

## BUILDING CERTIFIER LICENCE APPLICATION

EFFECTIVE JULY 2022

### Levels of licensing - Section 151 of the *Building Act 1975* (the Act)

Building Certifier – Level 1 - section 152 of the Act - may perform building certifying functions for all classes of buildings and structures.

Building Certifier – Level 2 - section 153 of the Act – may only:

- a) without the supervision of a building certifier level 1 - perform building certifying functions on buildings and structures having a rise of no more than 3 storeys and a total floor area no more than 2000m<sup>2</sup>; or
- b) under the supervision of a building certifier level 1 – help in assessing and inspecting all classes of buildings and structures.

Building Certifier – Level 3 - section 154 of the Act – may only perform building certifying functions on class 1 buildings or class 10 buildings or structures.

Where an applicant seeks endorsement as a Private Certifier (class A and B) the following information is required:

- Evidence the applicant holds Professional Indemnity Insurance as prescribed by the Building Regulation 2021.
- A private certifier class 'B' may apply for endorsement to issue development permits under section 160 of the Act to become a class 'A' private certifier.

Where an applicant seeks development approval endorsement:

- Evidence that the applicant has completed the course called "Issuing Development Permits for Building Work" as prescribed by the Building Regulation 2021, section 84(4).

### Change in level of licence

This application form may also be used by a person holding an existing building certifiers licence who wishes to change the level of the licence to a different level. If an application for a change in level of licence is received and subsequently approved, the earlier licence will be cancelled and the original licence number reused.

Generally, these applications must be accompanied by the full application and licence fees. However, you may request a partial refund of the cancelled licence fee based on a pro-rata allowance of any remaining period on the cancelled licence, to apply against payment of the new licence application fee. Please discuss this matter with the QBCC at the time of application.

### Professional indemnity insurance requirements - Section 84 of the *Building Regulation 2021*

A building certifier seeking endorsement as a private certifier must have professional indemnity insurance that provides:

- (a) A minimum limit of indemnity of \$ 1 million for any 1 claim and a total during any 1 period of insurance that may arise from the performance of private certifying functions;
- (b) In addition to the limit of indemnity mentioned in (a) - indemnity for costs and expenses incurred with the consent of the insurer of defending or settling a claim;
- (c) indemnity for breaches of professional duty as a private certifier arising from an act, error or omission of the private certifier after the day the certifier first became a private certifier;
- (d) At least one (1) automatic reinstatement of indemnity;
- (e) Indemnity for negligent performance of a building certifying function (other than for claims for fraudulent or illegal acts or omissions);
- (f) If the private certifying functions are performed as an employee - indemnity to former principals, partners and directors of the employer who were, but are no longer, private certifiers.

A private certifier who is a member of a corporation, or an employee of an individual, corporation or public sector entity, is taken to have the required insurance if the corporation, individual or entity has the professional indemnity insurance.

Where you are an employee or member of a company, you must provide the QBCC with evidence of the relationship that exists between you and your employer or company. You must also provide a certified copy of your employer's or company's professional indemnity insurance policy.

### External cladding insurance changes now until 30 June 2023

The previous professional indemnity exemption timeframe has now been extended. Until 30 June 2023, private certifiers may have an exclusion in their professional indemnity insurance coverage for performing private certifying functions directly related to external cladding, or the use of external cladding, that does not comply with any of the following:

- an Act or other law of the Commonwealth or a State;
- an Australian Standard;
- the Building Code of Australia.

Applicants should check section 84 of the Building Regulation 2021 for full details. The professional indemnity insurance must include all conditions required by the Regulation.

### Return the completed application to:

Queensland Building and Construction Commission,  
GPO Box 5099, Brisbane Qld 4001.



**2. LEVEL OF LICENCE CONTINUED**

Do you hold or have you previously held a building certifiers licence issued by the QBCC?

Yes  No

If you answered 'Yes' above, please specify the level and licence number

Level of licence  Licence number

If my licence application is approved, I acknowledge that my earlier licence (if not expired) will be cancelled and the licence number reused.

Yes  No

**3. APPLICATION DETAILS**

1. I have attached the following documentary evidence to this application - please tick:

- i Certified copies of current Certificate of Accreditation for particular level of licence from an accreditation standards body.  Yes  No
- ii Certificate of Professional Indemnity Insurance which meets all requirements of section 84 of the Building Regulation 2021 in the name of the employer.  Yes  No
- iii The QBCC's Professional Indemnity Declaration and schedule A (where Professional Indemnity Insurance is in the name of the employer in accordance with section 84 (2) of the Building Regulation 2021).  Yes  No
- iv Certificate of Professional Indemnity Insurance in own name which meets the requirements of section 84 of the Building Regulation 2021 (only allowable exclusion is for external cladding as specified by section 84).  Yes  No
- v For building certifier level 3, employment references evidencing at least 1 year experience as a building certifier level 3.  Yes  No

2. Have you been found guilty of an act, which may be considered a breach of provisions of the 'Code of Conduct for Building Certifiers' under the Building Act. If yes, please attach full details.  Yes  No


3. Are you currently, or were you previously, licensed as either a building surveyor, building inspector, building practitioner or building contractor in another state or in another name?  Yes  No

If yes, please give details:

4. Are you currently, or were you previously, licensed as a building contractor in Queensland? (in your current name or another name)  Yes  No

If yes, please give details:

5. By reference to your responses to questions 3 and 4 - have you ever been refused a statutory licence or had a statutory licence cancelled?  Yes  No


 If yes, please attach full details.

**3. APPLICATION DETAILS (CONTINUED)**

6. Are you aware of any complaints or insurance claims that may have been made against you (either in your current or another name or in relation to a company) or of any investigations involving you that may have been conducted by any building licensing authority in Australia?  Yes  No


 If yes, please attach full details.

7. Have you pleaded guilty or been found guilty of a civil or criminal offence within the last ten (10) years?  Yes  No

 If yes, please attach full details.

8. Are you aware of any civil or criminal proceedings pending against you?  Yes  No

**4. PROOF OF IDENTITY**


 I have provided a certified copy of photo identification (e.g. driver licence or passport).  Yes

**5. ADDITIONAL REQUIREMENTS**

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.

 Our fees and charges increase on 1 July each year. On 1 July 2022 our fees and charges were increased by 2.5% in line with Government's indexation policy. You can contact us to find out details about specific fees, charges or prices.

**6. PAYMENT OPTIONS**

 Please ensure the correct fee accompanies this application form.  
**Application fee for licence: \$168.36 Annual licence fee: \$895.90 Total Fee required is \$1064.26**



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

Name of card holder

Credit card number

Expiry date  /


Total amount \$

**7. 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  /  /

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