

COMPLETING THIS FORM

1. This is an interactive PDF that you may complete in your web browser. Save this PDF form to your personal records and print a hard copy to submit by post or in person.
2. If you choose to fill out with a pen, use BLACK pen only – print clearly in BLOCK LETTERS - DO NOT use correction fluid. Cross out mistakes and initial any amendments.

Mutual Recognition is a process whereby an individual who holds a licence in one state, territory or New Zealand is entitled to be licensed in another state, territory or New Zealand to perform the same work.

Eligibility and Licensing requirements

Review the eligibility and licensing requirements for Mutual Recognition for your state or New Zealand found on the QBCC website at qbcc.build/mutual-rec.

Be aware that special rules apply:

- QBCC may only issue a licence that is equivalent to the licence you already hold.
- If your interstate or New Zealand licence is subject to a condition or restriction, QBCC must impose the same condition on your Queensland licence.
- QBCC may impose a condition or restriction on your Queensland licence based on their assessment of your application.
- Where there is no QBCC licence equivalent to your interstate or New Zealand licence, the QBCC will not be able to issue you a licence.

If you have any questions regarding requirements for Mutual Recognition or your application, please contact your local QBCC office or visit qbcc.build/contact-us for more information.

SUBMITTING YOUR FORM

-  **In person:** At any QBCC Customer Service Centre
-  **Post:** GPO Box 5099, Brisbane Qld 4001
-  **For security purposes, do NOT send QBCC forms that include payment details by email.**

Who can apply?

Applicants from Australian Capital Territory, New South Wales, Northern Territory, South Australia, Tasmania, Victoria, Western Australia and New Zealand can apply.

Company licensing

If you intend to trade through a company in Queensland, the company must also hold a QBCC licence. To obtain a Queensland company licence, the company must have a nominee that holds a QBCC contractor or nominee supervisor licence type in the same licence classes as the company. If you intend to be the nominee for your company, submit a QBCC company application at the same time you lodge your individual Mutual Recognition application.

Keep your interstate or New Zealand licence active

Make sure that your current interstate or New Zealand licence remains active until after your Mutual Recognition application has been approved.

If your interstate or New Zealand licence is cancelled or suspended prior to being approved for a Queensland licence, you will not be entitled to a Queensland licence under Mutual Recognition.

PLEASE PROVIDE THE FOLLOWING

- Photo identification, proof of work eligibility and declarations 
- Complete all sections of application form 
- Review checklist and ensure all documents are provided 
- Submit application form with full payment 

Your application CANNOT be approved until all required documents have been received and accepted. 

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

Your total application fee must be paid in full before QBCC will start to process or review your application.



THE QBCC WILL

-  Review your application
-  Assess your knowledge and experience
-  Request further information if required
-  Make a decision on your application
-  **Notify you of the outcome**

CHECKLIST

Review and complete this checklist before submitting your application.

It will help ensure you have provided all the required information.



Your application CANNOT be approved until all required documents have been received and accepted. If information is missing or incomplete, 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 3

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).

Only for current or previous QBCC licence holders

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

SECTION 2 – WORK ELIGIBILITY AND PROOF OF IDENTITY

– page 4

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.

I have provided a **certified copy of my current and valid photo identification**.

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** entitling me to work in Australia.

Only if you have ever changed your legal name

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

SECTION 3 – CERTIFIED PASSPORT-SIZE PHOTOS – page 5

I have provided **two (2) colour passport-size photos, less than 6 months old, signed and dated** on the back by a qualified witness.

Using a paperclip, I have **attached the signed and dated photos** to this form in the box indicated.

The qualified witness has **ticked the box to indicate their witness category** and has **signed and dated the declaration**.

SECTION 4 – CURRENT INTERSTATE / NZ LICENCES – page 6

PLEASE NOTE: If copies of any current interstate/NZ licences are not provided, the processing of your application will be delayed until they are received.

I have provided details of **all my current interstate/NZ licences**.

I have attached a **copy of all my current interstate/NZ licences**.

Only if you are applying for an occupational licence

I have provided a copy of all my relevant **occupational licences**.

SECTION 5 – ENTITLEMENT TO REGISTRATION / LICENCE

– page 7

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

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

SECTION 6 – LICENCE CLASSES – page 7

I have listed the **licence classes** that I wish to apply for.

I have provided details of any **special conditions** on my current interstate/NZ licences.

SECTION 7 – BUSINESS STRUCTURE – page 8

Only if you have a registered business name

I have provided a copy of a **Current Business Name Extract** from the Australian Securities and Investment 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 8 – FINANCIAL CATEGORY – page 8

I have ticked the **relevant maximum revenue category** based on my financial information.

SECTION 9 – STATUTORY DECLARATION – page 9

I have **read and signed the Statutory Declaration**, and an **authorised witness** has also **signed the Statutory Declaration, not more than 30 days** before QBCC will receive the application.

