

**PRIVACY NOTICE**

The QBCC is collecting information on this form to determine whether you are entitled to a licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Your personal information may be shared with other interstate or New Zealand licensing bodies. Some of this information will be included in the licensee register. You may receive information from us for educational purposes in accordance with the QBCC Act. You will be able to opt-out of receiving this information. All information held by the QBCC may be subject to application for access under the Right to Information and Privacy legislation or as authorised or required by law.

For further information visit the Privacy Statement on the QBCC website at [qbcc.qld.gov.au](http://qbcc.qld.gov.au).

**RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS BY:**

Post: GPO Box 5099 Brisbane QLD 4001.  
In person: QBCC service centres are listed on our website [qbcc.qld.gov.au](http://qbcc.qld.gov.au).

**COMPLETING THIS FORM**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – any amendment should be crossed out and initialled

**1. COMPANY DETAILS**

Company name																										
ACN							ABN																			
Postal address																										
																			State				Postcode			
Business address (This cannot be a PO Box)																										
																			State				Postcode			
Registered address																										
																			State				Postcode			
Business phone							Mobile																			
Email																										

**The Company has provided:**

A copy of an Australian Securities and Investments Commission (ASIC) **Historical Company Extract**  
*The Historical Company Extract cannot be older than 30 days from the date submitted to QBCC.*  
*If this document is not provided, the application cannot be approved and processing will be delayed.*

Yes

**2. APPLICATION DETAILS**

List the Class(es) of Licence you are applying for

(e.g. Builder - Low Rise, Carpentry, Painting and Decorating, etc)																								

<b>OFFICE USE ONLY</b>	CRN:							Licence no:							Container:						
	Receipt no:							Receipt amount:	\$												
	Assignee:							Received by:													

**3. FINANCIAL INFORMATION**

Does the company have a Court or Tribunal Order or adjudication decision requiring you to pay a debt which you have not yet paid in full?  Yes  No  
 If yes, provide copies of all relevant documentation.

a) If the company is applying for a licence in the class of:

- Builder – project management services
- Building design
- Hydraulic services design
- Fire protection – any certify or design class
- Site classifier

and does not hold any other licence requiring financial information, it has two options:

The company must either:

- i. provide Professional Indemnity Insurance and attach a completed \*Estimated Maximum Revenue Declaration form with the application - do not complete Part B below, or
- ii. if the company does not hold Professional Indemnity Insurance, attach a completed \*Declaration - Professional Indemnity Insurance form with the application AND complete Part B below.
  - You must also complete the \*Declaration – Professional Indemnity Insurance form and attach it to your application.
  - For Project Management Services, provide Professional Indemnity Insurance and attach a completed \*Estimated Maximum Revenue Declaration form to your application - do not complete Part B below,

OR if you do not hold Professional Indemnity Insurance, complete Part B below.

\*Forms can be obtained by contacting the QBCC or downloading from QBCC’s website.

b) If the company is applying for a contractor licence in any other licence class - complete the following section:

What is the last day of the company’s most recent reporting year?

D	D	M	M	Y	Y	Y	Y

Is the company operating under a trust structure? If yes, provide an MFR Report as the Trustee cannot rely on the Trust assets. The company may need to rely on a Deed of Covenant and Assurance.  Yes  No

Choose the company’s financial category below:

Tick ONE only

- The company’s revenue WILL NOT exceed \$200,000 for the reporting year.  Yes
- The company has at least \$12,000
- Net Tangible Assets and a Current Ratio of at least 1. (refer to Minimum Financial Requirements). **This option is NOT available to BUILDERS.**

**OR**

- The company’s revenue WILL NOT exceed \$800,000 for the reporting year.  Yes
- The company has at least \$46,000 Net Tangible Assets and a Current Ratio of at least 1. (refer to Minimum Financial Requirements).

**OR**

- The company’s revenue will exceed \$800,000 for the reporting year.
- An MFR Report and signed financial statements MUST be completed by your accountant and submitted with your application (Refer to Minimum Financial Requirements).  Yes

Some licence classes require Professional Indemnity Insurance. Refer to the Minimum Financial Requirements (MFR) or the Checklist attachment for details. The MFR can be found on QBCC’s website at [qbcc.qld.gov.au](http://qbcc.qld.gov.au)



**6. ATTACHMENTS**

I have attached a copy of ASIC historical extract, no older than 30 days, showing my Nominee Supervisor/s listed as an officer of the company  Yes


**OR**  
 Documented evidence of my Nominee Supervisor’s employment status with the company (e.g. signed employee agreement, PAYG payment summary, payslips showing superannuation payments)  Yes

**7. FIT AND PROPER**

You must answer ALL questions in the following section.  
 The QBCC regularly cross-checks information provided herein with external agencies. This information is publicly available.

