

COMPLETING THIS FORM

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

PREFERRED METHOD TO SUBMIT YOUR FORM

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

OTHER WAYS TO SUBMIT YOUR FORM

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






Post: GPO Box 5099, BRISBANE QLD 4001

Licensing requirements for building certifiers





There are three licence levels and two endorsement types available to building certifiers under Part 3, *Building Act 1975*. The evidence required to support your application will depend on your licence selections.


Before you lodge your application, review the information available on the QBCC website at qbcc.build/certifier-applications for more details about scopes of work, technical requirements and when you need professional indemnity (PI) insurance.


PLEASE PROVIDE THE FOLLOWING


-  Photo identification, proof of work eligibility and declarations
-  Certificate of accreditation and other evidence (where applicable)
-  Complete all sections of 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
-  Assess your accreditation and other evidence provided
-  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

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**.

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**.

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.

SECTION 4 – LEVEL OF ACCREDITATION – page 8

I have attached a **copy** of my **current certificate of accreditation** from an accreditation standards body for the level I am applying for.

Only if applying for building certifier—level 3 licence

I have attached **employment references from a level 1 or 2 building certifier detailing at least one year’s experience, gained within the last two years**, as a building certifier—level 3.

SECTION 5 – OPTIONAL – ENDORSEMENTS – page 8

Only if you are applying for development approval endorsement.

I have attached a copy of my **certificate of attainment** from one of the courses listed that satisfies the technical requirement.

SECTION 6 – PROFESSIONAL INDEMNITY (PI) INSURANCE – page 9

Only if you are applying for an endorsement.

I have attached a **copy** of my/my employer’s **certificate of currency for the PI insurance policy**.

I have provided all of the required **details for my insurance cover**.

The Professional Indemnity Insurance Declaration has been **signed by the policy owner**.

SECTION 7 – LEGAL ELIGIBILITY AND SUITABILITY – page 12

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 provided **details of the matters** in the space provided.

Checklist continued on next page.

CHECKLIST – PAGE 2 OF 2**SECTION 8 – INTERSTATE AND NEW ZEALAND LICENCES***– page 13*

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 carry out or undertake building certifier functions 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 9 – PAYMENT OF FEES – page 14

I have reviewed the **application fees schedule** and identified the **total amount payable**.

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 *Building Act 1975*. The QBCC will not be able to process the application if all or some of the information is not provided.

We 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 *Building Act 1975* to publish information about you in the Building Certifiers register on the QBCC website (qbcc.build/certifier-search). This includes your 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 provide licensing information to other interstate or New Zealand licensing bodies for regulatory or enforcement purposes. Your personal information will not otherwise be disclosed without 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

I have never held a QBCC licence.

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

I currently hold or have previously held a QBCC building certifier 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 building certifier 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 building certifier 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	CRN		Receipt amount	\$		Reference no.	
USE ONLY	Receipt no.		Received by				

1. PERSONAL DETAILS – PAGE 2 OF 2

DECLARATION AND SIGNATURE

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

I declare that:

- the information I am providing in this application is true and correct.
- I have read and understood the Privacy Notice and Warning included above
- 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


Date

D	D	/	M	M	/	Y	Y	Y	Y

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

 **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**, AND


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 – PAGE 1 OF 2

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

Passport (any nationality)

Other government-issued photo identity

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

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.

3. PROOF OF IDENTITY – ALL APPLICANTS – PAGE 2 OF 2
SUBMISSION METHOD AND IDENTIFICATION REQUIREMENTS



BY EMAIL

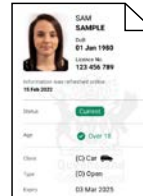
“I have a Queensland Digital Licence.”

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. Photo of at least one valid **primary** identity document. (Driver licence requires photos of front and back).
2. If applicable, photos of your **secondary** identity cards or documents.

Document examples



Queensland Digital Licence PDF



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



BY POST OR IN PERSON

“I will send my application by post.”

OR

“I will visit a QBCC Customer Service Centre.”

1. Photocopies of at least one valid **primary** identity document (no certification is required). (Driver licence requires photocopies of front and back).
2. If applicable, photocopies of your **secondary** identity documents..



