

FIRE PROTECTION OCCUPATIONAL LICENCES (FOR PARTICULAR CONTINUING CLASSES)

The QBCC's Fire Protection Occupational licence classes were introduced to address health and safety risks and to improve consumer protection in the Queensland building industry.

If you already hold an existing QBCC Contractor licence in the same class, you are NOT required to obtain an Occupational licence in the class.

Fire Protection Occupational Licence

You need to obtain a Fire Protection Occupational licence if you intend to carry out fire protection work for a licensed fire protection contractor either as an employee or subcontractor.

What licence is required?

One of the following licences must be held to personally carry out or supervise fire protection or mechanical services work:

- An Occupational licence issued under the QBCC Act authorising the licensee to personally carry out the work;
- A Contractor licence issued under the QBCC Act authorising the licensee to personally carry out the work; or
- A licence, registration or authorisation under an Act, other than the QBCC Act, authorising the person to personally supervise or carry out the work (for example, an occupational licence issued under the *Plumbing and Drainage Act 2018*).
- When you apply for a Fire Protection Occupational licence, you must nominate which licence classes you are applying for

NOTE: Fire Protection apprentices, trainees and students are not required to hold this licence.

How to obtain an Occupational Licence

To apply for a Fire Protection Occupational licence, you must provide the following:

- a completed copy of this application form;
- payment of the application fee;
- proof of identity; and
- meet the relevant [technical qualification requirement](#) (refer to Energy and Public Works website).

Type	Supervise building work	Nominee for a company	Enter into contracts for building work
Contractor	X	X	X
Nominee Supervisor	X	X	
Fire Occupational	X		Only able to contract to another licensed contractor who is licensed in the same fire class.

GOVERNING LEGISLATION

Section 91 of the Queensland Building and Construction Commission Regulation 2018

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. This application form is **only to be used** by individual applicants who, before 1 May 2021, applied for particular licences which became a continuing class of licence on 1 May 2021 (**Initial Application**). Where an Initial Application was rejected, refused or withdrawn, eligible applicants may use this form to make an application (**a Further Application**) for the same class of fire protection licence they previously applied for in the Initial Application. Additional classes cannot be added. The QBCC is unable to refer to information provided in the initial application when assessing this Further Application. To avoid delays in processing this further application, please complete all sections of this form in full and provide all required documentation. Further Applications must be accompanied by the relevant fees unless fees were paid at the time of the initial application, and the QBCC has not refunded the fee after 1 May 2021. (Refer to more information at Section 11) All further applications must be received by the QBCC **before 1 May 2022**.

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.

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

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.

1. PERSONAL DETAILS

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	<input type="text"/>	Other				
Surname	<input type="text"/>									
First names	<input type="text"/>									
Date of birth	D	D	M	M	Y	Y	Y	Y	Place of birth	<input type="text"/>
Full name/ company name	<input type="text"/>									
Postal address	<input type="text"/>									
State	<input type="text"/>		Postcode	<input type="text"/>						
Phone	<input type="text"/>			Mobile	<input type="text"/>					
Email	<input type="text"/>									
Business address for physical service of documents (This cannot be a PO Box)	<input type="text"/>									
State	<input type="text"/>		Postcode	<input type="text"/>						
Residential address	<input type="text"/>									
State	<input type="text"/>		Postcode	<input type="text"/>						
Business phone	<input type="text"/>			Home phone	<input type="text"/>					
Mobile	<input type="text"/>									
Email	<input type="text"/>									

**OFFICE
USE
ONLY**

CRN:	<input type="text"/>
Receipt No:	<input type="text"/>
Assignee:	<input type="text"/>

Licence No:	<input type="text"/>
Receipt Amount:	\$ <input type="text"/>
Received by:	<input type="text"/>

Container:	<input type="text"/>
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2. APPLICATION DETAILS

NOTE: This application is limited to the fire protection occupational licence classes applied for in the initial application. Additional classes cannot be added.

