QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

APPLICATION FORM

FORM s159
ADJUDICATOR REGISTRATION APPLICATION

EFFECTIVE JULY 2026

The Acts Interpretation (Fee Unit) Amendment Regulation 2025 (the Regulation) was made on 8 May 2025 and commences 1 July 2025. The Regulation prescribes the value of a fee unit for a given Act pursuant to section 48B of the *Acts Interpretation Act 1954* and provides for the indexation of the fee unit value for this financial year.

Information for Applicants

The following information provides assistance for Applicants applying to be registered by the Adjudication Registrar, as an Adjudicator under section 159 of the *Building Industry Fairness (Security of Payment) Act 2017* (the Act).

You will need to supply the following:

- A certified copy of driver's licence or passport.
- 3 referees who can attest to your experience which is relevant to deciding adjudication applications.
- Certified copies of all qualifications listed in the application.

Under Section 159(2) of the Act, this application form must be signed by or for the Applicant; and be accompanied by the fee of $955.63 as prescribed under the Building Industry Fairness (Security of Payment) Regulation 2018.

If application is accepted

- Registration will become effective in accordance with Section 164 of the Act.
- It is a condition of registration that Adjudicator's comply with the Act and any other conditions of
- registration imposed under Section 165 of the Act.
- Continued registration is dependent on such compliance.
- Under Section 170 of the Act, a registrant who contravenes a condition of registration is liable to have their registration suspended or cancelled.

Privacy Notice

The Adjudication Registrar is collecting the information on this form to determine whether you are entitled to registration as an Adjudicator. Collection of this information is authorised by the *Building Industry Fairness (Security of Payment) Act 2017.*

This information can be disclosed by the Adjudication Registrar to another party with your consent or as authorised or required by law. In addition, some information collected on this form will be included in the Register of Adjudicators in accordance with the *Building Industry Fairness (Security of Payment) Act 2017*.

For further information visit the QBCC website at qbcc.qld.gov.au.

P GPO Box 5099, Brisbane QLD 4001 / T 139 333 / W qbcc.qld.gov.au /

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COMPLETING THIS FORM

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – cross out and initial amendments
- **Please complete all details of this application where applicable. All items marked with an * asterisk must be completed before submitting.**

Return your fully completed form and ALL required documents by:

Post: GPO Box 5099, Brisbane QLD 4001
in person: QBCC Service Centres are listed on our website
Email: registry@qbcc.qld.gov.au

1. APPLICANT DETAILS

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

Surname

Given name

QBCC licence number

Date of birth D D / M M / Y Y Y Y

*Postal address

State Postcode

*Business address

State Postcode

☐ Details as above

Physical address in Queensland for service of documents

State Postcode

☐ Details as above

*Business phone Mobile

*Email

2. SUITABILITY OF APPLICANT TO BE REGISTERED

For the purposes of Section 161 (2) of the Act, have you ever:

(a) Become bankrupt or entered into a debt agreement under Part IX of the *Bankruptcy Act 1966*? ☐ Yes ☐ No

(b) Entered into a composition, deed of arrangement or deed of assignment under Part X of the *Bankruptcy Act 1966*? ☐ Yes ☐ No

(c) Been a director, secretary, shareholder, or a person in a position to control or substantially influence the conduct of the affairs of a company within twelve months of the company being placed into receivership, administration, official administration, under a deed of company arrangement, in liquidation or wound up for the benefit of creditors? ☐ Yes ☐ No

(d) Had an order issued against you by the Australian Securities and Investment Commission preventing you from managing a corporation? ☐ Yes ☐ No

(e) Been held accountable by any other business regulator for unlawful or inappropriate business practices? ☐ Yes ☐ No

2. SUITABILITY OF APPLICANT TO BE REGISTERED CONTINUED

(f) Under Section 161(2)(a) of the Act, had a conviction for a 'relevant offence' as defined under section 161 (3) of the Act? If yes — please provide details of the event, details of conviction copies of all official documents. ☐ Yes ☐ No

