

PLEASE NOTE

You are not able to apply for a licence if you are not a citizen, permanent resident or do not have a current Australian work visa.

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 1997* (QBCC Act). Your personal information may be shared with other interstate or New Zealand licensing bodies. 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. You will be able to opt-out of receiving this information.

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 Statement on the QBCC website at qbcc.qld.gov.au.

COMPLETING THIS FORM

This is an interactive PDF form that you may complete in Acrobat Reader, or the web browser this form is being viewed in. Please save this form to your device before printing and submitting.

If you are completing this form in hard copy:

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – cross out and initial any amendments

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.

1. PERSONAL DETAILS

Title	Mr	Mrs	Miss	Ms	Other										
Surname															
First names															
Business name															
ABN					Date of birth	D	D	/	M	M	/	Y	Y	Y	Y
Postal address					State										Postcode
Home address					State										Postcode
Business address					State										Postcode
Home phone					Business phone										
Mobile															
Email															

OFFICE USE ONLY	CRN:	<input type="text"/>	Licence no:	<input type="text"/>	Container:	<input type="text"/>
	Receipt no:	<input type="text"/>	Receipt amount:	\$ <input type="text"/>		
	Assignee:	<input type="text"/>	Received by:	<input type="text"/>		

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)

List the class(es) of licence you are applying for (e.g. Builder - Low Rise, Building Design Low Rise etc.)

3. QUALIFICATIONS


TECHNICAL QUALIFICATIONS

A copy of your technical qualification MUST be provided. Refer to the Scope of Work for minimum technical requirements.

 I have attached a copy of my technical qualification Yes

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.

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

b) If you are applying for a:

- Builder – Project Management Services
- Building Design, or
- Hydraulic Services Design
- and you do not hold any other contractor licence requiring financial information, you have two options.

You must either:

- i. provide professional indemnity insurance and attach a completed *Estimated Maximum Revenue Declaration form with your application - do not complete part C below, or
- ii. if you do not hold professional indemnity insurance, attach a completed *Declaration - Professional Indemnity Insurance form with your application AND complete part c below.
 - For Project Management Services, provide professional indemnity insurance and attach a completed *Estimated Maximum Revenue Declaration form with your application - do not complete part c below, OR if you do not hold professional indemnity insurance, complete part c below. *Forms can be obtained by contacting the QBCC or downloading from QBCC’s website.

c) If you are applying for a contractor licence in any other licence class - 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? Yes No

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


4. FINANCIAL INFORMATION

Choose your financial category from the options below.

My Revenue WILL NOT exceed \$200,000 for the reporting year. I have at least \$12,000 Net Tangible Assets and a Current Ratio of at least 1.

Tick ONE only

Yes

 (Refer to Minimum Financial Requirements). **This option is NOT available to BUILDERS.**

OR


My Revenue WILL NOT exceed \$800,000 for the reporting year. 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 \$800,000 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 (MFR) or the Checklist Attachment for details. The MFR can be found on QBCC's website at 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?

Yes

No

 If YES, you must provide a copy of relevant documents (see Checklist attachment).

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 <i>Bankruptcy Act 1966</i> ? | Yes | No |
| ii. | ever entered into a composition, deed of arrangement or deed of assignment under Part X of the <i>Bankruptcy Act 1966</i> ? | 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 <i>Corporations Act 2001</i> (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: <ul style="list-style-type: none"> • director; • secretary; • shareholder; OR • a person in a position to control or substantially influence a company's conduct or affairs within 2 years 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.)

Safety Management

Do you have a safety management system to ensure work to be carried out under the contractor's licence is performed safely and is otherwise compliant with your obligations under the *Work Health and Safety Act 2011*. Yes No



NOTE: You must create a safe workplace. The construction industry involves a range of high risk work activities that must be appropriately managed to ensure they are carried out safely. Important information to assist employers and business owners to understand their safety obligations and implement an appropriate safety management system can be found at www.worksafe.qld.gov.au.

8. ADDITIONAL LICENCE DETAILS

Do you currently hold a commercial, industrial or residential work licence that was issued by another State, territory or New Zealand? Yes No

Since 1 October 2020, have you held a commercial, industrial or residential work licence that was issued by another State, territory or New Zealand that has since been suspended or cancelled? Yes No

IF YOU HAVE TICKED YES, PLEASE PROVIDE THE FOLLOWING DETAILS:
All issuing State/s, territories or New Zealand (tick all applicable)

NSW ACT VIC TAS SA WA NT NZ

Licence number

Type of licence (e.g. supervisor, contractor)

Class of licence (e.g. carpentry, builder)


Has the licence been cancelled or suspended? Yes No

If yes, please provide the date licence was suspended or cancelled

D D M M Y Y Y Y

/ /

Reason the licence was suspended or cancelled

 If you have ticked YES, please provide copies of all relevant documentation.

9. ADDITIONAL REQUIREMENTS


You must answer ALL questions in this section.

