QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

LICENCE APPLICATION FORM – DESIGN

BUILDING DESIGN AND HYDRAULIC SERVICES DESIGN

Application made under section 33, *Queensland Building and Construction Commission Act 1991*

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

PLEASE PROVIDE THE FOLLOWING

- Photo identification, proof of work eligibility and declarations
- Technical qualifications
- Work history and experience
- Referee details
- Complete application form
- Review checklist and ensure all documents are provided
- Complete payment section and submit application form

THE QBCC WILL

- Review your application
- Assess your knowledge and experience
- Request further information including payment details if required
- Conduct a referee check
- Make a decision on your application
- **Notify you of the outcome**

Pay online or over the phone – the QBCC will send an email to request payment after you submit your form by email or post.

Pay in person – visit a QBCC Customer Service Centre and use either bank keycard, Mastercard or Visa card to make a payment at the front counter.

Your application CANNOT proceed to assessment until all required documents and payments have been received and accepted.

If information is missing or incomplete, your application **will be delayed.**

CHECKLIST – PAGE 1 OF 2

Review and complete this checklist before submitting your application.
It will help ensure you have provided all the required information.

Your application CANNOT proceed to assessment until all required documents have been received and accepted and all fees paid.
If information is missing or incomplete, the assessment of your application will be delayed.
Do not send original documents as they will not be returned. Copies should be provided instead.

Place a tick ✓ in each box as you complete the item.

SECTION 1 – PERSONAL DETAILS – *page 4*

The contact details you provide on this form will be used to communicate with you.

Providing incorrect personal information may affect our ability to contact you and could delay your application.

- ☐ I have provided all my **personal details** (including my full name, phone contact number and email address).
- ☐ I have provided all **address details** (including my postal, business and home addresses).
- ☐ I have read the **declaration** and **signed the form not more than 30 days** before QBCC will receive it.

Only for current or previous QBCC licence holders

- ☐ I have provided my **QBCC licence number**.

SECTION 2 – WORK ELIGIBILITY – *page 5*

PLEASE NOTE: If you are not an Australian citizen or permanent resident, or do not have a current visa allowing you to work in Australia, you are not able to apply for a licence.

Only if you are working in Australia under a current visa

- ☐ I have provided a copy of my **current passport or ImmiCard**, clearly showing the **document number** and any relevant conditions that apply.
- ☐ I have provided a copy of my **current visa** and any other **work eligibility documentation**.

SECTION 3 – PROOF OF IDENTITY – *page 6*

Only if you have ever changed your legal name

- ☐ I have provided a copy of any available **official proof of name change documents**.

If submission by email

- ☐ I have attached a **valid and current digital PDF** of my photo identification from the Queensland Digital Licence app, and I have attached **a photo of my relevant primary** and **secondary identity documents**.

  OR I have attached a **photo of my primary identification(s)** and relevant **secondary identity documents,** and a digital **JPEG file of my passport photo**.

If submission by visiting a QBCC Service Centre or by post

- ☐ I have attached a **valid and current copy of the front and back of my photo identification** and secondary identity documents.
- ☐ I have provided **one colour passport-size photo, which is less than 6 months old.** I have attached the photo to this form in the box indicated.

SECTION 4 – LICENCE TYPE AND CLASSES – *page 9*

- ☐ I have ticked the **licence type and licence classes** that I wish to apply for.

SECTION 5 – TECHNICAL QUALIFICATIONS – *page 9*

PLEASE NOTE: If copies of any of the documents required to meet your technical qualifications are not provided, the processing of your application will be delayed until they are received.

- ☐ I have reviewed the **Technical Qualification for Licensing** document on the QBCC website to understand the current technical qualifications for the licence classes I am applying for.
- ☐ I have provided a copy of my **technical qualifications** that are relevant to each licence class I am applying for.

SECTION 6 – BUSINESS STRUCTURE – *page 10*

Only if you have a registered business name

- ☐ I have provided a copy of a **Current Business Name Extract** from the Australian Securities and Investments Commission (ASIC).

Only if you have a partnership

- ☐ I have provided a **signed copy of QBCC's Partner Declaration form** that has been completed and signed by my business partner.
- ☐ I have provided a **copy of the partnership agreement** or have included a **copy of QBCC's Statutory Declaration for Partnership Agreement**.

SECTION 7 – PROFESSIONAL INDEMNITY (PI) INSURANCE – *page 11*

Only if you are applying for a contractor type of licence and hold PI Insurance

- ☐ I have attached a **certificate of currency** for the insurance as evidence of my current PI insurance policy.
- ☐ I have attached a **statutory declaration** verifying my insurance complies with the minimum standard of insurance.
- ☐ I have attached a completed **Estimated Maximum Revenue Declaration form**.

If you **DO NOT hold PI insurance** and would like to request an exemption

- ☐ I have attached a completed **Professional Indemnity Insurance Declaration – Exemption request form**.

Only if the PI insurance policy held was arranged by a broker

- ☐ I have attached a receipt given by the broker for payment of the insurance.

CHECKLIST – PAGE 2 OF 2

SECTION 8 – FINANCIAL CATEGORY – *page 12*

Only if you are applying for a contractor type of licence. Not applicable to nominee supervisor applicants

- ☐ I have **reviewed the information** about Minimum Financial Requirements (MFR) available on the QBCC website at qbcc.build/what-mfrs for the financial category and licence classes that I am applying for.
- ☐ I have **ticked the relevant maximum revenue category** based on my financial information.

Only if you have selected Categories 1-7 (maximum revenue exceeding $800,000)

- ☐ I have attached a copy of my **Minimum Financial Requirements (MFR) report and signed financial statements**.