- Passive fire protection—fire doors and shutters—certify occupational licence
- Passive fire protection—fire collars, penetrations and joint sealing occupational licence
- Passive fire protection—fire and smoke walls and ceilings occupational licence
- Fire pump—inspect and test occupational licence
- Fire detection, alarm and warning systems—maintain—extra low voltage occupational licence

3. QUALIFICATIONS

A copy of the relevant technical qualification **MUST** be provided. Refer to the Technical Qualifications for Licensing document for minimum technical qualification requirements.

 I have attached a copy of my **technical qualification** Yes

If any of these documents are not provided, your application will be delayed. Please do not send originals.


Note for electrical mechanics: If you're applying for the *Electrical stream – install and maintain – fire alarms systems* licence or applying for a mechanical services licence, you may be eligible for an alternative qualification option.

4. ADDITIONAL REQUIREMENTS

You must answer ALL questions: Tick ONE only.

I am an Australian Citizen or Permanent Resident, **OR** Yes

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

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


Have you:

Ever been refused a QBCC licence or had a QBCC licence cancelled? Yes No

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

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

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.

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

5. PROOF OF IDENTITY

Please provide the following information

Tick ONE only

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

 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)

I have provided two recent passport photos certified by a qualified witness.

 Yes No

i Note: A qualified witness is any of the following:

- (a) a lawyer; or
- (b) a justice; or
- (c) a commissioner for declarations under the *Justices of the Peace and Commissioners for Declaration Act 1991*; or
- (d) a notary public; or
- (e) for an application personally lodged at an office of the commission—an officer of the commission.

This is a requirement for all applicants regardless of how they prove their identity.

6. ADDITIONAL LICENCE DETAILS

Do you currently hold a commercial, industrial or residential work licence that was issued by another State or territory?

 Yes No

Since 1 October 2020, have you held a commercial, industrial or residential work licence that was issued by another State or territory that has since been suspended or cancelled?

 Yes No

IF YOU HAVE TICKED YES, PLEASE PROVIDE THE FOLLOWING DETAILS:

All issuing State/s or territories (tick all applicable)

 NSW ACT VIC TAS SA WA NT

Licence Number

Type of licence (e.g. Supervisor, contractor)


Class of licence (e.g. Carpentry, builder)

Has the licence been cancelled or suspended?

 Yes No

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

Reason the licence was suspended or cancelled

 If you have ticked YES, please provide copies of all relevant documentation.

7. FEES

i Additional fees are not required to be paid for an application under section 90 of the QBCC Regulation unless the fees payable for the initial application were not received by the QBCC or were subsequently refunded to you by the QBCC.

! **Avoid overpaying!** If you have already paid the required fees, and those fees have not been refunded you may not be required to pay again as per section 90 of the QBCC Regulation.

PAYMENT OPTIONS

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 \$

8. DECLARATION

! **WARNING: INCORRECT OR MISLEADING INFORMATION MAY LEAD TO PROSECUTION FOR AN OFFENCE AND/OR REVIEW AND POSSIBLE CANCELLATION OF YOUR LICENCE.**

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
 / /

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

FIRE PROTECTION OCCUPATIONAL LICENCE FEES

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EFFECTIVE 1 JULY 2021 – 30 JUNE 2022

Applicable under the *Queensland Building and Construction Commission Act 1991* ("the Act")

FIRE PROTECTION OCCUPATIONAL LICENCE	
Application Fee	\$251.90
Application Fee if you hold a current individual QBCC licence and are applying for a Fire Protection Occupational licence	\$125.95
Certificate	\$31.05

Applications

Your initial application fee covers one or more licence classes and includes the one year licence fee. If your application is unsuccessful, you will be refunded the one year licence fee portion.

Application forms and information regarding the application process are available at qbcc.qld.gov.au or by contacting the Customer Contact Centre on 139 333.

Renewals

Your renewal will be mailed to you approximately 30 days prior to your renewal due date.

LICENCE FEES	ONE YEAR	THREE YEARS
Fire Protection Occupational Licence	\$125.95	\$321.15

GST Requirements

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