Android or iPhone photos of **secondary ID**

4. LEVEL OF LICENCE

The QBCC is authorised by the *Building Act 1975* to collect a copy of your certificate of accreditation. This may contain sensitive information, such as details of your membership with the Australian Institute of Building Surveyors (AIBS) or the Royal Institute of Chartered Surveyors (RICS).

 **A copy of your current certificate of accreditation must be provided with your application.**

The licence level 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 level can be found on the QBCC website at qbcc.build/certifier-applications.


LICENCE LEVELS *Tick only one option*


Note: If you are applying for a level 3 licence, you must provide **employment references** with your application.

Building certifier—level 1

Building certifier—level 2

Building certifier—level 3 - you must provide **employment references from a level 1 or 2 building certifier detailing at least one year's experience, gained within the last two years**, as a building certifier—level 3.

 I have attached a **copy of my current certificate of accreditation** from an accreditation standards body for the level I am applying for.

 *(For level 3 applicants only)* I have attached **employment references from a level 1 or 2 building certifier detailing at least one year's experience, gained within the last two years**, as a building certifier—level 3.


5. ENDORSEMENTS *Tick any endorsements you are applying for*

Note: You will need to provide evidence of professional indemnity (PI) insurance and sign a declaration when applying for an endorsement. **Refer to section 6 Professional Indemnity (PI) Insurance for more information.**

Private certification endorsement

Development approval endorsement – you must also:

- already be in possession of a private certification endorsement or tick the box above to include it on this application form
- attach evidence of satisfactory completion of either of the following courses:
 - ‘Queensland Private Building Certifier Course’
The course provider is the College of Professional Development
 - ‘Issuing development permits for building work’
Conducted by Mackee and Associates Pty Ltd, trading as AssentTECS, this qualification is only acceptable if completed before 9 June 2023.

 *(For Development approval endorsement applicants only)* I have attached a copy of the **certificate of attainment** from one of the courses mentioned above.

6. PROFESSIONAL INDEMNITY (PI) INSURANCE – PAGE 1 OF 3



ONLY COMPLETE THIS SECTION IF YOU ARE APPLYING FOR AN ENDORSEMENT

Building certifiers who hold an endorsement on their licence must hold PI insurance in their own right, or be covered by their employer's PI insurance policy. PI insurance provides financial protection and may cover some or all of the costs if a contractor has caused building errors or omissions.

EVIDENCE OF PROFESSIONAL INDEMNITY (PI) INSURANCE



To demonstrate you have adequate PI insurance you must provide a copy of the **certificate of currency** for the policy that provides the following:

- **minimum limit of indemnity of \$1,000,000** for any one claim and a total during any one period of insurance that may arise from the performance of private certifying functions
- indemnity for costs and expenses incurred with the consent of the insurer for **defending or settling a claim** (for at least 20% of the indemnity limit for a claim related to the above point)
- 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
- at least **one automatic reinstatement** of indemnity
- indemnity for **negligent performance** of a building certifying function, other than for claims for fraudulent or illegal acts or omissions
- indemnity for **former principals, partners and directors of the employer** of the private certifier who were, but no longer are, private certifiers.



NOTE: External cladding insurance changes now until 30 June 2027.

The previous professional indemnity exemption timeframe has now been extended. Until 30 June 2027, 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.

For further details, see section 84 of the *Building Regulation 2021*.



I have attached a **copy** of my/my employer's **certificate of currency for the PI insurance policy**.

6. PROFESSIONAL INDEMNITY (PI) INSURANCE – PAGE 2 OF 3

PROFESSIONAL INDEMNITY INSURANCE DECLARATION

Name of insured (as it appears on the certificate of currency)

Policy number Current to

	D D / M M / Y Y Y Y								
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Insurer/
underwriter

I confirm that as the individual/principal of the company/business listed on the **certificate of currency** attached, I/the business/the company has professional indemnity insurance that provides for the following:

- minimum limit of indemnity of: for any one period of insurance that may arise from
the performance by the private certifier of a private certifying function

- an insurance period of

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 /

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 to

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- provides cover for the following private building certifiers listed under Schedule A **on the next page**
- in relation to whether this insurance policy covers the performance of 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.

