

## MUTUAL RECOGNITION

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. Mutual Recognition does not apply to a company or partnership.

If you are applying for a licence in Queensland (QLD) under Mutual Recognition please be aware that special rules apply. The 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, the QBCC must impose the same condition on your Queensland licence. 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.

### Who can apply?

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

### New South Wales (NSW) applicants

Builder licences issued by NSW Fair Trading only apply to "Domestic Building Construction Work". There is no requirement for a builder to hold a builder licence in NSW if they are performing commercial work. As the NSW licence only applies to domestic construction work, QBCC will restrict your equivalent QLD builder licence class to BCA Class 1a, 2, 4 and 10.

If you hold a contractor or qualified supervisor licence in NSW, the equivalent QLD licence type would be either a contractor licence or nominee supervisor licence.

If you hold an unqualified supervisor licence in NSW, the equivalent QLD licence type may be a site supervisor licence or an occupational licence. This will depend on the licence class. A site supervisor licence would entitle you to supervise building work as an employee only. An occupational licence would entitle you to supervise and personally perform the work as an employee only.

If you are a builder and wish to perform commercial work in QLD or if you hold a NSW supervisor licence, you need to consider your options. It may be more appropriate and easier for you to apply for the full licence class under Queensland requirements.

### Builder Licence

As an alternative, if your builder licence is not limited to any work other than being restricted to BCA Class 1a, 2, 4 and 10 and you wish to apply for an unrestricted licence when you submit your Mutual Recognition application, you must provide the appropriate technical qualification for the licence class and supply relevant details of your experience in the commercial sector. You must provide written references to verify your experience.

### South Australian (SA) Applicants

If you hold a contractor and supervisor licence in SA, the equivalent QLD licence would be either a contractor licence or nominee supervisor licence. If you only hold a contractor licence in SA, you are not able to apply under Mutual Recognition as QLD does not have an equivalent licence.

### New Zealand (NZ) Applicants

If you hold a Site LBP licence in NZ, you are not able to apply under Mutual Recognition as QLD does not have an equivalent licence. In NZ, a Site Licensed Building Practitioner cannot supervise "Restricted Building Work", such as the structural elements or external moisture management systems of a building.

### Company licensing

If you intend to trade through a company in QLD, the company must hold a licence in its own right. To obtain a QLD licence, a company must have a QBCC licensed contractor or nominee supervisor as its nominee. The nominee must hold the same QBCC licence class as the company.

If you intend to be the nominee for your company, submit a QLD company application at the same time you lodge your individual Mutual Recognition application.

### Keep your interstate licence active

Your interstate licence must remain active. If your interstate licence is cancelled or suspended prior to approval of a QLD licence, you will not be entitled to a QLD licence under Mutual Recognition.

If you have any questions regarding your Mutual Recognition application, please contact your local QBCC office or log onto [qbcc.qld.gov.au](http://qbcc.qld.gov.au).

**PLEASE NOTE**

For individuals who hold a current licence in another Australian state, territory or New Zealand. You are not able to apply for a licence if you are not a citizen, permanent resident or do not have a current Australian work visa.

**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). 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. Please refer to the Privacy Policy on our website for full use and disclosure details.

All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

**COMPLETING THIS FORM**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – cross out and Initial amendments

**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).

**1. PERSONAL DETAILS**

Title      Mr              Mrs              Miss              Ms                                      Other

Surname

First name

Date of birth      D D      M M      Y Y      Y Y

ABN

Postal address

State  Postcode

Home address

State  Postcode

Business address

State  Postcode

Business phone  Home phone

Mobile

Email

**OFFICE  
USE  
ONLY**

CRN:

Receipt no:

Assignee:

Licence no:

Receipt amount: \$

Received by:

Container:

**2. APPLICATION DETAILS**

Provide a copy of all interstate licence/s you currently hold. Your interstate licence/s must remain current until your Queensland licence is approved. Please fill in below the details of your current interstate licence.

STATE OR TERRITORY LICENCE HELD

	NSW	ACT	VIC	TAS	SA	WA	NT	NZ	
Licence number	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>								
Expiry date	<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		
Type of licence (e.g. supervisor, contractor)	Contractor		Nominee Supervisor			Site Supervisor			

Contractors are able to contract for "building work" and must comply with any imposed conditions. Supervisors are only permitted to supervise "building work" and are not required to meet the Minimum Financial Requirements.

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


  


Specify any special conditions to which the person is subject in carrying on any such occupation in any State.

**3. PARTNERSHIP**

Tick ONE only

Do you intend to carry out business under the licence in partnership with an unlicensed person? Yes  No

 If you ticked YES you must provide a copy of relevant documentation (refer to Checklist page 5).