SECTION 9 – LEGAL ELIGIBILITY AND SUITABILITY – *page 13*

If you have any questions or require further clarification on anything in this section, please contact QBCC to discuss.

- ☐ I have **answered all the questions** in this section with either a YES or NO.

Only if you answered 'YES' to any of the questions in this section – I have enclosed copies of relevant documents such as:

- ☐ A **National Police Certificate (no older than 30 days)** from an Australian State or Federal Police service.
- ☐ Any relevant **infringement notices or proceedings documents** related to building work.
- ☐ Any **decisions** handed down by the **Tribunal, Board, Commission or Authority**.
- ☐ A **court or tribunal order or adjudication decision, or SPER debt statement**, including any payment arrangements.
- ☐ Evidence of **discharge from bankruptcy or finalisation of the debt agreement** - either from the trustee/debt agreement administrator or a search from AFSA.
- ☐ Evidence that the **personal insolvency agreement has been finalised** - either from the trustee or a search from AFSA.
- ☐ All **reports to creditors**.

SECTION 10 – INTERSTATE AND NEW ZEALAND LICENCES – *page 14*

- ☐ I have **answered the questions** relating to whether I hold, or have held, any interstate or New Zealand licences.

Only if you currently hold, or have held, a licence to undertake or supervise building work in another Australian state, territory or New Zealand

- ☐ I have provided **details of all my interstate or New Zealand licences** and have attached additional documentation to my application to provide these details where required.
- ☐ Where these **licences are, or have been, suspended or cancelled**, I have attached copies of any decisions or proceeding documents.

SECTION 11 – NOMINATED REPRESENTATIVE - AUTHORITY TO ACT (OPTIONAL) – *page 14*

Only if you would like to give authority to a nominated representative to act on your behalf

- ☐ I have attached a **completed and signed Authority to Act - Nominated Representative – Individual form**, giving authority to a nominated representative to carry out authorised actions on my behalf.

SECTION 12 – EXPERIENCE RECORD – *page 15*

- ☐ I have **reviewed the experience pages on the QBCC website** (qbcc.build/design) to understand the current experience requirements for the licence classes I am applying for.
- ☐ I have **provided a work history summary** of my all round experience.
- ☐ I have **provided evidence of experience examples** on a site by site basis to demonstrate that I meet the experience requirements for the licence class I am applying for.
- ☐ I have **attached job details, project scope of work and work carried out** for each Experience example I have provided.
- ☐ I have **provided details of referees** who can verify my documented experience.

SECTION 13 – PAYMENT OF FEES – *page 21*

- ☐ I have reviewed the **application fees schedule** and identified the **total amount payable**, including the fee for an optional certificate (if applicable).
- ☐ I understand the **payment option** I will use when submitting my application.
- ☐ I am aware that if my application is not successful, **the application fee is non-refundable**.

1. PERSONAL DETAILS – PAGE 1 OF 2

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information about you to determine whether you are entitled to a licence, and if so, to maintain your licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Your photograph is being collected to include on your licence card.

The QBCC may also use your email address to contact you about research and engagement activities for the purpose of improving our services (which you will be able to opt-out of receiving), as well as educational activities.

The QBCC is required by the QBCC Act to publish licensee information in a QBCC licensee register on the QBCC website (qbcc.build/licence-search). This includes licensee name, business contact details, and licence details. This information may also be published on the Queensland Government Open Data Portal.

The QBCC may also be required by law to disclose personal information with (1) other interstate or New Zealand licensing bodies for regulatory or enforcement purposes, and (2) registered training organisations for the purpose of verifying your qualifications, as authorised by section 33(3) of the QBCC Act. Your personal information will only otherwise be disclosed with your consent or as required or authorised by law.

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

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other

Family name

Given names

Date of birth D D / M M / Y Y Y Y

ABN (if held)

LICENCE DETAILS Tick only one option

☐ I have never held a QBCC licence

☐ I currently hold or have previously held a QBCC licence and my licence number is

PHONE AND EMAIL Applicants are required to complete all phone number and email detail fields

Business phone

Home phone

Mobile phone

Email

ADDRESS

BUSINESS ADDRESS

Applicants are required to complete all business address fields

- Your business address must be a physical address.
- PO Box or post office addresses are not acceptable.
- Business addresses for licensees are listed on the public QBCC licensee register.
- If your business address is also your home address, you may provide an alternative address such as your solicitor or accountant.

Business address

Suburb State Postcode

HOME AND POSTAL ADDRESSES

Applicants are required to complete all home and postal address fields

Your home address will be listed on the public QBCC licensee register if you leave the business address section above blank or provide an unacceptable address.

Home address

Suburb State Postcode

Postal address

Suburb State Postcode

OFFICE USE ONLY CRN Receipt amount $ Reference no.

Receipt no. Received by

1. PERSONAL DETAILS – PAGE 2 OF 2

MUTUAL RECOGNITION ELIGIBILITY

Do you hold a **current licence** in another **Australian state or territory** or **New Zealand** for the type of work you are applying for in Queensland? ☐ Yes ☐ No

Ticked YES? You may be eligible to apply for your licence using the Mutual Recognition process. For more information, visit qbcc.build/mutual-rec. You will also be asked to provide more information about this licence in section 10.

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 am aware that to hold a QBCC contractor licence I must satisfy the Minimum Financial Requirements (MFR) at all times
- 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

Applicant's signature

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

Date D D / M M / Y Y Y Y

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.

2. WORK ELIGIBILITY

STOP - If you are not an Australian Citizen or permanent resident, or do not have a current visa entitling you to work in Australia, you are not able to apply for a licence. More information can be found on the QBCC website at qbcc.build/overseas-applicants.

WORK ELIGIBILITY

Which one applies to you?