Are you an Australian citizen, permanent resident, or do you have a current visa or ImmiCard issued under the *Migration Act 1958*, entitling you to work in Australia? Tick ONE only


I am a Citizen or Permanent Resident Yes No

OR

I have a current 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 No

 **NOTE:** If you are not a Citizen, Permanent Resident or have a current work visa or ImmiCard allowing you to work in Australia, you are not able to apply for a licence.

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).

Have you been known by any other names? Yes No
If you have ticked yes, you must provide full details of all previous names you have been known by.

10. EXPERIENCE

All applicants must provide evidence of experience.
Complete the **Builder and Designer Experience form** available on our website and submit with this application.

11. PAYMENT OPTIONS

Do you require a licence certificate?

Yes

No



Please ensure the correct fee accompanies this application form.
If a certificate is required, you will be required to pay the additional fee - refer to attached fee schedule.

I will pay at a QBCC office when returning this form in person

Credit Card

Name of card holder

Credit card number

Expiry date

M M / Y Y

Total amount \$



WARNING: Incorrect or misleading information may lead to prosecution for an offence and/or review and possible cancellation of your licence

12. DECLARATION

I declare:

- the statements contained in this application are true and correct
- I have read the Privacy Notice (page 2).

Name of person
providing the
declaration

Applicant's
signature

Date

D D / M M / Y Y Y Y



Please ensure the Declaration is not dated more than one (1) month prior to the date the application is submitted to QBCC.

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.	Yes
I have provided a copy of my technical qualifications (refer to section 3).	Yes
I have provided my financial information (refer to section 4) (Self Certification, MFR Report and signed financial statements, or an Estimated Maximum Revenue declaration).	Yes
I have provided copies of all relevant documents. (refer to section 4).	Yes
Only for people applying for a licence in: <ul style="list-style-type: none"> • Building Design • Hydraulics Services Design • Completed Residential Building Inspection I have provided a certificate of currency evidencing my current Professional Indemnity insurance policy.	Yes
Only for people working in Australia under a visa or ImmiCard. I have provided a copy of the visa or ImmiCard and any relevant conditions that apply (refer to section 8).	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).	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"> • all reports to creditors issued by the trustee in bankruptcy, administrator, deed administrator, receiver or liquidator • confirmation of discharge from bankruptcy from the trustee in bankruptcy or a copy of an ITSA search showing the date of discharge from bankruptcy • debt agreement, composition, deed of arrangement or deed of assignment • 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 • minutes of conviction, court or tribunal order and a National Police Certificate no older than 30 days obtained through an Australian State or Federal Police establishment* • ASIC Order preventing an individual from managing a corporation • any documentation relating to court proceedings that are still pending. 	Yes
I have attached the 'Builder and Designer Experience form' (refer to section 9)	Yes
I have provided three (3) written references as I am applying for a builder licence, OR I have provided the details of three (3) referees or written references as I am applying for another type of licence (refer to section 9).	Yes
I have provided proof of identity (refer to section 5).	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.	Yes

*Police checks from private providers will not be accepted by the QBCC as these reports may not include all police history information.

INDIVIDUAL APPLICATION FEES

EFFECTIVE 1 JULY 2023 – 30 JUNE 2024

Applicable under the *Queensland Building and Construction Commission Act 1991* ("the Act")



Our fees and charges increase on 1 July each year. On 1 July 2023 our fees and charges were increased in line with legislative requirements. You can contact us to find out details about specific fees, charges or prices.

NOMINEE SUPERVISOR TYPE		
Total Application Fee		\$469.16
Application Fee if you hold a current nominee supervisor licence under the Act and are applying for another licence class with the same type.		\$234.58
TRADE CONTRACTOR TYPE		
Total Application Fee Determined by the financial information supplied.	SC 1	\$724.04
	SC 2	\$861.36
	Category 1-2	\$1,104.15
	Category 3-7	\$1,587.19
Application Fee if you hold a current individual QBCC licence and are applying for another licence class with the same type and Maximum Revenue. NOTE: if you are changing your type or Maximum Revenue, there will be an adjustment to your Licence Fee QBCC will contact you with details of the adjusted fee.	SC 1	\$410.54
	SC 2	\$469.16
	Category 1-2	\$634.99
	Category 3-7	\$881.44
CERTIFICATE		\$32.91

- Category 1-2** - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$800,000 and up to \$12M)
- 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 by you in Section 4.

LICENCE FEES	ONE YEAR	THREE YEARS
Supervisor	\$234.58	\$598.11
SC1	\$313.50	\$799.45
SC2	\$392.20	\$1000.11
Category 1-2	\$469.16	\$1,196.32
Category 3-7	\$705.75	\$1,799.88

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

Please be advised the Commission's licence and application fees are exempt from GST in accordance with Division 81 of the new tax legislation and therefore GST is not applicable to these fees.

Financial Information

The applicable fee is determined by the financial information provided with your application. There are different types of financial information:

- Supervisor** - Financial information not required
- SC1** - \$200,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$200,000)
- SC2** - \$800,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$800,000)