**4. ADDITIONAL REQUIREMENTS**

You must answer ALL questions in this section.


Are you an Australian citizen, permanent resident, or do you have a current visa or ImmiCard issued under the *Migration Act 1958*, entitling you to work in Australia? Tick ONE only

I am a Citizen or Permanent Resident  Yes

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

 NOTE: If you are not a Citizen, Permanent Resident or have a current work visa or ImmiCard allowing you to work in Australia, you are not able to apply for a licence.

Do you have a registered business or trading name? (e.g. John Smith trading as Smith Builders).  Yes  No

 If you answer YES, you must provide a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (ASIC).

Choose your estimated maximum revenue from the options below.

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

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

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

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

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.



**!** **WARNING: incorrect or misleading information may lead to prosecution for an offence and/or review and possible cancellation of your licence**

**8. STATUTORY 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 2).

Name of the applicant


Applicant's signature

Date\*      D D      M M      Y Y Y Y

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Name of town, city or suburb where declaration signed

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Name of authorised witness and qualifications  
(Justice of the Peace/Commissioner of Declarations)


Authorised witness's signature

Date\*      D D      M M      Y Y Y Y

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


**IMPORTANT** - read this checklist before signing the Declaration (refer to Question 10), use this checklist to ensure you have provided all the required information.

**If information is missing or incomplete, your application will take longer to process. QBCC will ask for missing or incomplete information to allow the application to proceed.**

**PLEASE NOTE** – original documents will not be returned.

## CHECKLIST

I have completed all the questions on the application form.	Yes
I have provided a copy of my interstate licence/s (refer to section 2) (Your interstate licence/s MUST remain current.)	Yes
If you are applying for a licence in: <ul style="list-style-type: none"> <li>• gas fitting or</li> <li>• termite management - chemical.</li> </ul> I have provided a copy of my other relevant licences held in Queensland e.g. occupational licence. (An occupational or accreditation licence is required before your licence can be approved.)	Yes
I have provided copies of all relevant documents. (refer to section 3)	Yes
If I am a person working in Australia under a Visa or ImmiCard, I have provided a copy of my current Visa or ImmiCard and any relevant conditions that apply (refer to section 4).	Yes
If you answered YES to questions ii, iii or iv in section 5, I have enclosed information as to the reasons why I have action against any other relevant state licence I hold	Yes
If I have a registered business name (e.g. Smith Builders) I have provided a current business name extract from the Australian Securities and Investments Commission. (refer to section 4).	Yes
If I am an individual carrying out business under the licence in partnership with an unlicensed person (refer to section 3).	Yes
I have provided a copy of the partnership agreement which states the names of all parties involved and conditions of the business partnership	
If required: I have provided details regarding the unlicensed partner.	

## INDIVIDUAL 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.**

NOMINEE SUPERVISOR TYPE		
Total Application Fee		\$453.66
Application Fee if you hold a current nominee supervisor licence under the Act and are applying for another licence class with the same type.		\$226.83
TRADE CONTRACTOR TYPE		
Total Application Fee Determined by the financial information supplied.	SC 1	\$700.12
	SC 2	\$832.92
	Category 1-2	\$1,067.70
	Category 3-7	\$1,534.79
Application Fee if you hold a current individual QBCC licence and are applying for another licence class with the same type and Maximum Revenue.  NOTE: if you are changing your type or Maximum Revenue, there will be an adjustment to your Licence Fee QBCC will contact you with details of the adjusted fee.	SC 1	\$396.98
	SC 2	\$453.67
	Category 1-2	\$614.03
	Category 3-7	\$852.34
<b>CERTIFICATE</b>		\$31.83

- Category 1-2** - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$800,000 and up to \$12M)
- Category 3-7** - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$12M)

### Renewals

Your renewal will be sent to you prior to your renewal due date (one year from the date your licence was originally issued). Your licence fee is determined by your Maximum Revenue as stated by you in Section 4.

LICENCE FEES	ONE YEAR	THREE YEARS
Supervisor	\$226.83	\$578.36
SC1	\$303.14	\$773.06
SC2	\$379.25	\$967.09
Category 1-2	\$453.67	\$1,156.82
Category 3-7	\$682.45	\$1,740.45

### Applications

Your initial application fee covers one or more licence classes and types and includes the one year licence fee. The fee is the highest applicable. If your application is unsuccessful you may be refunded the licence fee portion.

### GST Requirements

Please be advised the Commission's licence and application fees are exempt from GST in accordance with Division 81 of the new tax legislation and therefore GST is not applicable to these fees.

### Financial Information

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

- Supervisor** - Financial information not required
- SC1** - \$200,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$200,000)
- SC2** - \$800,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$800,000)