

# Building Certifier Licence

## Levels of licensing - Section 151 of the *Building Act 1975* (the Act)

Building Certifier – Level 1 - section 152 of the Act - may perform building certifying functions for all classes of buildings and structures.

Building Certifier – Level 2 - section 153 of the Act – may only:

- a. without the supervision of a building certifier level 1 - perform building certifying functions on buildings and structures having a rise of no more than 3 storeys and a total floor area no more than 2000m<sup>2</sup>; or
- b. under the supervision of a building certifier level 1 - help in assessing and inspecting all classes of buildings and structures.

Building Certifier – Level 3 - section 154 of the Act – may only perform building certifying functions on class 1 buildings or class 10 buildings or structures.

Where an applicant seeks endorsement as a Private Certifier (class A and B) the following information is required:

- Evidence the applicant holds Professional Indemnity Insurance as prescribed by the Building Regulation 2006.
- A private certifier class 'B' may apply for endorsement to issue development permits under section 160 of the Act to become a class 'A' private certifier.

Where an applicant seeks development approval endorsement:

- Evidence that the applicant has completed the course called "Issuing Development Permits for Building Work" as prescribed by the *Building Regulation 2006*, section 52(4).

## Change in level of licence

This application form may also be used by a person holding an existing building certifiers licence who wishes to change the level of the licence to a different level. If an application for a change in level of licence is received and subsequently approved, the earlier licence will be cancelled and the original licence number reused. Generally, these applications must be accompanied by the full application and licence fees. However, discretion may be exercised to allow a waiver of part payment of the annual licence fee based on a pro-rata allowance for any remaining period on the cancelled licence. Please discuss this matter with the QBCC at the time of application.

## Professional indemnity insurance requirements - Section 52 of the *Building Regulation 2006*

A building certifier seeking endorsement as a private certifier must have professional indemnity insurance that provides:

(a) A minimum limit of indemnity of \$1 million for any claim and in the aggregate during any one (1) period of insurance that may arise from the performance of private certifying functions;	(b) In addition to the limit of indemnity mentioned in (a) - indemnity for costs and expenses incurred with the consent of the insurer of defending or settling a claim;
(c) Indemnity for breaches of professional duty as a private certifier arising from an act, error or omission of the private certifier after the day the private certifier was first accredited as a private certifier;	(d) If the private certifying functions are performed as an employee - indemnity to former principals, partners and directors or the employer who were, but are no longer, private certifiers.
(e) Indemnity for negligent performance of a building certifying function;	(f) At least one (1) automatic reinstatement of indemnity.

Other conditions may also apply and applicants should check section 52 of the *Building Regulation 2006*, for full details. The professional indemnity insurance must include all conditions required by the Regulation.

One particular provision allows a private certifier, who is a member or employee of a corporation or other entity, to fulfil this condition if the corporation or other entity has the required professional indemnity insurance policy. In this case, the member or employee must provide evidence of the relationship that exists with the corporation or other entity and a certified copy of their professional indemnity insurance.

### Return the completed application to:

Queensland Building and Construction Commission, GPO Box 5099, Brisbane Qld 4001. Telephone: 139 333

**Completing this form**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid — any amendments should be crossed out and initialled

This form is to be used for the purpose of section 156 of the *Building Act 1975*.

**1. PERSONAL DETAILS**

Surname																															
First names																															
Date of birth					–					–					ABN																
Postal address																															
																										Postcode					
Business address: (This cannot be a PO Box)																															
																										Postcode					
Home address																															
																										Postcode					
Business ph												Home ph																			
Mobile ph												Fax																			
Email																															

**2. LEVEL OF LICENCE**

Tick the licence grade you are applying for

Building Certifier - Level 1       Building Certifier - Level 2       Building Certifier - Level 3

Tick any endorsements being applied for:

Private Certification Endorsements       Development Approval Endorsements

Do you hold or have you previously held a building certifiers licence issued by the QBCC?      YES       NO

If you answered 'Yes' above, please specify the level and licence number

Level of licence       Licence number

If my licence application is approved, I acknowledge that my earlier licence (if not expired) will be cancelled and the licence number reused.      YES       NO       N/A

**PRIVACY NOTICE:** The QBCC is collecting information on this form to determine whether you are entitled to a licence. This is authorised by the *Building Act 1975*. Some of this information collected will be included in the certifier register.

You may receive some related information from us for the purposes of marketing and communications. You will be able to opt-out/unsubscribe to receiving this information. Please refer to our [Privacy Policy](#) for full use and disclosure details.