Have you OR any intended business partner:

- i. ever become bankrupt or entered into a debt agreement under Part IX of the *Bankruptcy Act 1966*?  Yes  No
- ii. ever entered into a composition, deed of arrangement or deed of assignment under Part X of the *Bankruptcy Act 1966*?  Yes  No
- iii. been convicted of any criminal offence (excluding traffic offences) within the last 10 years?  Yes  No
- iv. ever been convicted of an offence under the *Corporations Act 2001* (Commonwealth) section 596 (b) or (c)?  Yes  No
- v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years?  Yes  No
- vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work?  Yes  No
- vii. ever had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work?  Yes  No
- viii. ever been a:
  - director;
  - secretary;
  - shareholder; OR
  - a person in a position to control or substantially influence a company’s conduct or affairs within 12 months of a company being placed in receivership, administration, official administration, under a deed of company arrangement, in liquidation or wound up for the benefit of creditors? Yes  No

 If you have ticked yes to any of these questions, you MUST provide copies of all relevant documentation. (Refer to the checklist attachment for required documents).

**Safety Management – Contractor Only**

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

If you have answered No, please provide an explanation why.

Note: You must create a safe workplace. The construction industry involves a range of high risk work activities that must be appropriately managed to ensure they are carried out safely. Important information to assist employers and business owners to understand their safety obligations and implement an appropriate safety management system can be found at [worksafe.qld.gov.au](http://worksafe.qld.gov.au). A Safety Management System (SMS) captures how you intend to exercise your due diligence obligations, managing WHS elements which can vary over time and assuring safety across, and affected by, your entire business. It differs to a site safety plan. For SC1 licensees it may only need to be simple and summarise how you engage in your work safely. An SMS is scalable so it can be tailored to the size and complexity of your business. and the building work being performed or carried out.

**8. ADDITIONAL LICENCE DETAILS**

Is the purpose of this licence to allow the Company to buy an existing building related business?  Yes  No

If Yes, please provide the QBCC licence number of the current business:

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

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

**IF YOU HAVE TICKED YES, PLEASE PROVIDE THE FOLLOWING DETAILS:**

All issuing State/s, territories or New Zealand (tick all applicable)

NSW  ACT  VIC  TAS  SA  WA  NT  NZ

Licence number


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

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

Has the licence been cancelled or suspended?  Yes  No

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


Reason the licence was suspended or cancelled

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

**9. PARTNERSHIP**

Does the company intend to carry out business under the licence in partnership with an unlicensed person? If yes, you must provide a copy of relevant documents (see Checklist attachment)  Yes  No

does the company have a registered business or trading name? (e.g. ABC Building Solutions Pty Ltd trading as Alpha Builders.)  Yes  No

 If you answered yes, you must provide a copy of the Current Business Names Extract from the Australian Securities and Investment Commission, ASIC).

**10. FEES**

Please ensure the correct fee accompanies this application form - refer to attached fee schedule.

Do you require a licence certificate?  Yes  No  
 If a certificate is required, you will be required to pay the additional fee - refer to attached fee schedule.

**PAYMENT OPTIONS**

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



Name of card holder

Credit card number

Expiry date  M  M /  Y  Y

Total amount \$

**! WARNING: INCORRECT OR MISLEADING INFORMATION MAY LEAD TO PROSECUTION FOR AN OFFENCE AND/OR REVIEW AND POSSIBLE CANCELLATION OF YOUR LICENCE**

**11. DIRECTOR'S DECLARATION**

Before you sign the declaration, use the Checklist attachment to ensure the company has provided all the required information. If documentation or information is missing or incomplete, the application will take longer to process. QBCC will ask for missing or incomplete information to allow the application to proceed.

For a Sole Director Company: Only the sole director is required to sign this declaration.  
 For a two or more director company: Either two directors OR one director and one registered secretary must BOTH sign the declaration.

**I declare:**

- the statements contained in this application are true and correct;
- at the date of this declaration I am not aware of anything which gives me reason to know or suspect that the company does not satisfy the Minimum Financial Requirements;
- I have read the Privacy Notice (page 1).