(g) Under Section 161 (2)(a) of the Act:

i. Been refused a registration under chapter 5 of the Act, or refused a licence or registration under a corresponding law; or ☐ Yes ☐ No

ii. Held a registration under chapter 5 of the Act, or a licence or registration under a corresponding law which has been suspended or cancelled? ☐ Yes ☐ No

If yes - indicate the name of corresponding law and details of reason:

☐ Suspended ☐ Cancelled ☐ Refused because:

(h) Been convicted of an offence under the *Corporations Act 2001* (Commonwealth) section 596 (b) or (c)? ☐ Yes ☐ No

(i) Been disciplined by any Tribunal, Board, Commission or Authority in the performance of your professional capacity? ☐ Yes ☐ No

(j) Under the *Building Industry Fairness (Security of Payment) Act 2017* and/or any equivalent legislation in another jurisdiction, had any adjudication decisions voided, partially voided, varied or set aside by a court or a tribunal? ☐ Yes ☐ No

(k) Had your adjudicator grade or level downgraded in any jurisdiction? ☐ Yes ☐ No

If you have answered 'YES' to any of the questions above, please provide details of the event, your involvement with the business and copies of all official documents.

3. REFEREES

Please provide details of 3 referees who can attest to your experience which is relevant to deciding adjudication applications.

REFEREE 1

Name	
Profession	
Contact phone	

REFEREE 2

Name	
Profession	
Contact phone	

REFEREE 3

Name	
Profession	
Contact phone	

4. QUALIFICATIONS AND EXPERIENCE

Please provide a certified copy of all qualifications listed. If more space is required, duplicate the following table as necessary.

NOTE: Qualifications may also include Accreditations, Certifications or Endorsements etc, which the Adjudication Registrar may consider would assist you in deciding adjudication applications under the Act.

Name of qualification

Body that awarded qualification

Date awarded D D / M M / Y Y Y Y

Name of qualification

Body that awarded qualification

Date awarded D D / M M / Y Y Y Y

Details of your experience, specifically pertaining to your ability to decide adjudication applications under Section 60(2)(c) of the Act.

Please attach as Appendix 2(b) 2

Details may include:
(a) Your past performance relevant to dealing with adjudication applications under the Act or any equivalent or similar Act;
(b) Evidence of time management and standard of service;
(c) Commitment to the application and intent of the Act.

Details of experience

5. ADJUDICATION QUALIFICATION

Details of Applicant's adjudication qualification under Section 161 (1)(a) of the Act.
Please provide a certified copy of your adjudication qualification.

Name of qualification

Body that awarded qualification

Year awarded M M / Y Y Y Y

Copy of certificate or similar attached (please tick) ☐

OR Details of Applicant's equivalent qualification under Section 161 (1)(b) of the Act.

Name of qualification

Body that awarded qualification

Year awarded M M / Y Y Y Y

Copy of certificate or similar attached (please tick) ☐

NOTE: The ONLY qualifications that will be considered equivalent to an adjudication qualification under section 161 of the Act will be qualifications developed in strict accordance with the elements mentioned in the Building Industry Fairness (Security of Payment) Regulation 2018, as what will constitute an adjudication qualification.

6. FURTHER INFORMATION

You have the opportunity to supply information and documents (not included in other parts of this application) that you consider might assist the Adjudication Registrar to determine your suitability to be registered as an Adjudicator.

7. PAYMENT OPTIONS

We accept

☐ I will pay at a **QBCC office**

☐ Credit card

Name of card holder

Credit card number

Expiry date M M / Y Y

Total amount $

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

8. DECLARATION

I make this application under Chapter 5 of the Act and in so doing, have not stated anything in the application, or given a document for this application, to the Adjudication Registrar that is known by me to be false or misleading.

I declare:

- the statements contained in this application are true and correct
- I make this declaration conscientiously believing they are true pursuant to the provisions of the *Oaths Act 1867 and 1981*
- By providing my email address, I agree to receive communications, including notices, updates, important information and legislative decisions, from the QBCC electronically. I understand that email will be the primary method of communication and it is my responsibility to ensure my contact details remain current. If I have any questions about email being the primary method of communication, I understand I can contact the QBCC.

Applicant name

Signature

Date D D / M M / Y Y Y Y