☐ I am an Australian citizen or a permanent resident

OR

☐ I hold a current visa under the *Migration Act 1958* entitling me to work in Australia

OR

☐ **I am not an Australian citizen or permanent resident, nor do I hold a current visa** under the *Migration Act 1958* entitling me to work in Australia

VISA HOLDERS ONLY - *Attach relevant documents*

☐ I have provided a **copy of my current passport** or **ImmiCard**, clearly showing the **document number**

☐ I have provided a copy of my **current visa** and **any other work eligibility documentation** entitling me to work in Australia, clearly showing the document number and any relevant conditions

3. PROOF OF IDENTITY – ALL APPLICANTS

All applicants are required to supply **valid and current proof** of identification.

Place and country of birth (e.g. Brisbane, Australia)

Legal Name Change: have you been known by any other 'legal' names? ☐ Yes ☐ No

Ticked YES? You must provide full details of all previous names you have been known by, including any relevant documentation (e.g. copy of proof of name change, marriage certificate etc.).

IDENTITY DOCUMENTS

You must provide **two forms of identity**:

- one (1) primary document that includes a photo, and one (1) secondary identity document

  OR
- two (2) primary identity documents that include a photo.

No certification of documents is required.

Any addresses provided on documents must be the same.

When submitting your application by email, add documents as attachments.

DO NOT provide online links to documents, as they cannot be viewed and will delay processing.

PRIMARY IDENTITY – choose ONE or TWO primary documents below to attach to your application.

Primary documents must include a photo of the applicant.

☐ Driver licence

- ☐ Queensland Digital Licence App PDF

  OR
- ☐ Photos of the front and back of the card

To learn more about using the **Queensland Digital Licence app,** visit: qbcc.build/guide-digital-licence.

☐ Passport (any nationality)

☐ Other government-issued photo identity

Examples of other government-issued photo identity

- Australian Proof-of-Age or Photo Identification Card (issued by any state or territory)
- Government-issued Employee ID with photo
- Government-issued Working With Children / Blue Card / Authority Cards (where photo included)
- Tertiary or recognised education institution photo ID (government-issued)
- Government-issued professional licence with photo e.g. security licence, high-risk work licence

SECONDARY IDENTITY – if you have provided TWO primary documents, go to next page.

If you have provided only ONE Primary document, choose ONE secondary document below to attach to your application.

Secondary documents must be valid, current and show your name. They do not need to include a photo.

☐ Medicare card ☐ Utility bill (address only) ☐ Rates notice ☐ Employment ID or letter

☐ Government concession card ☐ Lease agreement ☐ Student ID

SUBMITTING PROOF OF IDENTITY

The way you provide proof of identity depends on how the application is submitted.

See submission requirements on next page.

PHOTO IDENTIFICATION

1. Have you previously provided the QBCC with a **passport-style photo of you that was taken within the last 10 years** that you consent to reuse for this application?

   ☐ Yes ☐ No **If YES, go to Section 4**

2. Have you already attached a **valid and current digital PDF** of your photo identification from the Queensland Digital Licence app (qbcc.build/guide-digital-licence)?

   ☐ Yes ☐ No **If YES, go to Section 4**

3. If you answered **NO** to both questions above:

   You must attach a passport-style photo of yourself that meets requirements.

   Your photo will be **valid for 10 years** once it has been received by the QBCC.

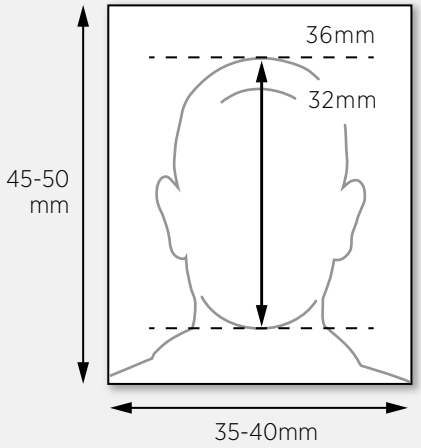
   If sending a digital photo by email (see full list of requirements on next page):

   - The photo should be in digital JPEG format between 70 Kb and 3.5 Mb. The preferred resolution is 1200 x 1600 pixels.
   - A scan of a photo or a photograph of a photo is **not acceptable**.

   If submitting in person or by post (see full list of requirements on next page):

   - Attach one passport-size photo with a paper clip.
   - A scan of a photo, or a photograph of a photo, is **not acceptable**.

IF SUBMITTING IN PERSON OR BY POST ATTACH ONE PHOTO HERE WITH A PAPER CLIP. DO NOT STAPLE.



SUBMISSION METHOD AND IDENTIFICATION REQUIREMENTS

BY EMAIL

"I have a Queensland Digital Licence."

1. **PDF** of your Qld Digital Licence identification.
2. Photos of your **primary** or **secondary** identity cards or documents.

"I do not have a Queensland Digital Licence."

1. A passport-style photograph in **JPEG** file format.
2. Photo of at least one valid **primary** identity document. (Driver licence requires photos of front and back).
3. If applicable, photos of your **secondary** identity cards or documents.

BY POST OR IN PERSON

"I will send my application by post."

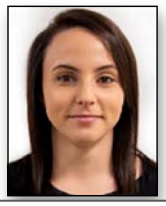
OR

"I will visit a QBCC Customer Service Centre."

1. A **professionally printed** passport-style photograph, attached to this application.
2. Photocopies of at least one valid **primary** identity document (no certification is required). (Driver licence requires photocopies of front and back).
3. If applicable, photocopies of your **secondary** identity documents.