Yes – this insurance policy **does cover** the performance of private certifying functions related to external cladding.
No – this insurance policy **does not cover** the performance of private certifying functions related to external cladding.

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.

This declaration must be signed by either the insured party or a director or officer of the company.

I declare that:

- the information I am providing in this PI insurance declaration, and any attached documentation, is true and correct
- I have read and understood the warning included above.

Signature of insured party or company director/officer	Date D D / M M / Y Y Y Y <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> / <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table> / <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr> </table>								

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

6. PROFESSIONAL INDEMNITY (PI) INSURANCE – PAGE 3 OF 3**SCHEDULE A - PRIVATE BUILDING CERTIFIERS COVERED BY PI INSURANCE POLICY**

Complete this section only where the insured is a company with nominated employee building certifiers.

Sole operators do not need to provide their details if the policy is under their own name. If the building certifier listed is applying for a licence and doesn't yet have a licence number, write 'TBA' in the QBCC licence number field.

Building certifier name

QBCC licence number

Building certifier name

QBCC licence number

Building certifier name

QBCC licence number

Building certifier name

QBCC licence number

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Building certifier name

QBCC licence number

Building certifier name

QBCC licence number

7. LEGAL ELIGIBILITY AND SUITABILITY

PLEASE NOTE: To hold a licence, a QBCC licensee must be a suitable 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.

The QBCC is authorised by the *Building Act 1975* to seek information from you to determine your suitability. 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.

Do you have any disclosable convictions for relevant offences? A conviction includes a finding of guilt, or the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded. Yes No

Relevant offences are offences under the:

- *Queensland Building and Construction Commission Act 1991*
- *Building Act 1975*
- *Planning Act 2016*
- *Other Australian federal, state or territory, or New Zealand, legislation regulating pool safety inspectors, pool safety or the building and construction industry.*
- *Building and Construction Industry (Portable Long Service Leave) Act 1991*

A conviction can be for an offence in any state or territory, including Commonwealth, State and Local Government offences.

As a guide, a conviction is usually disclosable if:

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

You are not required to disclose spent convictions.

Have you:

• **previously been:** Yes No

- refused a licence,
- had a licence suspended or cancelled
- been disqualified from holding a licence

• **ever** had disciplinary action taken against you under one of the following: Yes No

- *Queensland Building and Construction Commission Act 1991*
- *Building Act 1975*
- *Planning Act 2016*
- *Other Australian federal, state or territory, or New Zealand, legislation regulating pool safety inspectors, pool safety or the building and construction industry.*
- *Building and Construction Industry (Portable Long Service Leave) Act 1991*

• **ever** 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 1975*? Yes No

• **ever** had any complaints or insurance claims made against you, or any investigations involving you that have been conducted by any building licensing authority in Australia, either in your current or another name, or in relation to a company? Yes No

Do you currently have any civil or criminal proceedings pending against you? Yes No

Has a court, tribunal or other authority ever made findings about your standard of honesty or integrity? Yes No

Ticked YES? Please provide information about the matters in the space below including details of events, dates and jurisdictions. You also need to provide copies of relevant documents relating to the matters including decisions handed down or summaries of disciplinary action etc.

8. INTERSTATE AND NEW ZEALAND LICENCES

Do you currently hold a licence permitting you to carry out building certifier functions that was issued by another Australian state or territory, or New Zealand? Yes No

Have you held a licence permitting you to carry out building certifier functions that was issued by another Australian state or territory, or New Zealand, that has since been suspended or cancelled? 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

Class of licence (e.g. building certifier)

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
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

- 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.

9. PAYMENT OF FEES

FEES

Refer to the **application fee schedule** below for applicable fees.

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**.





AMOUNT DUE

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 2025 – 30 June 2026

APPLYING FOR A BUILDING CERTIFIER LICENCE

Application Fee	Licence Fee for first 12 months	Total Application Fee
\$180.02*	\$957.96	\$1,137.98

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

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 *Building Act 1975* and *Building Regulation 2021*.

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.