Name of the director

Director's signature  Date\*  D  D /  M  M /  Y  Y  Y  Y

Name of the director OR secretary

Director's OR secretary's signature  Date\*  D  D /  M  M /  Y  Y  Y  Y

\* Please ensure the Director's Declaration and the Nominee Consent (question 5) are not dated more than one (1) month prior to the date the application is submitted to QBCC.

**CHECKLIST**

**IMPORTANT** - read this before signing the Director’s Declaration

Before you sign the Director’s Declaration (refer to Section 10), use this checklist to ensure the company has provided all the required information. If documentation or information is missing or incomplete, the application will take longer to process. The QBCC will ask for missing or incomplete information to allow the application to proceed.

Please note, original documents will not be returned.

The company has completed all the questions on the application form	<input type="checkbox"/> Yes
The company has provided its financial information (refer to Section 3) (Self Certification, MFR Report and signed financial statements, or an Estimated Maximum Revenue declaration)	<input type="checkbox"/> Yes
Only for companies with an unsatisfied judgment debt. The company has provided a copy of the stamped Judgment Certificate supplied by the court (refer to Section 3).	<input type="checkbox"/> Yes
Only for companies applying for a licence in: <ul style="list-style-type: none"> <li>• Building Design</li> <li>• Hydraulics Services Design</li> <li>• Site Classifier</li> <li>• Completed Residential Building Inspection</li> <li>• Termite Management - Chemical</li> <li>• Fire protection (any certify or design class)</li> <li>• Fire suppression systems – special hazards</li> </ul>	<input type="checkbox"/> Yes
The company has provided a certificate of currency evidencing its current Professional Indemnity Insurance policy.	
The company has provided a copy of an Australian Securities and Investment Commission HISTORICAL Company Extract (See attachment for list of providers) (This document cannot be older than 30 days from the date the application was lodged)	<input type="checkbox"/> Yes
The company has provided a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (ASIC)	<input type="checkbox"/> Yes
<b>Only for companies that answered yes to any of the questions in Section 7.</b>	<input type="checkbox"/> Yes
The company has enclosed copies of the following: <ul style="list-style-type: none"> <li>• all reports to creditors issued by the trustee in bankruptcy, administrator, deed administrator, receiver or liquidator;</li> <li>• confirmation of discharge from bankruptcy from the trustee in bankruptcy or a copy of an ITSA search showing the date of discharge from bankruptcy;</li> <li>• debt agreement, composition, deed of arrangement or deed of assignment;</li> <li>• evidence from the trustee that the debt agreement, composition, deed of arrangement, or deed of assignment has been fully complied with, released or carried out;</li> <li>• minutes of conviction, court or tribunal order and a National Police Certificate no older than 30 days obtained through an Australian State or Federal Police establishment*;</li> <li>• Australian Securities and Investment Commission (ASIC) Order preventing an individual from managing a corporation;</li> <li>• any documentation relating to court proceedings that are still pending.</li> </ul>	
The company has provided all details and evidence in relation to its nominee (refer to Sections 5 & 6)	<input type="checkbox"/> Yes
The nominee has signed and dated the consent (refer to Section 5)	<input type="checkbox"/> Yes
A company director has provided proof of identity (refer to Section 4)	<input type="checkbox"/> Yes
Copies of relevant documents have been provided (refer Section 8)	<input type="checkbox"/> Yes
<b>Only for a company carrying out business under the licence in partnership with an unlicensed person.</b> <b>The company has provided a copy of the partnership agreement that states the names of all parties involved and conditions of the business partnership.</b>	<input type="checkbox"/> Yes

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

# ASIC HISTORICAL COMPANY EXTRACT PROVIDERS

The Company Historical Extract can be obtained from Information Brokers or ASIC Service Centres.

A current company extract will not be acceptable, you must supply a historical extract for your company application or at any time your company changes its key personnel. This document cannot be older than 30 days from the date the company application is lodged.

