

## SITE SUPERVISOR LICENCE

QBCC's site supervisor licence was introduced to improve the standard and quality of supervision of building work and to provide an employee with a clear career path to becoming a contractor in the Queensland building industry.

If you already hold an existing QBCC licence in the class you wish to apply for (either Contractor or Nominee Supervisor) you are NOT required to obtain a Site Supervisor licence as you are already licensed to supervise building work. You are only required to obtain a Site Supervisor licence if you intend supervising building work outside your existing licence class.

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

Type	Supervise building work	Nominee for a building company	Enter into contracts for building work
Contractor	X	X	X
Nominee Supervisor	X	X	
Site Supervisor	X		

You are required to obtain a site supervisor licence if you are an employee or officer of a contractor who holds a QBCC licence and you are personally supervising building work carried out under your employer's licence.

When you apply for a Site Supervisor licence you must nominate which licence classes you are applying for. (i.e. Builder Low Rise, Carpentry etc.)

### What a Site Supervisor is entitled to do

A site supervisor licence entitles you to personally oversee and direct building work to ensure it is:

- in accordance with the plans and specifications set out in the contract for the work, and
- of a standard expected of a competent holder of a contractor licence of the relevant class.

A site supervisor licence holder cannot contract or subcontract to carry out building work and cannot be a nominee for a company. A site supervisor must be an employee and cannot contract out his/her supervision. To do this you must hold a contractor's licence.

### How to obtain a Site Supervisor licence

To apply for a site supervisor licence you must provide the following:

- a completed copy of this application form
- payment of the application fee
- proof of identity
- a copy of your technical qualification.

### How to change my Site Supervisor 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 application fee
- a copy of the relevant technical qualification for the class
- a copy of the relevant managerial qualification for the class (if you are applying for a trade licence)
- experience and references.

**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.

**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. APPLICANT DETAILS**

Title	Mr	Mrs	Miss	Ms	Other								
Surname													
First name													
Date of birth	D	D	M	M	Y	Y	Y	Y	ABN				
Postal address													
Home address													
Business address (This cannot be a PO Box)													
Business phone							Home phone						
Mobile													
Email													

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

**2. APPLICATION DETAILS**


Site Supervisor Licence in:

List the class(es) of licence you are applying for (e.g. Builder-Open, Builder-Low Rise, Carpentry etc).


**3. TECHNICAL QUALIFICATIONS**

A copy of your technical qualification MUST be provided. Refer to the Scope of Work for minimum technical qualifications.

I have supplied a copy of my technical qualification  Yes

 If this document is not provided your application cannot be approved and its processing will be delayed.

**4. ADDITIONAL REQUIREMENTS**

You must answer ALL questions in this section.

The QBCC regularly cross checks this information with external agencies. Information from those agencies is publicly available information.


Have you ever been refused a QBCC licence or had a QBCC licence cancelled?  Yes  No

Are you an Australian Citizen, Permanent Resident, or do you have a current Australian Work Visa or ImmiCard issued under the *Migration Act 1958*, entitling you to work in Australia?

I am an Australian Citizen or Permanent Resident  Yes

**OR**

I have a current Australian Work 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 Australian Work Visa or ImmiCard allowing you to work in Australia, you are not entitled to apply for a licence.

**Have you:** Been served with a notice by QBCC for carrying out tier 1 defective work under the *Queensland Building and Construction Commission Act 1991*?  Yes  No

The formal 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.

Been issued with an infringement notice by QBCC for which payment is still outstanding?  Yes  No


**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. ever been convicted of an offence under the *Corporations Act 2001* (Commonwealth) section 596(b) or (c)?  Yes  No

iv. ever been a:   
 • director;   
 • secretary;   
 • shareholder; OR   
 • a person in a position to control or substantially influence a company's conduct or affairs within 2 years 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.

**4. ADDITIONAL REQUIREMENTS CONTINUED**

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?

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

Yes  No

Reason the licence was suspended or cancelled

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

Have you been known by any other names?

If you have ticked yes, you must provide full details of all previous names you have been known by.

Yes  No

**5. PROOF OF IDENTITY**

Answer all questions in this section.

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

Tick ONE only

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. PAYMENT OPTIONS**

Do you require a licence certificate?

Yes  No



**i** Please ensure the correct fee accompanies this application form. If a certificate is required, you will be required to pay the additional fee - refer to attached fee schedule.

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.**

**7. 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

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

## APPLICATION FEES SITE SUPERVISOR

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.**

SITE SUPERVISOR LICENCE TYPE	
Total Application Fee	\$453.66
Application Fee if you hold a current QBCC licence issued under the Act and applying for a Site Supervisor licence	\$226.83
<b>CERTIFICATE</b>	\$31.83

### Renewals

Your renewal will be sent to you prior to your renewal due date. A licence may be renewed for one or three years.

LICENCE FEES	ONE YEAR	THREE YEARS
Supervisor	\$226.83	\$578.36

### Applications

Your initial application fee covers one or more licence classes and includes the one year licence fee. If your initial application is unsuccessful you may 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 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](http://qbcc.qld.gov.au) or by contacting the Customer Contact Centre on 139 333.

### GST Requirements

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