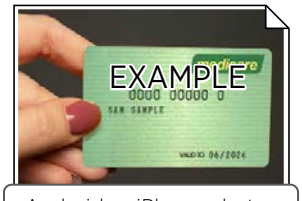
Document examples

Queensland Digital Licence **PDF**



JPEG digital photo or **printed** passport photo

Android or iPhone photos of **primary ID** (front and back)



Android or iPhone photos of **secondary ID**

PHOTO REQUIREMENTS

Similar to passports and driver licences, the QBCC requires a clear image to issue a photo ID.

The easiest way is to get your photo taken by a professional passport photo provider, such as Australia Post, who can provide a printed photo, or email you a digital JPEG photo. Alternatively, send us a digital copy of your Queensland driver licence.

Queensland digital licence holders

Verifying your identity and sharing your digital photo (e.g. from your proof of age, driver, marine or QBCC licence), on the Queensland Digital Licence app is a quick, no-cost alternative to the manual verification process.

It's as simple as sending the PDF copy of your licence details from the Qld Digital Licence app to us with your QBCC licence application.

PHOTO SIZE AND QUALITY REQUIREMENTS

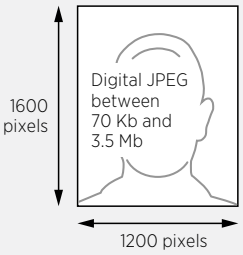
If sending a digital photo by email

- the photo should be in digital **JPEG format** between 70 Kb and 3.5 Mb
- the **preferred resolution** is 1200 x 1600 pixels.

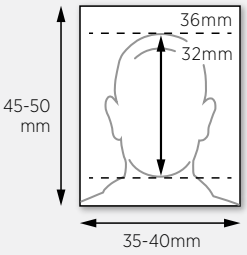
If attaching a printed photo

- attach one good quality colour print
- it must be less than six months old
- photo size must be 35mm to 40mm wide and 45mm to 50mm high
- the size of the face from chin to crown can be up to a maximum of 36mm, with a minimum of 32mm.

Digital photo



Printed photo



A scan of a photo or a photograph of a photo is **not acceptable**.

More information about photo requirements for your passport-style photos are listed at the QBCC website qbcc.build/passport-size-photos.

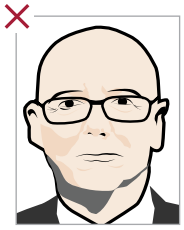
SUBJECT

Factors that make a photo acceptable:

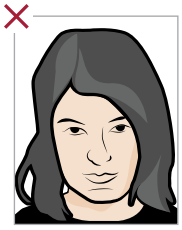
- eyes are open and clearly visible
- face is centred and looking directly at the camera with no side profiles
- facial expression is neutral (not smiling, laughing or frowning)
- hair is off the edges of your face
- no glasses, hats or objects obstructing view of the face (from your chin to your forehead and on either side)
- if applicable - head coverings should be plain and still allow the edges of your face to be clearly visible
- even lighting on your face
- background is plain white or light grey
- do not overexpose the image, features must be clear and distinguishable at a glance
- final image must be true likeness of the subject
- no retouching or filters of photos permitted.

EXAMPLES OF UNACCEPTABLE PHOTOS

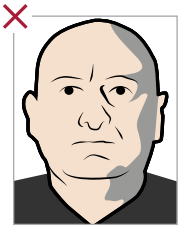
PLEASE NOTE: The following examples regarding subjects and imagery will not be accepted.



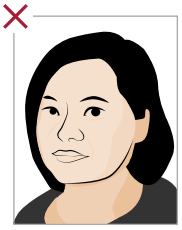
No glasses.



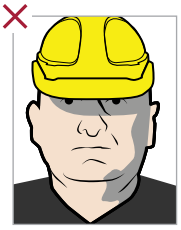
Head/chin must be up and directly looking into the camera.



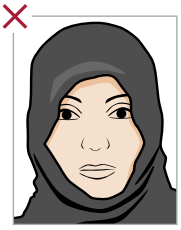
Face and background must be shadow free.



No side profiles. Image should be taken front on.



No hats or objects obstructing a clear view of the face.



Head coverings must not obscure eyes or edges of the face.

Do not overexpose the image. Features must be clear and distinguishable at a glance.

4. LICENCE TYPE AND CLASSES

The licence you choose to apply for will depend on:

- your intended role in the industry
- the scope of work you will undertake or be responsible for
- if you can meet all the eligibility requirements.

More information about each licence type can be found on the QBCC website at qbcc.build/licence-type.

LICENCE TYPE Tick only one licence type (based on your intended role in the industry):

☐ Contractor — Allows you to enter into contracts directly with property owners or developers, or subcontract with builders. You can also be a nominee for a company as an employee or office holder.

OR

☐ Nominee supervisor — Allows you to be responsible for the supervision of building work by a licensed contractor as an employee. You can also act as the nominee for a licensed company. You cannot enter into contracts directly with property owners, developers or builders.

LICENCE CLASS

Before answering the next question, review the scope of work for the licence classes you wish to apply for and ensure it covers all work you intend to undertake. You can find this information on the QBCC website at qbcc.build/design.

Tick the box for the licence classes you are applying for (from the list below):

Building design

- ☐ Building design—low rise
- ☐ Building design—medium rise
- ☐ Building design—open

Hydraulic services design

- ☐ Hydraulic services design
- ☐ Hydraulic services design excluding on-site waste water management

5. TECHNICAL QUALIFICATIONS

A copy of your relevant technical qualification MUST be provided. These documents do not require certification.

BEFORE you lodge your application form, check the Technical Qualifications for Licensing document available on the QBCC website at qbcc.build/tech-quals for the current minimum technical requirements for each licence class.

Your qualifications must **meet or equate to the current technical requirements** for each licence class you are applying for.
If your qualification is not current, you may not be granted a licence in that class and will not be refunded your application fee.

