




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:** PO Box 5099, Brisbane Qld 4001
-  **Email:** info@qbcc.qld.gov.au

PRIVACY NOTICE - PLEASE READ

The QBCC is collecting information on this form to obtain business partnership details. This is authorised by the Queensland Building and Construction Commission Act 1991 (QBCC Act). Some of your 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. Some of this information will be included in the QBCC licensee register at the data.qld.gov.au open data website.

You may receive information from us for educational purposes to align with other QBCC licensees governed by 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 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.

i IMPORTANT - WHEN TO USE THIS FORM

Where a QBCC licence applicant or current licensee intends to carry out business in partnership with an individual or company:

- the **individual or a company director** need to complete the questions below and
- sign the declaration

The applicant/licensee needs to provide the completed and signed form to QBCC along with either:

- a **copy of the partnership agreement** that states:
 - the names of all parties involved
 - the terms of the business partnership
- **OR if no partnership agreement exists** → a copy of the **Statutory Declaration for Partnership Agreement** available on page 3 of this form.

Which one applies to you?

Business partner is an individual - complete section 1 and sign the declaration in section 2

Business partner is a company - a company director must complete one of these forms and submit it to QBCC - complete section 3 and sign the declaration in section 4

PLEASE NOTE - There may be circumstances that prompt QBCC to request further information about your partnership arrangements. QBCC will contact you directly if this occurs.

1. LEGAL ELIGIBILITY AND SUITABILITY - FOR INDIVIDUALS

These questions must be answered by the individual partner.

Have you ever become bankrupt or entered into a debt agreement under Part IX of the *Bankruptcy Act 1966*? Yes No

Have you ever entered into a personal insolvency agreement under Part X of the *Bankruptcy Act 1966*? Yes No

Have you ever been or held one of the following positions:

director, secretary, or an influential person in a position to control or substantially influence a company's conduct? Yes No

↳ **If YES, within 2 years of holding that position, have any of the following been appointed?** Yes No

- controller • administrator • provisional liquidator • liquidator • receiver • or wound up for the benefit of creditors


Do you have a disclosable conviction for an offence against the *Corporations Act 2001* (Cth) section 596(1)(b) or (c) (fraud by officers)? Yes No

As a guide, a conviction is usually disclosable if:

- a conviction was recorded for a criminal offence heard in the **Supreme Court or District Court in the past 10 years** (or longer if the sentence is not completed in that time)
- a conviction was recorded for a criminal offence heard in the **Magistrates Court in the past 5 years** (or longer if the sentence is not completed in that time).

Have you been categorised as a banned individual by the QBCC (for tier 1 defective work)? Yes No

Have you been categorised as a disqualified individual by the QBCC (for excessive demerit points)? Yes No

 **Ticked YES for any of these questions?** Please provide a copy of any supporting evidence when you submit this form.

OFFICE USE ONLY	CRN	<input type="text"/>	Receipt amount	\$	<input type="text"/>	Reference no.	<input type="text"/>
	Receipt no.	<input type="text"/>	Received by	<input type="text"/>			

2. INDIVIDUAL PARTNER DECLARATION

! **WARNING: Providing false or misleading information may lead to prosecution for an offence and/or cancellation of your licence.**

I declare that:

- the information I am providing in this declaration 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.

Name of partner

Partner's signature

Date

D	D	/	M	M	/	Y	Y	Y	Y


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

3. LEGAL ELIGIBILITY AND SUITABILITY – FOR COMPANIES

These questions need to be answered by a company director on behalf of all company office holders.

Has any director or registered secretary:

- | | | |
|--|-----|----|
| • ever become bankrupt or entered into a debt agreement under Part IX of the <i>Bankruptcy Act 1966</i> ? | Yes | No |
| • ever entered into a personal insolvency agreement under Part X of the <i>Bankruptcy Act 1966</i> ? | Yes | No |
| • ever been or held one of the following positions:
director, secretary, or an influential person in a position to control or substantially influence a company's conduct? | Yes | No |
| ↳ If YES, within 2 years of holding that position, have any of the following been appointed?
• controller • administrator • provisional liquidator • liquidator • receiver • or wound up for the benefit of creditors | Yes | No |
| • a disclosable conviction for an offence against the <i>Corporations Act 2001</i> (Cth) section 596(1)(b) or (c) (fraud by officers)?
As a guide, a conviction is usually disclosable if:
• a conviction was recorded for a criminal offence heard in the Supreme Court or District Court in the past 10 years (or longer if the sentence is not completed in that time)
• a conviction was recorded for a criminal offence heard in the Magistrates Court in the past 5 years (or longer if the sentence is not completed in that time). | Yes | No |
| • been categorised as a banned individual by the QBCC (for tier 1 defective work)? | Yes | No |
| • been categorised as a disqualified individual by the QBCC (for excessive demerit points)? | Yes | No |

 **Ticked YES for any of these questions?** Please provide a copy of any supporting evidence when you submit this form.

4. COMPANY PARTNER DECLARATION

! **WARNING: Providing false or misleading information may lead to prosecution for an offence and/or cancellation of your licence.**

I declare that:

- I have made all reasonable efforts to ascertain the truth and accuracy of the facts and matters stated in this declaration
- the information I am providing in this declaration is true and correct, to the best of my knowledge and belief
- 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.

Name of company director

Name of company

Company director's signature

Date

D	D	/	M	M	/	Y	Y	Y	Y

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

i IMPORTANT - WHEN TO USE THIS FORM

Use this Statutory Declaration provided below to declare the details of a business partnership to QBCC. A Statutory Declaration must be witnessed by one of the following:

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

We, _____ with the following date of birth or ACN (if a company)
(insert full name of partner 1)

of _____
(insert full business address of partner 1)

and _____ with the following date of birth or ACN (if a company)
(insert full name of partner 2)

of _____
(insert full business address of partner 2)

do solemnly and sincerely declare as follows:

1. Name of licensee

is a holder of a _____ *(insert licence classes)*
licence pursuant to the *Queensland Building and Construction Commission Act 1991*

2. The licence number is

3. _____ and _____
(insert name of partner 1) *(insert name of partner 2)*

are currently trading in accordance with the terms of a partnership agreement pursuant to the *Partnership Act 1891*.

4. The business name of the partnership (if any) is

5. The partnership was formed on _____ *(insert date)* and continues until terminated in accordance with

6. The partners have the following interests in the partnership:

a) _____ - _____ % b) _____ - _____ %
(insert name of partner) *(insert %)* *(insert name of partner)* *(insert %)*

We make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

PARTNER 1

Declared by _____ *(insert full name of partner or director of company)*

at _____ *(insert town/suburb and city where declaration signed)*

Signature of declarant _____ Date declaration signed _____

In the presence of _____ *(insert full name of witness)*

Type of witness _____ *(insert type of witness)*

Signature of witness _____ Date declaration signed _____

PARTNER 2

Declared by _____ *(insert full name of partner or director of company)*

at _____ *(insert town/suburb and city where declaration signed)*

Signature of declarant _____ Date declaration signed _____

In the presence of _____ *(insert full name of witness)*

Type of witness _____ *(insert type of witness)*

Signature of witness _____ Date declaration signed _____