

**USE THIS FORM:**

- as an existing contractor or nominee supervisor licensee only
- to apply for a different licence-type in your existing licence class.

**DO NOT USE THIS FORM:**

- if applying for a different licence-type in a continuing licence class
- as a site supervisor licensee
- as an occupational licensee
- when applying for a new licence class.

For these scenarios you need to follow the standard process as per a new licence application.

**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
- DON'T use correction fluid – any amendment should be crossed out and initialed

**1. PERSONAL DETAILS**

Title  Mr  Mrs  Miss  Ms  Other

Surname

First name

Date of birth   /   /       ABN

Postal address

State  Postcode

Business address (This cannot be a PO Box)

State  Postcode

Home address

State  Postcode

Business phone  Home phone

Mobile

Email

**OFFICE  
USE  
ONLY**

CRN:

Receipt no:

Assignee:

Licence no:

Receipt amount: \$

Received by:

Container:

**2. APPLICATION DETAILS**

Current QBCC Licence number

**List your current licence classes**

List the licence class(es) that you need a different licence type for

(e.g. Carpentry, Mechanical Services - Plumbing etc.)

**Tick the licence type you are applying for**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>Contractor</b><br>(contractors are able to contract for “building work” and must meet the Minimum Financial Requirements)                               | <input type="checkbox"/> <b>Site Supervisor</b><br>(site supervisor allows an employee or officer of a licensed contractor to supervise building work under the contractor licence) |
| <input type="checkbox"/> <b>Nominee Supervisor</b><br>(supervisors are only permitted to supervise “building work” and are not required to meet the Minimum Financial Requirements) | <input type="checkbox"/> <b>Occupational</b><br>(available for fire protection and mechanical services licenses only)   |

**3. QUALIFICATIONS**

List the technical qualifications you hold for your current licence class/es.

| QUALIFICATION | YEAR OBTAINED |
|---------------|---------------|
|               |               |
|               |               |
|               |               |
|               |               |
|               |               |
|               |               |
|               |               |

**4. FINANCIAL INFORMATION**

Do you have a Court or Tribunal Order or adjudication decision requiring you to pay a debt which you have not yet paid in full? (Required if applying for a contractor type only)  Yes  No

What is the last day of your most recent reporting year? D D / M M / Y Y Y Y  
 /  /

Are you operating under a trust structure? If yes, provide an MFR Report as you cannot rely on Trust assets. You may need to rely on a Deed of Covenant and Assurance.  Yes  No

**4. FINANCIAL INFORMATION CONTINUED**

Choose your financial category from the options below:

Tick ONE only

My revenue WILL NOT exceed \$200,000 for the reporting year, and I have at least \$12,000 Net Tangible Assets and a Current Ratio of at least 1. (Refer to Minimum Financial Requirements)

Yes

**OR**

My revenue WILL NOT exceed \$800,000 for the reporting year, and I have at least \$46,000 Net Tangible Assets and a Current Ratio of at least 1. (Refer to Minimum Financial Requirements)

Yes

**OR**

My revenue will exceed \$800,000 for the reporting year.

Yes

**NOTE:** An MFR Report and signed financial statements MUST be completed by your accountant and submitted with your application (Refer to Minimum Financial Requirements)

**NOTE:** Some licence classes require Professional Indemnity Insurance. Refer to the Minimum Financial Requirements or the Checklist attachment for details. The MFR can be found on QBCC's website at [qbcc.qld.gov.au](http://qbcc.qld.gov.au)

**5. EXPERIENCE** (Only required for those licence classes with experience requirements)

Have you been performing building work within your licence class?

Yes  No

How long have you been performing the building work?

**6. SURRENDER EXISTING LICENCE-TYPE**

**Complete this section to request the cancellation of your existing licence-type.**

I wish to surrender (cancel) the following licence type/s

Yes  No

Licensee's  
Signature

Date

D D / M M / Y Y Y Y  
  /   /

***i* Non surrender of existing licence types.**

Most contractor type licensees have a requirement to report financial information. If you are applying for a Nominee Supervisor or Site Supervisor licence type, and wish to be exempt from annual reporting please ensure you complete the **REQUEST TO SURRENDER EXISTING CONTRACTOR LICENCE TYPES**.

Acceptance of existing licence cancellation requests is subject to any regulatory action checks. QBCC has the right to refuse a cancellation request.


**7. FIT AND PROPER**

You must answer ALL questions in the following section.

The QBCC regularly cross-checks information provided herein with external agencies. This information is publicly available.

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. been convicted of any criminal offence (excluding traffic offences) within the last 10 years?  Yes  No
- iv. ever been convicted of an offence under the *Corporations Act 2001* (Commonwealth) section 596 (b) or (c)?  Yes  No
- v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years?  Yes  No
- vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work?  Yes  No
- vii. ever had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work?  Yes  No
- viii. 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. (Refer to the Checklist attachment for required documents).

**SAFETY MANAGEMENT - CONTRACTOR ONLY**

Do you have a safety management system to ensure work to be carried out under the contractor's licence is performed safely and is otherwise compliant with your obligations under the *Work Health and Safety Act 2011*.  Yes  No

If you have answered No, please provide an explanation why.