☐ I have attached a **copy** of my **current** relevant technical qualifications.

If any of the documents required to meet the technical qualifications are not provided:

- Processing of your application will be delayed
- Your application CANNOT be approved by QBCC until your documents have been received and approved.

WARNING: Please do not send original documents. Original documents will not be returned.

6. BUSINESS STRUCTURE

You must provide accurate information about your current business structure. More information about the application requirements relevant to your business can be found on the QBCC website at qbcc.build/business-structure.

COMPANY

Do you intend to carry out business through a company? ☐ Yes ☐ No

TICKED YES? The company must hold a QBCC company licence. If it does not already have one, you should complete a separate QBCC Company application form. More information about the licensing requirements for companies can be found on the QBCC website at qbcc.build/company-partner-trust.

What is the Australian Company Number (ACN) and name of the company?

ACN

Company name

Are you applying for a nominee supervisor licence type? IF YES, YOU DO NOT NEED TO COMPLETE THE REST OF THIS SECTION.

REGISTERED BUSINESS NAME

Do you have a registered business name? (e.g. John Smith trading as Smith Builders).

☐ Yes ☐ No

TICKED YES? You must provide a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (ASIC).

PARTNERSHIPS

Do you intend to carry out business in partnership with an individual or company?

☐ Yes ☐ No

TICKED YES? You must provide the following 2 documents with your application:

1. A signed copy of the QBCC's **Partner Declaration form** - this form is to be **completed and signed by your business partner** and includes questions about their legal eligibility and suitability to be the business partner of a QBCC licence applicant

AND EITHER

2a. A copy of the **partnership agreement** that states:

- The names of the parties involved
- The terms of the business partnership

→ **OR if no partnership agreement exists** →

2b. A copy of **QBCC's Statutory Declaration for Partnership Agreement**, found on **page 3 of the Partner Declaration form**.

More information about the licensing requirements for partnerships, and the link to the **Partner Declaration form**, can be found on the QBCC website at qbcc.build/company-partner-trust.

In some instances, the QBCC may need you to supply an **MFR report** to demonstrate you meet the minimum financial requirements. The QBCC will contact you to request this information if needed.

More information about minimum financial requirements can be found on the QBCC website at qbcc.build/what-mfrs.

TRUST

Are you a trustee of a trust?

☐ Yes ☐ No

More information about the licensing requirements for trusts can be found on the QBCC website at qbcc.build/company-partner-trust.

TICKED YES? In some instances, QBCC may need you to supply an **MFR Report and signed financial statements** to demonstrate that you meet the minimum financial requirements. QBCC will contact you directly and inform you if this situation applies to you. More information about MFR reports can be found on the QBCC website at qbcc.build/mfr-report-dec.

In some circumstances, you can use a **Deed of Covenant and Assurance** if you do not have sufficient net tangible assets (NTA) to meet the level of maximum revenue you need. More information can be found on the QBCC website at qbcc.build/deed-cov-assurance.

7. PROFESSIONAL INDEMNITY (PI) INSURANCE

Are you applying for a nominee supervisor licence type? IF YES, YOU DO NOT NEED TO COMPLETE THE REST OF THIS SECTION.

Some classes of licence require that you obtain PI insurance. PI insurance provides financial protection and may cover some or all of the costs if a contractor has caused building errors or omissions.

Answer question A to confirm if you need PI insurance.

A) Are you applying for a Contractor type of licence in any of these classes?

- Building design—low rise
- Building design—medium rise
- Building design—open
- Hydraulic services design
- Hydraulic services design excluding design of on-site waste water management

☐ **No – You do not need PI Insurance.** Complete Section 8 Financial Category.

☐ **Yes – You need PI Insurance.** Go to Question B.

Important information on PI Insurance requirements, conditions, acceptable evidence of cover, exemptions and the forms mentioned in the sections below are available on the QBCC website at qbcc.build/pi-insurance.

B) Only if you are applying for a Building design or Hydraulic services design contractor licence.

Do you currently hold PI insurance?

☐ **Yes – I hold or am covered by a policy of professional indemnity (PI) insurance.**

You must provide evidence of this insurance along with financial details. The financial details you need to provide are determined by whether you currently hold a licence in another class or not.

1. You must provide the following evidence along with your application: *Attach relevant documents*

☐ A copy of a statutory declaration verifying your insurance complies with the minimum standard of insurance, including the name of the insurer, commencement and expiry dates of the policy and total policy amount paid

☐ a copy of the **certificate of currency** for the insurance

☐ ONLY where the insurance policy was arranged by a broker: **a receipt given by the broker** for payment of the insurance

2. Do you currently hold a QBCC Contractor type licence in another class?

☐ **Yes –** I hold an existing contractor licence **in another class.** Go to Question 3.

☐ **No –** You must provide a **completed and signed Estimated Maximum Revenue Declaration form with your application.** You do not need to complete Section 8 Financial Category. Go to Section 9 Legal Eligibility and Suitability.

3. Only if you answered Yes to question 2.

Do you hold an existing Contractor type licence in a class OTHER than one of the classes listed here:
building design, hydraulic services, site classifier, fire protection - water-based fire system stream - design, fire protection - electrical stream - design - fire alarm systems?

☐ **Yes –** I hold a different contractor licence to the classes listed. Complete Section 8 Financial Category.

☐ **No –** You must provide a **completed and signed Estimated Maximum Revenue Declaration form with your application.** You do not need to complete Section 8 Financial Category. Go to Section 9 Legal Eligibility and Suitability.

☐ **No – I would like QBCC to waive the requirements for me to hold PI insurance.**

To be considered for this waiver, you must provide:

☐ A completed **Professional Indemnity Insurance Declaration – Exemption request form** with your application.