SECTION 10 – PAYMENT OF FEES – page 10

I have reviewed the **application fees schedule** and identified the **total amount payable**, including the fee for an optional certificate (if applicable).

I have filled out my **credit card details in full**, including the total amount payable section.

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 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 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. If you are granted a licence, some of this information will be included in the QBCC licensee register on the QBCC’s website and the data.qld.gov.au open data website.

Your photograph is collected for inclusion on your licence card. You may receive information from us for educational purposes in accordance with the QBCC Act. We may use your email address to contact you about improving the delivery and effectiveness of our services, including activities such as customer research and engagement. 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 Policy on the QBCC website at qbcc.build/privacy-info.

Title Mr Mrs Miss Ms Other

Family name

Given names

Date of birth

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| 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

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Postcode

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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

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Postcode

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Postal address

Suburb

State

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Postcode

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|----------|-------------|--|----------------|--|--|---------------|--|
| OFFICE | CRN | <input style="width: 90%;" type="text"/> | Receipt amount | \$ | <input style="width: 90%;" type="text"/> | Reference no. | <input style="width: 90%;" type="text"/> |
| USE ONLY | Receipt no. | <input style="width: 90%;" type="text"/> | Received by | <input style="width: 90%;" type="text"/> | | | |

2. WORK ELIGIBILITY AND PROOF OF IDENTITY



STOP - If you are not a Australian Citizen or permanent resident, or do not have a current visa entitling you to work in Australia, you may 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.

PROOF OF IDENTITY – ALL APPLICANTS



All applicants are required to supply a **valid and current certified copy** of their identification.

I have provided a **valid and current certified copy** of my photo identification (e.g. driver's licence, passport, other government issued photo ID card).

Applicants providing an Australian driver's licence or photo identification card: please include **valid and current certified copies of the front and back of the card**.



A **certified copy** is a copy that has been verified as being a true copy of the original document by any one of the following:

- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Conveyancer
- Notary Public.

Alternatively, if you are applying in person, you can bring your original documents with you when you lodge a form at a QBCC service centre. Our staff can view, copy and verify them for you. For more information, visit qbcc.build/certified-copy.

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 (copy of proof of name change, marriage certificate etc.).

4. CURRENT INTERSTATE AND NEW ZEALAND LICENCES

i Keep your interstate or New Zealand licences active
 Your current interstate or New Zealand licences must remain **active** in order for you to be approved. If your current interstate or New Zealand licences are cancelled or suspended prior to approval of a Queensland licence, you will not be entitled to a Queensland licence under Mutual Recognition.

Please provide details of all your current interstate and New Zealand licences.

STATE OR TERRITORY LICENCE HELD - Licence 1

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| NSW | ACT | VIC | TAS | SA | WA | NT | NZ | | | | | | | | | | |
| | | | | | | | D | D | / | M | M | / | Y | Y | Y | Y | |
| Licence number | | | | | | | Expiry date | | | | | | | | | | |

STATE OR TERRITORY LICENCE HELD - Licence 2

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|----------------|-----|-----|-----|----|----|----|-------------|---|---|---|---|---|---|---|---|---|--|
| NSW | ACT | VIC | TAS | SA | WA | NT | NZ | | | | | | | | | | |
| | | | | | | | D | D | / | M | M | / | Y | Y | Y | Y | |
| Licence number | | | | | | | Expiry date | | | | | | | | | | |

STATE OR TERRITORY LICENCE HELD - Licence 3

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|----------------|-----|-----|-----|----|----|----|-------------|---|---|---|---|---|---|---|---|---|--|
| NSW | ACT | VIC | TAS | SA | WA | NT | NZ | | | | | | | | | | |
| | | | | | | | D | D | / | M | M | / | Y | Y | Y | Y | |
| Licence number | | | | | | | Expiry date | | | | | | | | | | |

STATE OR TERRITORY LICENCE HELD - Licence 4

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| NSW | ACT | VIC | TAS | SA | WA | NT | NZ | | | | | | | | | | |
| | | | | | | | D | D | / | M | M | / | Y | Y | Y | Y | |
| Licence number | | | | | | | Expiry date | | | | | | | | | | |

📎 Need to provide details for more licences? Attach a document providing these details for each additional licence to this application.

A copy of all interstate and New Zealand licences that you currently hold must be provided.

I have attached a **copy** of all my **current interstate and New Zealand licences**.

OCCUPATIONAL LICENCES

Applying for an **occupational licence** in one of the following classes?

- Plumbing and/or Drainage
- Gasfitting
- Termite Management—Chemical
- Any Fire protection licence
- Any Mechanical Services licence

📎 Please provide a copy of all relevant Queensland occupational licences. If you do not hold the relevant occupational class you can apply for this at the same time as submitting your mutual recognition form.