<b>GlobalX Legal Solutions</b>	Phone: Website:	13 56 69 <a href="https://payg.globalx.com.au/company.castle">https://payg.globalx.com.au/company.castle</a>
<b>ASIC Service Centre</b>	Phone: Website:	1300 300 630 <a href="http://asic.gov.au">asic.gov.au</a>
<b>SAI Global</b>	Phone: Website:	1300 730 000 <a href="http://saiglobal.com/property/eProperty/Search/ASIC-BusinessNames/">saiglobal.com/property/eProperty/Search/ASIC-BusinessNames/</a>
<b>Australian Business Research</b>	Phone: Website:	1300 366 402 <a href="http://abr.com.au/site/live/oneoffs.php">abr.com.au/site/live/oneoffs.php</a>
<b>CITEC Confirm</b>	Phone: Website:	(07) 3222 2700 or 1800 773 773 (toll free) <a href="http://confirm.citec.com.au/citecConfirm/elearning/corporate/asic_businessname_search">confirm.citec.com.au/citecConfirm/elearning/corporate/asic_businessname_search</a>
<b>Dun and Bradstreet</b>	Phone: Website:	(07) 3360 0600 <a href="http://dnb.com.au/Credit_Reporting/Buy_a_company_credit_report/ASIC_Historical_Extract/index.aspx">dnb.com.au/Credit_Reporting/Buy_a_company_credit_report/ASIC_Historical_Extract/index.aspx</a>
<b>eSearch</b>	Phone: Website:	1300 655 413 <a href="http://esearch.net.au/ASIC_searches.html">esearch.net.au/ASIC_searches.html</a>
<b>Financial Review ASIC Search</b>	Phone: Website:	1800 646 990 <a href="http://tools.afr.com/asic/">tools.afr.com/asic/</a>
<b>InfoTrack</b>	Phone: Website:	1800 738 532 <a href="http://infotrack.com.au/tour/company-searching.htm">infotrack.com.au/tour/company-searching.htm</a>
<b>National Data Centre</b>	Phone: Website:	1300 655 760 <a href="http://ndc.com.au/payg/company.castle">ndc.com.au/payg/company.castle</a>
<b>Reckon Docs Databroker</b>	Phone: Website:	1300 139 001 <a href="http://databroker.com.au/home/home.cfm">databroker.com.au/home/home.cfm</a>
<b>Tri Search</b>	Phone: Website:	(02) 9232 2411 <a href="http://trisearch.com.au/site/ASIC.html">trisearch.com.au/site/ASIC.html</a>
<b>Veda Advantage</b>	Phone: Website:	1300 921 621 <a href="http://veda.com.au/businesscreditexpress/report/asic-company-report.dot">veda.com.au/businesscreditexpress/report/asic-company-report.dot</a>



## COMPANY APPLICATION FEES

EFFECTIVE 1 JULY 2022 – 30 JUNE 2023

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

 **Our fees and charges increase on 1 July each year. On 1 July 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.**

COMPANY LICENCE		
<b>Total Application Fee</b> Determined by the financial information supplied	SC1	\$1,269.11
	SC2	\$1,513.62
	Category 1-2	\$1,949.61
	Category 3-7	\$2,782.62
Application Fee if the company holds a current QBCC licence and is applying for another Licence Class	SC1	\$662.92
	SC2	\$756.81
	Category 1-2	\$1040.43
	Category 3-7	\$1,419.78
NOTE: If the company holds a current QBCC licence and it is applying for another licence class and it is increasing its Maximum Revenue, the company will also be required to pay the difference in renewal fees. Contact QBCC for details of the amount payable.		
<b>Certificate</b>		\$31.83

### Financial Information

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

1. SC1 - Estimated Maximum Revenue of up to \$200,000
2. SC2 - Estimated Maximum Revenue of up to \$800,000
3. Category 1-2 - Estimated Maximum Revenue of more than \$800,000 and up to \$12M
4. Category 3-7 - Estimated Maximum Revenue of more than \$12M

### Renewals

The renewal will be mailed to you prior to the renewal due date (one year from the date the company licence was originally issued).

LICENCE FEES	ONE YEAR	THREE YEARS
SC1	\$606.19	\$1,545.60
SC2	\$756.81	\$1,929.82
Category 1-2	\$909.18	\$2,318.35
Category 3-7	\$1,362.84	\$3,475.37

### Applications

The initial application fee covers one or more licence classes and includes the first year licence fee. If the company application is unsuccessful, you may be refunded the licence fee portion.

### GST Requirements

The Commission's licence and application fees are exempt from GST.

**NOTE:** You will be required to comply with the Minimum Financial Requirements (MFR) stated in the *Queensland Building and Construction Commission (Minimum Financial Requirements) Regulation 2018* by 31 December 2020. If the company holds any other QBCC contractor licence class, it must continue to comply with the Minimum Financial Requirements, including annual reporting responsibilities, for that licence class.

See the [QBCC website](#). The QBCC will provide you with more information about your obligations if your application is successful.