QBCC may waive the requirements for you to hold PI insurance only if you meet the criteria for the waiver for a licence year. If granted, you will be required to give your clients a notice in writing stating you do not hold PI insurance.

Complete Section 8 Financial Category.

8. FINANCIAL CATEGORY

Are you applying for a nominee supervisor licence type? IF YES, YOU DO NOT NEED TO COMPLETE THIS SECTION.
Nominee supervisor applicants are not required to submit an MFR report, declaration or provide financial information

TRADE CONTRACTOR APPLICANT

To determine your financial reporting obligations, you need to declare your financial category.

Choose the financial category from the options below based on your expected maximum revenue.

Refer to the Minimum Financial Requirements information on the QBCC website at qbcc.build/financial-reqs for more help understanding eligibility and what is required for you to meet your financial and reporting obligations.

Category requirements explained: Maximum Revenue qbcc.build/maximum-revenue
Net Tangible Assets qbcc.build/nta
Current Ratio Requirements qbcc.build/current-ratio-reqs

DECLARATION

☐ **I am not aware of anything which gives me reason to know or suspect that I do not satisfy the Minimum Financial Requirements (MFR).**

CHOOSE A CATEGORY: SC1 OR SC2 OR 1-7 Tick only one category

☐ **SELF CERTIFY CATEGORY 1 (SC1)**

Maximum Revenue up to $200,000
My Maximum revenue **WILL NOT exceed $200,000** this financial reporting year (to 30 June) **AND**
I have **at least $12,000** of Net Tangible Assets
My Current Ratio is **at least 1 or more** (must not be rounded up to meet 1)

→ **MFR Report is not required in most circumstances for this financial category.**
Contractors who are the trustee of a trust may be required to submit an MFR report and signed financial statements. QBCC will contact you directly if this situation applies to you.

OR

☐ **SELF CERTIFY CATEGORY 2 (SC2)**

Maximum revenue $200,001 to $800,000
My Maximum revenue **WILL NOT exceed $800,000** this financial reporting year (to 30 June) **AND**
I have **at least $46,000** of Net Tangible Assets
My Current Ratio is **at least 1 or more** (must not be rounded up to meet 1)

→ **MFR Report is not required in most circumstances for this financial category.**
Contractors who are the trustee of a trust may be required to submit an MFR report and signed financial statements. QBCC will contact you directly if this situation applies to you.

OR

☐ **CATEGORIES 1-7**

Maximum revenue exceeds $800,000
My Maximum revenue **WILL exceed $800,000** this financial reporting year (to 30 June)

→ **What type of licence holder are you?**

☐ I am a new applicant with no QBCC licence
→ Submit an **MFR report and signed financial statements** to demonstrate that you meet the minimum financial requirements.

☐ I DO NOT currently hold a QBCC **Contractor** type of licence
→ Submit an **MFR report and signed financial statements** to demonstrate that you meet the minimum financial requirements.

☐ I currently hold a QBCC **Contractor** type of licence
→ **Will you exceed your current maximum revenue this financial reporting year?**

☐ **Yes**
→ You will need to **submit an MFR report** and **signed financial statements** to demonstrate that you meet the minimum financial requirements.

☐ **No**
→ QBCC will contact you if you need to provide additional financial documentation.

PLEASE NOTE - All categories There may be circumstances that prompt QBCC to request an MFR report and further financial documents from you based on the maximum revenue and financial information provided. QBCC will contact you directly if this occurs.

9. LEGAL ELIGIBILITY AND SUITABILITY

PLEASE NOTE: To hold a licence, a QBCC licensee must be a fit and proper person. This means that licensees must act with honesty and integrity and comply with the statutory and commercial obligations in relation to their business. QBCC may refuse to issue or renew a licence if you are not a suitable person to hold a licence. More information can be found on the QBCC website at qbcc.build/fit-proper.

The QBCC is authorised by the QBCC Act to request information from you to determine whether you are fit and proper to hold a licence. This may include sensitive information, such as details about past criminal convictions.

You must answer ALL questions in the following section. The QBCC regularly cross-checks the information you provide here with external agencies.

CRIMINAL OFFENCES

Do you have any disclosable criminal convictions? A conviction can be for an offence in any state or territory, including Commonwealth, State and Local Government offences (e.g. Corporations Act), but excludes traffic offences. ☐ Yes ☐ No

As a guide, a conviction is usually disclosable if:

- a conviction was recorded for a criminal offence heard in the **Supreme Court or District Court in the past 10 years** (or longer if the sentence is not completed in that time)
- a conviction was recorded for a criminal offence heard in the **Magistrates Court in the past 5 years** (or longer if the sentence is not completed in that time).

  Ticked YES or you are UNSURE? Please provide the relevant National Police Certificate (no older than 30 days) from an Australian State or Federal Police service.
  - Applicants who have previously submitted a National Police Certificate for another application must submit a new, up-to-date National Police Certificate
  - Police checks from third parties and private providers will not be accepted as these reports may not include all police history information.

TRADE OR BUILDING WORK

Have you:

- **had** any infringement notices issued to you in the last 10 years in relation to building work, or **do you have** any pending disciplinary proceedings commenced against you in relation to building work? ☐ Yes ☐ No

  Ticked YES? Please provide a copy of any relevant documents relating to the infringement notices or proceedings.

- **ever been** banned or disqualified, **or ever had** a licence cancelled or suspended by any Tribunal, Board, Commission or Authority in relation to building work? ☐ Yes ☐ No

  Ticked YES? Please provide a copy of any decisions handed down by the Tribunal, Board, Commission or Authority.

