

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

NOTE: As a Site Supervisor or Fire Occupational licensee, you are NOT eligible for a change of licence grade. You would be required to submit an Individual Application and meet all current Licensing entry requirements to change to a contractor or nominee supervisor.

A change to your licence grade may require an adjustment to your licence fee. QBCC will contact you if an adjustment is required.

1. PERSONAL DETAILS

Surname:

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First names:

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Date of birth:

D	D	–	M	M	–	Y	Y
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 Licence number:

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2. CHANGE OF LICENCE DETAILS

I am applying to change my grade of licence. YES NO

If yes, please indicate new grade in table below (an application fee will apply):

GRADE

Builder or contractor Nominee Supervisor Site Supervisor Occupational

3. FINANCIAL INFORMATION

Do you have a Court or Tribunal Order or BCIPA adjudication decision requiring you to pay a debt which you have not yet paid in full? YES NO

If yes, provide copies of all relevant documentation.

a) If you are applying for Supervisor or Occupational licence grade - do not complete this section

b) If you are applying for a:

- Builder – Project Management Services
- Building Design, or
- Hydraulic Services Design
- and you do not hold any other contractor licence requiring financial information, you have two options.

You must either:

i. provide professional indemnity insurance and attach a completed *Estimated Maximum Revenue Declaration form with your application - do not complete part c below, or

ii. if you do not hold professional indemnity insurance, attach a completed *Declaration - Professional Indemnity Insurance form with your application AND complete part c below.

– You must also complete the *Declaration – Professional Indemnity Insurance form and attach it to you application.

– For Project Management Services, provide professional indemnity insurance and attach a completed *Estimated Maximum Revenue Declaration form with your application - do not complete part c below, OR if you do not hold professional indemnity insurance, complete part c below.

*Forms can be obtained by contacting the QBCC or downloading from QBCC’s website.

c) If you are applying for a contractor licence in any other licence class - complete section 4.

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. Some of this information collected will be included in the licensee 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).

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4. ADDITIONAL FINANCIAL INFORMATION Complete if you are applying for a contractor licence

Are you operating under a trust structure?

YES NO

(You cannot use the assets of the Trust to meet the MFR requirements)

Choose your financial category from the options below

Tick ONE only

This option is NOT available to BUILDERS

My Revenue WILL NOT exceed \$200,000 for my next financial year. I have at least \$12,000 Net Tangible Assets. (Refer to Minimum Financial Requirements).

YES

OR

My Revenue WILL NOT exceed \$600,000 for my next financial year. I have at least \$36,000 Net Tangible Assets. (Refer to Minimum Financial Requirements)

YES

OR

My Revenue will exceed \$600,000 for my next financial 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 (MFR). The MFR can be found on QBCC's website at www.qbcc.qld.gov.au

5. FIT AND PROPER

If you are changing your grade to a builder or contractor 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 12 months 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.

6. FEES

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

Do you require a licence certificate?

NO YES

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

I will be paying

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

Credit card number

Expiry date MM / YY VISA Mastercard

Amount paid \$.

Cardholder's name

Cardholder's
signature

7. DECLARATION

WARNING: Incorrect or misleading information may lead to a review and possible cancellation of the licence, prosecution and up to two years imprisonment under the *Queensland Building and Construction Commission Act 1991* and the imposition of a penalty under Section 193 of the Queensland Criminal Code.

I declare:

- the statements contained in this application are true and correct
- I have read the Privacy Notice (page 1).

Applicant's signature

Date* DD / MM / YYYY

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

Send all mail to - Queensland Building and Construction Commission, GPO Box 5099, Brisbane QLD 4001

Individual application fees

from 1 July 2017 to 30 June 2018

Queensland Building and Construction Commission Act 1991 ("the Act")

Nominee Supervisor Grade		
Application Fee		\$202.00
Builder or Trade Contractor Grade		
	SC 1	\$353.50
	SC 2	\$403.95
	Category 1-2	\$546.75
	Category 3-7	\$759.00
Certificate \$28.35		

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

Financial Information

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

1. Supervisor - Financial information not required
2. SC1 - \$200,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$200,000)
3. SC2 - \$600,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$600,000)
4. Category 1-2 - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of between \$600,001 and \$12M)
5. Category 3-7 - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$12M)

Renewals

Your renewal will be sent to you approximately 30 days prior to your renewal due date (one year from the date your licence was originally issued). Your licence fee is determined by your Maximum Revenue as stated in the last financial information you provided to the Commission.

Licence Fees	One year	Three years
Supervisor	\$202.00	\$515.00
SC1	\$269.90	\$688.35
SC2	\$337.70	\$861.15
Category 1-2	\$403.95	\$1030.10
Category 3-7	\$607.75	\$1549.75

GST Requirements

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

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, or by "unsubscribe" 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.