I have attached a **copy** of all my **current Queensland occupational licences** (if applicable).

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

5. ENTITLEMENT TO REGISTRATION / LICENCE

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

The following questions apply to your current or previously held interstate licences:

| | | |
|--|-----|----|
| Are you currently licensed and registered for the occupation in the state, territory or in New Zealand as per the licence details provided above in section 4? | Yes | No |
| Are you currently subject to any disciplinary proceedings or investigations in any state, territory or New Zealand, including any preliminary investigations, related to the occupations you are applying for? | Yes | No |
| Has your licence/registration ever been cancelled or suspended in any state, territory or New Zealand as a result of criminal, civil or disciplinary action? | Yes | No |
| Are you personally prohibited from working in this occupation in any state, territory or New Zealand as a result of criminal, civil or disciplinary proceedings? | Yes | No |
| Are you subject to any conditions for working in that occupation as a result of criminal, civil or disciplinary proceedings in any state, territory or New Zealand? | Yes | No |

If you answer **YES** to any of the above questions, you will need to provide details and any relevant documentation.

6. LICENCE TYPE AND CLASSES

List the classes of licence you are applying for (e.g. bricklaying, carpentry, painting, etc.).

Specify any special conditions which exist on your interstate or New Zealand licences.

7. 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

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. If you do not have a partnership agreement, 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.

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.

8. FINANCIAL CATEGORY

Choose the financial category from the options below based on your expected maximum revenue. Category requirements are explained at qbcc.build/maximum-revenue.

Tick one of the following options (based on your estimated maximum revenue):

My Estimated Maximum Revenue **WILL NOT exceed \$200,000** for the reporting year.

My Estimated Maximum Revenue **WILL NOT exceed \$800,000** for the reporting year.

My Estimated Maximum Revenue **WILL NOT exceed \$12,000,000** for the reporting year.

My Estimated Maximum Revenue **WILL exceed \$12,000,000** for the reporting year.

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

9. STATUTORY DECLARATION

i A **Statutory Declaration** must be witnessed by one of the following:

- Justice of the Peace
- Commissioner for Declarations
- Conveyancer
- Notary Public
- Lawyer

STATUTORY DECLARATION – OATHS ACT 1867

APPLICANT DECLARATION

I declare:

- that the statements contained in this application are true and correct and I make this statement conscientiously by virtue of the provision of the *Oaths Act 1867*
- I give consent for the making of enquiries and the exchange of information about my interstate licence/s with other State authorities
- I have read the Privacy Notice (page 3).

I understand that by signing this form below, I am declaring that I have read and agree to the statements above.

Name of the applicant

Applicant's signature

This form must be signed by hand. Digital signatures are not accepted.

Date

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Name of town, city or suburb where declaration signed

Name of authorised witness and type of witness (Justice of the Peace, Commissioner for Declarations etc.)

Authorised Witness's Signature

This form must be signed by hand. Digital signatures are not accepted.

Date

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| D | D | / | M | M | / | Y | Y | Y | Y |
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i **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.

INDIVIDUAL APPLICATION FEES SCHEDULE
Effective 1 July 2024 – 30 June 2025
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 OR SITE SUPERVISOR LICENCE

| Applicant scenario | Application Fee | Licence fee for first 12 months | Total Application Fee |
|---|-----------------|---------------------------------|-----------------------|
| New applicant | \$234.58* | \$234.58 | \$469.16 |
| Current nominee supervisor adding a licence class to existing nominee supervisor licence | \$234.58* | N/A | \$234.58 |

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

APPLYING FOR A BUILDER 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 | \$410.54* | \$313.50 | \$724.04 |
| | SC2 – Maximum revenue of \$200,001 to \$800,000 | \$469.16* | \$392.20 | \$861.36 |
| | Category 1-2 – Maximum revenue between \$800,001 and up to \$12M | \$634.99* | \$469.16 | \$1104.15 |
| | Category 3-7 – Maximum revenue of more than \$12M | \$881.44* | \$705.75 | \$1587.19 |
| Current contractor adding a licence class to existing contractor licence and with the same Maximum Revenue | SC1 – Maximum revenue of up to \$200,000 | \$410.54* | N/A | \$410.54 |
| | SC2 – Maximum revenue of up to \$200,001 to \$800,000 | \$469.16* | N/A | \$469.16 |
| <i>A change in Maximum Revenue might mean an adjustment to your licence fees. QBCC will contact you with these details when assessing your application</i> | Category 1-2 – Maximum revenue between \$800,001 and up to \$12M | \$634.99* | N/A | \$634.99 |
| | Category 3-7 – Maximum revenue of more than \$12M | \$881.44* | N/A | \$881.44 |

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

CERTIFICATE

| | |
|-------------------|---------|
| Printed hard copy | \$32.91 |
|-------------------|---------|

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.