OUTSTANDING DEBT

Do you:

- **currently** have a court or tribunal order or adjudication decision requiring you to pay a debt, or SPER debt for a QBCC fine, for which you have not yet paid in full? ☐ Yes ☐ No

  Ticked YES? Please provide a copy of the court or tribunal order or adjudication decision, or SPER debt statement, including any payment arrangements.

- **currently** have an unpaid judgment debt for an amount the QBCC may recover? ☐ Yes ☐ No

  Ticked YES? Please provide a copy of the court or tribunal order or adjudication decision, or SPER debt statement, including any payment arrangements.

FINANCIAL

Have you:

- **ever** become bankrupt or entered into a debt agreement under Part IX of the *Bankruptcy Act 1966*? ☐ Yes ☐ No

  Ticked YES? Please provide evidence of discharge from bankruptcy or finalisation of the debt agreement - either from the trustee/debt agreement administrator or a search from AFSA.

- **ever** entered into a personal insolvency agreement under Part X of the *Bankruptcy Act 1966*? ☐ Yes ☐ No

  Ticked YES? Please provide evidence that the personal insolvency agreement has been finalised - either from the trustee or a search from AFSA.

- **Have you ever been or held one of the following positions:**

  director, secretary, or an influential person in a position to control or substantially influence a company's conduct? ☐ Yes ☐ No

  ↳ **If YES**

  ↳ **Within 2 years of holding that position, have any of the following been appointed?** ☐ Yes ☐ No
  - controller
  - administrator
  - provisional liquidator
  - liquidator
  - receiver
  - or wound up for the benefit of creditors

  Ticked YES? Please provide a copy of all reports to creditors.

10. INTERSTATE AND NEW ZEALAND LICENCES

Do you currently hold a licence permitting you to undertake or supervise building work that was issued by another Australian state or territory, or New Zealand? ☐ Yes ☐ No

Have you held a licence permitting you to undertake or supervise building work that was issued by another Australian state or territory, or New Zealand, that has since been suspended or cancelled on or after 1 October 2020? ☐ Yes ☐ No

Ticked YES for either question above? Provide the following details for each licence you hold or held.

Issuing Australian state or territory, or New Zealand

☐ NSW ☐ ACT ☐ VIC ☐ TAS ☐ SA ☐ WA ☐ NT ☐ NZ

Licence number

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

Class of licence (e.g. builder–open, builder restricted)

Has the licence been cancelled or suspended (i.e. excluding voluntary cancellations and/or circumstances where your licence lapsed or was not renewed)? ☐ Yes ☐ No

Ticked YES? Provide the date licence was suspended or cancelled D D / M M / Y Y Y Y

If you have answered **YES** to any of the above questions, please provide copies of all relevant documentation including:

- copies of interstate or New Zealand licences
- copies of any decisions or proceedings documents if your interstate or New Zealand licence has been suspended or cancelled.

Reason the licence was suspended or cancelled

Need to provide details of more than one licence? Attach a document providing these details for each licence to your application.

11. NOMINATED REPRESENTATIVE – AUTHORITY TO ACT – OPTIONAL

QBCC licence applicants have the option to authorise nominated representatives to complete different actions in some scenarios. By completing the nominated representative form, the people you authorise will be able to act on your behalf to make enquiries to the QBCC or complete specific functions for the licence.

To register and authorise a nominated representative, download and complete the nominated representative form from the QBCC website at qbcc.build/nom-rep-individual.

Current QBCC licensees are also able to add, remove and alter the nominated representative's authorisation and the functions they can perform online through myQBCC. For more information on how to add or change nominated representatives through your myQBCC account, please visit the QBCC website at: qbcc.build/3EBfRyj.

12. EXPERIENCE RECORD

OVERVIEW

When applying for a QBCC design licence, you need to demonstrate that you have the required experience relevant to the licence class you are applying for. You also need to provide the details of referees who can validate the experience you provide. This requirement applies to both contractor and nominee supervisor applicants.

IMPORTANT – HOW TO COMPLETE THIS SECTION

- **Review the experience requirements** and scope of work for each licence class you are applying for. More information and experience requirements for each design class can be found on the QBCC website at: qbcc.build/design.
- **You must provide enough examples** and detail to clearly show that you meet both the skills and years of experience requirement for the licence class you are applying for.

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

WORK HISTORY AND EVIDENCE OF EXPERIENCE

Use this section to provide details of your work history and examples of experience you have personally carried out.

There are two parts to this experience record:

WORK HISTORY SUMMARY

Provide a summary of your all-round work experience. **Complete this section once**.

EVIDENCE OF EXPERIENCE

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

IMPORTANT DETAILS TO INCLUDE

Please supply the following information about each project:

- **Job details** – remember to include the details of the contractor who engaged you and the start and finish dates for when you worked on the project. The dates should reflect the time you worked on the project, not the project's duration.
- **Project scope of work** – describe the project and the building's classification, size and fire resisting construction under the BCA.
- **Work you carried out** – provide a detailed description of your roles and responsibilities on the project.

Include examples where:

- you personally undertook design or contract administration work on the project
- QBCC will be able to confirm the work.

REFEREES VALIDATE YOUR EXPERIENCE

For **each experience example** you provide, include the details of a referee who:

- held at the time a licence or qualification at the same or higher level than the licence class you are applying for
- was actively licensed and supervised you during the period of the projects
- can personally verify the work that you carried out and the competencies you demonstrated on the project.

To help validate the experience you provide, you must **include the details of a referee for each job site** including their contact details. The referee must also **sign off each job site to verify that the experience you have listed is true and correct**. The QBCC will **contact your referees** to confirm your experience details.

12. EXPERIENCE RECORD

WORK HISTORY SUMMARY

Provide a summary with details of your all round work experience and skills including:

- past employment, including the companies you worked for, your job titles and dates of employment
- a brief description of each job and your key responsibilities.