Note: You must create a safe workplace. The construction industry involves a range of high risk work activities that must be appropriately managed to ensure they are carried out safely. Important information to assist employers and business owners to understand their safety obligations and implement an appropriate safety management system can be found at [worksafe.qld.gov.au](http://worksafe.qld.gov.au). A Safety Management System (SMS) captures how you intend to exercise your due diligence obligations, managing WHS elements which can vary over time and assuring safety across, and affected by, your entire business. It differs to a site safety plan. For SC1 licensees it may only need to be simple and summarise how you engage in your work safely. An SMS is scalable so it can be tailored to the size and complexity of your business. and the building work being performed or carried out.

**8. ADDITIONAL LICENCE DETAILS**

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?  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.

**9. FEES**

Please ensure the correct fee accompanies this application form - refer to attached fee schedule.

Do you require a licence certificate?  Yes  No

If a certificate is required, you will be required to pay the additional fee - refer to attached fee schedule.

**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** \$

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

**10. DECLARATION**

Before you sign the declaration, use the Checklist attachment to ensure you have provided all the required information. If documentation or information is missing or incomplete, your application will take longer to process. The QBCC will ask for missing or incomplete information to allow the application to proceed.

I declare:

- the statements contained in this application are true and correct;
- at the date of this declaration I am not aware of anything which gives me reason to know or suspect that I do not satisfy the Minimum Financial Requirements;
- I have read the Privacy Notice (page 1).

Name of person providing the declaration

Applicant's signature

Date\* D D / M M / Y Y Y Y  /  /

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

**CHECKLIST**

**IMPORTANT** - read this before signing the Declaration (refer to Question 10), use this checklist to ensure you have provided all the required information.

If information is missing or incomplete, your application will take longer to process. QBCC will ask for missing or incomplete information to allow the application to proceed.

PLEASE NOTE, ORIGINAL DOCUMENTS WILL NOT BE RETURNED.

I have completed all the questions on the application form.  Yes

I have provided my financial information (refer to section 4) (Self Certification, MFR Report and signed financial statements, or an Estimated Maximum Revenue declaration).  Yes

**Only for contractor type on classes where Professional Indemnity Insurance is required**  
I have provided a certificate of currency evidencing my current Professional Indemnity insurance policy  Yes

Only for people who answered 'YES' to any of the questions in section 7.  
I have enclosed copies of the following:  Yes

- all reports to creditors issued by the trustee in bankruptcy, administrator, deed administrator, receiver or liquidator
- confirmation of discharge from bankruptcy from the trustee in bankruptcy or a copy of an ITSA search showing the date of discharge from bankruptcy
- debt agreement, composition, deed of arrangement or deed of assignment
- evidence from the trustee that the debt agreement, composition, deed of arrangement, or deed of assignment has been fully complied with, released or carried out
- minutes of conviction, court or tribunal order and a National Police Certificate no older than 30 days obtained through an Australian State or Federal Police establishment\*
- ASIC Order preventing an individual from managing a corporation
- any documentation relating to court proceedings that are still pending.

\*Police checks from private providers will not be accepted by the QBCC as these reports may not include all police history information.

## INDIVIDUAL APPLICATION FEES

EFFECTIVE 1 JULY 2021 - 30 JUNE 2022

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

### NOMINEE SUPERVISOR/ SITE SUPERVISOR TYPE

|   |          |
|---|----------|
| Nominee or Site Supervisor type application fee | \$221.30 |
|---|----------|

### BUILDER OR TRADE CONTRACTOR TYPE

|   |              |          |
|---|--------------|----------|
| Total Application Fee<br>Determined by the financial<br>information supplied. | SC 1         | \$387.30 |
|   | SC 2         | \$442.60 |
|   | Category 1-2 | \$599.05 |
|   | Category 3-7 | \$831.55 |

NOTE: if you are changing your Maximum Revenue, there will be an adjustment to your Licence Fee QBCC will contact you with details of the adjusted fee.

|                    |         |
|--------------------|---------|
| <b>CERTIFICATE</b> | \$31.05 |
|--------------------|---------|

### OCCUPATIONAL TYPE

|                                   |          |
|-----------------------------------|----------|
| Occupational type application fee | \$125.95 |
|-----------------------------------|----------|

### FINANCIAL INFORMATION

The applicable fee is determined by the financial information provided with your application. There are different types of financial information:

- Supervisor** - Financial information not required
- SC1** - \$200,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$200,000)
- SC2** - \$800,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$800,000)
- Category 1-2** - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$800,000 and up to \$12M)
- Category 3-7** - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$12M)

### RENEWALS

Your renewal date does not change, the renewal fees may be adjusted on application type approval. Please note the application fee is in addition to renewal fees

### LICENCE FEES

|              | ONE YEAR | THREE YEARS |
|--------------|----------|-------------|
| Supervisor   | \$221.30 | \$564.25    |
| SC1          | \$295.75 | \$754.20    |
| SC2          | \$370.00 | \$943.50    |
| Category 1-2 | \$442.60 | \$1,128.60  |
| Category 3-7 | \$665.80 | \$1698.00   |

### GST REQUIREMENTS

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