




**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.

**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.**

**13. REFEREE REPORT – TO BE COMPLETED BY THE REFEREE – PAGE 1 OF 4**

**PRIVACY NOTICE – PLEASE READ**

The QBCC is collecting information on this form to determine whether the applicant is entitled to a licence. This is authorised by the *Queensland Building and Construction Commission Act 1997* (the Act). The information you provide will be used for the purpose of assessing the licence applicant's application and may be shared with other interstate or New Zealand licensing bodies as required by law, as listed in the QBCC Privacy Policy. Some of this information will be included in the QBCC licensee register on the QBCC website and the [data.qld.gov.au](http://data.qld.gov.au) website. 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](http://qbcc.build/privacy-info).

QBCC encourages referees to complete a referee report to validate the applicant's experience in the scope of work that the applicant is applying for. Referee reports **must be completed and signed by the referee** and include accurate information about the applicant. To be eligible to be a referee, you must be a licensed builder who:

- was a suitably qualified supervisor or principal contractor working on this site and was actively licensed at the time
- held a licence or qualification at the same or higher level than the licence class the applicant is applying for (at the time of the applicant's work experience)
- can personally verify the work the applicant supervised and carried out and the skills the applicant demonstrated.


You can **download additional copies** of the referee report from the QBCC website at [qbcc.build/form-builder-referee](http://qbcc.build/form-builder-referee).

**APPLICANT DETAILS**


Title	Mr	Mrs	Miss	Ms	Other
Full name					

**REFEREE DETAILS**

Title	Mr	Mrs	Miss	Ms	Other
Full name					
QBCC licence number/registration number/qualifications					
Phone number			Mobile phone		
Email					

**REFEREE PROOF OF IDENTITY** -  ALL referees are required to supply a copy of their identification.

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

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

**REFEREE – DECLARATION AND SIGNATURE**

- I declare that:
- the information I am providing in this report is true and correct
  - I have read and understood the Privacy Notice and Warning included above.

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

Referee's signature

Date 

D	D	M	M	Y	Y	Y	Y

 /

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

OFFICE USE ONLY	CRN		Receipt amount	\$		Reference no.	
	Receipt no.		Received by				

**13. REFEREE REPORT – TO BE COMPLETED BY THE REFEREE – PAGE 2 OF 4**



**Provide details of the projects where you supervised the applicant and can verify their work experience.**

You can **download additional copies** of this referee report at [qbcc.build/form-builder-referee](http://qbcc.build/form-builder-referee).

**PROJECT 1**

Site address

Suburb

State




Postcode





Class of building

Number of storeys

Fire resisting construction

A

B

C (as per Table C2D2, NCC Vol. 1)

Name of principal contractor

Referee relationship to principal contractor

Role of referee on project

Applicant's start date on this project

M M / Y Y Y Y







Applicant's completion date on this project

M M / Y Y Y Y







Construction project details and range of work conducted on-site

**PROJECT 2**

Site address

Suburb

State




Postcode





Class of building

Number of storeys

Fire resisting construction

A

B

C (as per Table C2D2, NCC Vol. 1)

Name of principal contractor

Referee relationship to principal contractor

Role of referee on project

Applicant's start date on this project

M M / Y Y Y Y







Applicant's completion date on this project

M M / Y Y Y Y







Construction project details and range of work conducted on-site

**PROJECT 3**

Site address

Suburb

State




Postcode





Class of building

Number of storeys

Fire resisting construction

A

B

C (as per Table C2D2, NCC Vol. 1)

Name of principal contractor

Referee relationship to principal contractor

Role of referee on project

Applicant's start date on this project

M M / Y Y Y Y







Applicant's completion date on this project

M M / Y Y Y Y







Construction project details and range of work conducted on-site

**13. REFEREE REPORT – TO BE COMPLETED BY THE REFEREE – PAGE 3 OF 4**

Place a tick ✓ in each box to indicate work the applicant competently carried out or personally supervised across these projects.

Site works and foundations	Project management, administration, and advisory services	Interpret plans and specifications
Supervise and coordinate structural and finishing trades throughout build on-site	Superintendent functions	Apply building codes and standards
Fire protection work	Defect inspections	Manage associated finances
Workplace health and safety	Prepare and submit plans and documents for approvals	Effective communication
Business and contract administration		Resolve disputes

1. Provide details of the applicant's **roles and responsibilities across various projects** (e.g. sole supervisor) including:

- what building stage did the applicant become involved on the job
- when and how often was the applicant working on the job
- details of trades the applicant directly supervised and managed on the job.

2. Provide examples on specific sites that demonstrate the applicant **competently applied legal and risk requirements to design, building and construction work** (e.g. certification, OHS, IR legislation, contractual requirements).

**13. REFEREE REPORT – TO BE COMPLETED BY THE REFEREE – PAGE 4 OF 4**

3. Provide examples on specific sites that demonstrate the applicant competently **interpreted and applied plans, specifications and compliant designs** for building and construction work.

4. Provide examples on specific sites that demonstrate the applicant competently **carried out and managed contract administration** in relation to building work (e.g. estimating, budgeting etc.).

5. Provide examples that demonstrate the applicant **competently resolved site issues** (e.g. with other trades, builders, defective work etc.).

6. Provide any other comments that support the applicant's experience.