You must **complete this section and the evidence of experience section that follows** to provide examples on a site-by-site basis.

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

12. EXPERIENCE RECORD – JOB AND DETAILS - PAGE 1 OF 4

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

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 ☐ 1b ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7a ☐ 7b ☐ 8 ☐ 9a ☐ 9b ☐ 9c ☐ 10a ☐ 10b ☐ 10c

Fire resisting construction ☐ A ☐ B ☐ C (as per Table C2D2, NCC Vol. 1)

12. EXPERIENCE RECORD – JOB DETAILS – PAGE 2 OF 4

	STREET	SUBURB	STATE	POSTCODE
Site address				

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.

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

12. EXPERIENCE RECORD – JOB DETAILS AND DECLARATION – PAGE 3 OF 4

	STREET	SUBURB	STATE	POSTCODE
Site address				

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.

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

APPLICANT 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 report 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.

Print full name

Applicant's signature

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

Date D D / M M / Y Y Y Y

12. EXPERIENCE RECORD – REFEREE SIGN OFF AND DECLARATION – PAGE 4 OF 4

	STREET	SUBURB	STATE	POSTCODE
Site address				

PRIVACY NOTICE – PLEASE READ

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

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

WARNING: Providing false or misleading information may lead to this licence application being refused, or may lead to enforcement action against you as referee, including review and possible cancellation of your licence.

I declare that:

- I have reviewed the experience detailed and can verify it as 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.

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

Provide more examples using the Experience Example form at qbcc.build/form-design-experience

13. PAYMENT OF FEES

We accept mastercard VISA

FEES

Refer to the **application fee schedule** on the next page for applicable fees. Fees are based on:

- the financial category and Maximum Revenue you selected
- the type of licence you are applying for
- whether you are a current licence holder or a new applicant.

New applicants pay an application fee and their first year's licence fees.

The application fee component is **non-refundable if your licence application is unsuccessful**.

Application and licence fee $

LICENCE CARD

QBCC licensees have access to a digital licence in the Queensland Digital Licence app.

This is a valid document that can be used to prove your licence status.

You **do not require a printed licence**, however, printed licence cards are available on request.

Do you want a printed QBCC licence card?

☐ **Yes** – I require a printed licence card every time my licence is issued or renewed.

☐ **No** – I prefer to use my digital licence only, which updates in real time as my licence is issued or renewed.

Note: You can change your preference for printed cards by calling the QBCC contact centre in future.

LICENCE CERTIFICATE

You have the option to purchase a **QBCC licence certificate** as a printed hard copy.

Do you require a QBCC licence certificate?

☐ **Yes** – additional fee of **$35.18**.

☐ **No** – no fee.

Certificate fee $

Your licence card and certificate (if selected) will be posted to you once the licence is approved. They will arrive separately to the approval letter.

AMOUNT DUE

For total application fee, include application fee and optional printed licence certificate.

Total amount payable for this application $

PAYMENT OPTIONS

Pay online or over the phone – the QBCC will send an email to request payment after you submit your form by email or post.

Pay in person – visit a QBCC Customer Service Centre and use either bank keycard, Mastercard or Visa card to make a payment at the front counter.

Your application CANNOT proceed to assessment until all required payments have been received and accepted.

If information is missing or incomplete, your application **will be delayed.**

NOTE: the QBCC does not accept payment by cash or cheque.

INDIVIDUAL APPLICATION FEES SCHEDULE

Effective 1 July 2026 – 30 June 2027

Which fee do I pay?

The application fee you pay will depend on whether you hold a current licence with the QBCC or not, the type of application and the maximum revenue selected (for contractor applicants only).

APPLYING FOR A NOMINEE SUPERVISOR LICENCE

Applicant scenario	Application Fee	Licence fee for first 12 months	Total Application Fee
New applicant	$250.73*	$250.73	$501.46
Current nominee supervisor adding a licence class to existing nominee supervisor licence	$250.73*	N/A	$250.73

*** If your application is unsuccessful, this application fee is non-refundable.**

APPLYING FOR A DESIGN CONTRACTOR LICENCE

Applicant scenario	Financial Category	Application Fee	Licence fee for first 12 months	Total Application Fee
New applicant	SC1 – Maximum revenue of up to $200,000	$438.81*	$335.08	$773.89
	SC2 – Maximum revenue of $200,001 to $800,000	$501.47*	$419.21	$920.68
	Category 1-2 – Maximum revenue between $800,001 and up to $12M	$678.72*	$501.47	$1,180.19
	Category 3-7 – Maximum revenue of more than $12M	$942.15*	$754.35	$1,696.50
Current contractor adding a licence class to existing contractor licence and with the same Maximum Revenue	SC1 – Maximum revenue of up to $200,000	$438.81*	N/A	$438.81
	SC2 – Maximum revenue of up to $200,001 to $800,000	$501.47*	N/A	$501.47
A change in Maximum Revenue might mean an adjustment to your licence fees. QBCC will contact you with these details when assessing your application	Category 1-2 – Maximum revenue between $800,001 and up to $12M	$678.72*	N/A	$678.72
	Category 3-7 – Maximum revenue of more than $12M	$942.15*	N/A	$942.15

*** If your application is unsuccessful, this application fee is non-refundable.**

CERTIFICATE

Printed hard copy	$ 35.18

Licence fees and charges increase on 1 July each year due to indexation in line with legislative requirements.
You can contact us to find out details about specific fees, charges or prices.

These are the applicable fees under the *Queensland Building and Construction Commission Act 1991* ("the Act").

Renewals will be sent to you prior to your renewal due date (one year from the date your licence was originally issued).

The QBCC's licence and application fees are exempt from GST. You will not be issued with a tax invoice.