.

To eligible to be a referee you must be a suitably qualified supervisor who:

- held a licence or qualification at the same or higher level than the licence class the applicant is applying for (at the time of the applicant's work experience)
- can personally verify the applicants experience, including the work the applicant carried out and the knowledge and skills the applicant demonstrated on-site.

You can **download additional copies** of the referee report from the QBCC website at qbcc.build/experience-pd.

APPLICANT DETAILS

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other

Full name

REFEREE DETAILS

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other

Full name

QBCC licence number/registration number/qualifications

Phone number Mobile phone

Email

REFEREE PROOF OF IDENTITY - *ALL referees are required to supply a copy of their identification.*

☐ I have provided a **copy** of photo identification (e.g. driver's licence, passport, other government issued photo ID card).

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

REFEREE – DECLARATION AND SIGNATURE

I declare that:

- the information I am providing in this report is true and correct
- I have read and understood the Privacy Notice and Warning included above.
- by providing my email address, I agree to receive communications, including notices, updates, important information and legislative decisions, from the QBCC electronically. I understand that email will be the primary method of communication and it is my responsibility to ensure my contact details remain current. If I have any questions about email being the primary method of communication, I understand I can contact the QBCC.

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

Referee's signature

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

Date D D / M M / Y Y Y Y

OFFICE USE ONLY

CRN Receipt amount $ Reference no.

Receipt no. Received by

REFEREE REPORT – TO BE COMPLETED BY THE REFEREE – PAGE 2 OF 2

CONFIRMATION AND OTHER DETAILS

☐ I confirm the experience listed in Section 11 has been performed by the applicant over the period stated.

OPTIONAL: other details and/or clarification

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