All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

<b>OFFICE ONLY</b>	CRN:																Licence No:					
	Receipt Amount	\$																Receipt No:				

### 3. APPLICATION DETAILS

1. I have attached the following documentary evidence to this application - please tick:

- i Certified copies of current Certificate of Accreditation for particular level of licence from an accreditation standards body. YES  NO
- ii Certificate of Professional Indemnity Insurance which meets all requirements of section 52 of the *Building Regulation 2006* in the name of the employer. YES  NO
- iii The QBCC's Professional Indemnity Declaration and schedule A (where Professional Indemnity Insurance is in the name of the employer in accordance with section 52 (2) of the *Building Regulation 2006*). YES  NO
- iv Certificate of Professional Indemnity Insurance in own name which meets the requirements of section 52 of the *Building Regulation 2006*. YES  NO
- v For building certifier level 3, employment references evidencing at least 1 year experience as a building certifier level 3. YES  NO

2. Have you been found guilty of an act, which may be considered a breach of provisions of the 'Code of Conduct for Building Certifiers' under the Building Act. If yes, please attach full details. YES  NO

3. Are you currently, or were you previously, licensed as either a building surveyor, building inspector, building practitioner or building contractor in another state or in another name? YES  NO

If yes, please give details:

4. Are you currently, or were you previously, licensed as a building contractor in Queensland (in your current name or another name)? YES  NO

If yes, please give details:

5. By reference to your responses to questions 3 and 4 - have you ever been refused a statutory licence or had a statutory licence cancelled? If yes, please attach full details. YES  NO

**3. APPLICATION DETAILS (continued)**

6. Are you aware of any complaints or insurance claims that may have been made against you (either in your current or another name or in relation to a company) or of any investigations involving you that may have been conducted by any building licensing authority in Australia? If yes, please attach full details. YES  NO
7. Have you pleaded guilty or been found guilty of a civil or criminal offence within the last ten (10) years? If yes, please attach full details. YES  NO
8. Are you aware of any civil or criminal proceedings pending against you? YES  NO

**4. PROOF OF IDENTITY**

I have provided a certified copy of photo identification (e.g. driver licence or passport). YES

**5. FEES**

**Please ensure the correct fee accompanies this application form.**

Application fee for licence: \$149.90 Annual licence fee: \$797.80 Total fee required is \$947.70

**I will be paying**

by cheque  by credit card  (QBCC cannot accept American Express or Diners Club)

Credit card number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Expiry date	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	VISA	<input type="checkbox"/>	Mastercard	<input type="checkbox"/>	
Amount paid	\$	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>		
Cardholder's name	<input type="text"/>									
Cardholder's signature	<input type="text"/>									

**6. DECLARATION**

**APPLICANT'S DECLARATION**

I declare:

- the information provided by me in this form is true and correct to the best of my knowledge
- I have read the Privacy Notice (page 2).

Applicant's signature:

Date\*:  /  /

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

# Privacy Policy

The Queensland Building and Construction Commission manages personal information in line with the *Information Privacy Act 2009*.

This Privacy Policy describes the personal information that may be collected and used by the QBCC. We collect and manage your personal information from you when you:

- complete and submit a form electronically or by mail
- you deal with us over the telephone or counter
- you register for My QBCC
- email us
- provide us with feedback

ask us to contact you, and you consent to us collecting, storing, using, maintaining and disclosing your personal information.

## Information we may request

We may ask you to provide personal information if you submit feedback to QBCC or lodge a form, electronically or otherwise.

We will only do this:

- to meet your needs (e.g. answer a question)
- to meet our needs (e.g. demographic analysis, updating our records)
- if required by law.

'Personal information' includes your name, address, phone number, email address, age, gender, your employer.

## Use of personal information

Depending upon the type of enquiry, application or form you have submitted. If you're a QBCC licensee, your personal details may be used to send you important updates regarding new legislation or amendments, changes to policies and other such information related or connected to your licence.

## Marketing

We will also send (whether by phone, email, SMS, post or facsimile), updates to keep you abreast of industry news, opportunities to submit surveys or feedback on discussion papers, educational information and professional development opportunities including seminars and events.

We may also send you information on behalf of Queensland Government departments including Department of Housing and Public Works.

You may opt out at any time if you no longer wish to receive specific types, or all, marketing information. You can make this request by emailing [digitalsupport@qbcc.qld.gov.au](mailto:digitalsupport@qbcc.qld.gov.au), or by "unsubscribing" from the email or other marketing messages you no longer wish to receive.

## Disclosure of personal information

If you have submitted an application or complaint, we may

provide all or some of this information (if applicable) to you:

- contractor/client
- members of our panel of technical consultants (includes licensed contractors, registered engineers, and industry specialists)
- rectifying builders
- external legal consultants
- external financial consultants
- reinsurers/actuaries.

We may also disclose your personal information to third parties, including advisors and consultants and with third party service providers we use in connection with conducting our business and always subject to confidentiality provisions we deem appropriate.

Some of the third parties to whom we disclose your personal information may be located outside Australia. For example, we may disclose your personal information to external facilities in the course of data processing services from third parties.

The countries in which these third parties are located will depend on the circumstances. However, in the course of our ordinary business operations we commonly disclose personal information to third parties located in the United States of America.

We will not give your personal information to third parties without your consent, unless as set out above or required by law.

## Access to personal information

If you would like to access any of your personal information that is held by QBCC you can make an Information Privacy application.

## Amending your personal information

You may apply to amend documents containing your personal information held by QBCC, where you believe relevant information is inaccurate, misleading, out of date or incomplete.

## Making a privacy complaint

If you believe there has been a breach of your personal information involving QBCC you may lodge a privacy complaint.

## Right to information

All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

## More information

Email us if you would like to know more about information privacy or visit the guidelines for community members on the website of the Office of the Information Commissioner Queensland.