

MECHANICAL SERVICES OR FIRE PROTECTION OCCUPATIONAL LICENCES

The QBCC's Mechanical Services and Fire Protection Occupational licence classes were introduced to address health and safety risks and to improve consumer protection in the Queensland building industry.

If you already hold an existing QBCC Contractor licence in the same class, you are NOT required to obtain an Occupational licence in the class.

Mechanical Services Occupational Licence

You need to obtain a Mechanical Services Occupational licence if you intend to carry out mechanical services work for an appropriately licensed contractor, as a worker.

Fire Protection Occupational Licence

You need to obtain a Fire Protection Occupational licence if you intend to carry out fire protection work for a licensed fire protection contractor either as an employee or subcontractor.

What licence is required?

One of the following licences must be held to personally carry out or supervise fire protection or mechanical services work:

- An Occupational licence issued under the QBCC Act authorising the licensee to personally carry out the work;
- A Contractor licence issued under the QBCC Act authorising the licensee to personally carry out the work; or
- A licence, registration or authorisation under an Act, other than the QBCC Act, authorising the person to personally supervise or carry out the work (for example, an occupational licence issued under the *Plumbing and Drainage Act 2018*).

- When you apply for a Mechanical Services or Fire Protection Occupational licence, you must nominate which licence classes you are applying for (e.g. Mechanical services – medical gas, fire protection – passive stream – certify)

NOTE: Mechanical Services and Fire Protection apprentices, trainees and students are not required to hold this licence.

How to obtain an Occupational Licence

To apply for a Mechanical Services or Fire Protection Occupational licence, you must provide the following:

- a completed copy of this application form;
- payment of the application fee;
- proof of identity; and
- meet the relevant [technical qualification requirement](#) (refer to Energy and Public Works website).

How can I change my Occupational Licence to a Nominee Supervisor or Contractor Licence?

To apply for a Nominee Supervisor or Contractor licence you must provide the following:

- A completed Individual Application form – **NOT THIS FORM**;
- Payment of the relevant application fee;
- A copy of the relevant qualifications for the class; and
- Relevant experience and references.

The following table shows what work can be undertaken by QBCC's five types of licence.

Type	Supervise building work	Nominee for a company	Enter into contracts for building work
Contractor	X	X	X
Nominee Supervisor	X	X	
Site Supervisor	X		
Mechanical Services Occupational	Can supervise and perform mechanical services work as a worker		
Fire Occupational	X		Only able to contract to another licensed contractor who is licensed in the same fire class.

PLEASE NOTE

You are not able to apply for a licence if you are not an Australian Citizen, Permanent Resident or do not have a current Australian Work Visa or ImmiCard issued under the *Migration Act 1958*.

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

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.

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.

1. PERSONAL DETAILS

Title Mr Mrs Miss Ms Other

Surname

First names

Date of birth / / ABN

Postal address

 State Postcode

Business address (This cannot be a PO Box)

 State Postcode

Home address

 State Postcode

Business phone Home phone
Mobile
Email

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

2. APPLICATION DETAILS

MECHANICAL SERVICES OCCUPATIONAL

- Mechanical services – air-conditioning and refrigeration
- Mechanical services – medical gas
- Mechanical services – plumbing

FIRE PROTECTION OCCUPATIONAL

Electrical stream

- Design – fire alarms systems
- Certify – fire alarm systems
- Certify – emergency lighting
- Install and maintain – fire alarm systems
- Inspect and test – emergency lighting

Portables stream

- Certify
- Install and maintain

Special hazard stream

- Certify
- Install and maintain

Passive stream

- Certify
- Install and maintain – fire doors and fire shutters
- Install and maintain – fire collars, fire-rated penetrations and fire-rated joint sealing
- Install and maintain – fire and smoke walls and fire-rated ceilings
- Inspect and test

Water-based stream

- Design
- Certify
- Install and maintain
- Install and maintain – restricted to commercial and industrial types
- Install and maintain – restricted to domestic and residential types

Fire safety professional

- Fire safety professional

3. QUALIFICATIONS

A copy of the relevant technical qualification **MUST** be provided. Refer to the Technical Qualifications for Licensing document for minimum technical qualification requirements.

- I have attached a copy of my **technical qualification** Yes

If any of these documents are not provided, your application will be delayed. Please do not send originals.

Note for electrical mechanics: If you're applying for the *Electrical stream – install and maintain – fire alarms systems* licence or applying for a mechanical services licence, you may be eligible for an alternative qualification option.

4. ADDITIONAL REQUIREMENTS

You must answer ALL questions: Tick ONE only.

- I am an Australian Citizen or Permanent Resident, **OR** Yes

- I have a current Australian Work Visa or ImmiCard (If you answer YES to this question, you **MUST** supply a copy of the Australian Work Visa or ImmiCard and any relevant conditions that apply) Yes

If you have ticked YES to any of these questions, you **MUST provide copies of all relevant documentation.**

4. ADDITIONAL REQUIREMENTS CONTINUED

Have you:

Ever been refused a QBCC licence or had a QBCC licence cancelled?


Yes No

Been served with a notice by the QBCC for carrying out tier 1 defective work under the *Queensland Building and Construction Commission Act 1991*? The definition of tier 1 defective work is grossly defective work that falls below the standard reasonably expected of a licensed contractor for the type of building work.

Yes No

Been issued with an infringement notice by the QBCC for which payment is still outstanding?

Yes No

 **If you have ticked YES to any of these questions, you MUST provide copies of all relevant documentation.**

5. PROOF OF IDENTITY

Please provide the following information

Tick ONE only

i. I hold/held a QBCC licence and my licence number is/was:

Yes

OR

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

Yes

ii. Place of Birth (Town/City e.g. Brisbane, London)

iii. Country of Birth (e.g. Australia, England)

6. ADDITIONAL LICENCE DETAILS

Do you currently hold a commercial, industrial or residential work licence that was issued by another State, territory or New Zealand?

Yes No

Since 1 October 2020, have you held a commercial, industrial or residential work licence that was issued by another State, territory or New Zealand that has since been suspended or cancelled?

Yes No

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

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

NSW ACT VIC TAS SA WA NT NZ

Licence Number

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


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

Has the licence been cancelled or suspended?

Yes No

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

Reason the licence was suspended or cancelled

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

7. 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.

8. DECLARATION

I declare:

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

Name of person providing the declaration

Applicant's signature

Date* D D / M M / Y Y Y Y

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

MECHANICAL SERVICES OR FIRE PROTECTION OCCUPATIONAL LICENCE 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.

MECHANICAL SERVICES OR FIRE PROTECTION OCCUPATIONAL LICENCE	
Application Fee	\$258.20
Application Fee if you hold a current individual QBCC licence and are applying for a Mechanical Services or Fire Protection Occupational licence	\$129.10
Certificate	\$31.83

Applications

Your initial application fee covers one or more licence classes and includes the one year licence fee. If your application is unsuccessful, you will be refunded the one year licence fee portion.

Change of Licence Type

If you want to change your licence type, you must complete an Individual Licence Application Form, provide evidence of your technical and managerial qualification and experience.

If you want to change to a Contractor licence, you will also be required to satisfy the Minimum Financial Requirements.

Application forms and information regarding the application process are available at qbcc.qld.gov.au or by contacting the Customer Contact Centre on 139 333.

Renewals

Your renewal will be mailed to you approximately 30 days prior to your renewal due date.

LICENCE FEES	ONE YEAR	THREE YEARS
Mechanical Services or Fire Protection Occupational Licence	\$129.10	\$329.18

GST Requirements

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