



For all licences with the exception of Builder, Fire, Hydraulics and Design classes

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

You are not able to apply for a licence if you are not a citizen, permanent resident or do not have a current Australian work visa.

1. PERSONAL DETAILS

Form fields for personal details including Surname, First names, Date of birth, ABN, Postal address, Business address, Home address, Business ph, Home ph, Mobile ph, Fax, and Email.

2. APPLICATION DETAILS

Tick the Licence Type you are applying for:

- Contractor (contractors are able to contract for "building work" and must meet the Minimum Financial Requirements)
Nominee (supervisors are only permitted to supervise "building work" and are not required to meet the Supervisor: Minimum Financial Requirements)

List the class(es) of licence you are applying for (e.g. Gas Fitting, Carpentry, Painting and Decorating etc.)

Form fields for listing licence classes.

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.

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).

OFFICE ONLY section with fields for CRN, Licence No, Receipt Amount, and Receipt No.

### 3. QUALIFICATIONS

Technical Qualifications: A copy of your technical qualification MUST be provided. Refer to the Scope of Work for minimum technical requirements. If you are applying for a licence in Gas Fitting or Termite Management - Chemical, you MUST supply a copy of the licence issued by the Department of Natural Resources and Mines (Queensland) or Queensland Health.

I have attached a copy of my technical qualification.

YES

Managerial qualifications: A copy of your managerial qualifications MUST be provided.

I have attached a copy of my managerial qualification.

YES

NOTE: If any of these documents are not provided, your application cannot be approved and processing will be delayed. Please do not send originals.

### 4. 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?

NO

YES

If yes, provide copies of all relevant documentation.

a) If you are applying for Supervisor licence - *do not complete this section*

b) If you are applying for a:

- Site Classifier licence
- 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 your application.

\*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 this section.

Are you operating under a trust structure?

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

NO

YES

Choose your financial category from the options below

Tick ONE only

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.

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

YES

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

## 5. PROOF OF IDENTITY

Answer all questions in this section

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)

## 6. PARTNERSHIP

Do you intend to carry out business under the licence in partnership with an unlicensed person? If YES, you must provide a copy of relevant documents (see Checklist attachment). NO  YES

## 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*? NO  YES

ii. ever entered into a composition, deed of arrangement or deed of assignment under Part X of the *Bankruptcy Act 1966*? NO  YES

iii. been convicted of any criminal offence (excluding traffic offences) within the last 10 years? NO  YES

iv. ever been convicted of an offence under the *Corporations Act 2001* (Commonwealth) section 596 (b) or (c)? NO  YES

v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years? NO  YES

vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work? NO  YES

vii. ever had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work? NO  YES

viii. ever been a: NO  YES

- 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?

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.)

## 8. ADDITIONAL REQUIREMENTS

You must answer ALL questions in this section.

**Are you an Australian citizen, permanent resident, or do you have a current visa issued under the Migration Act 1958, entitling you to work in Australia?**

Tick ONE only

I am a Citizen or Permanent Resident

YES

OR

I have a current visa (If you answer YES to this question, you MUST supply a copy of the visa and any relevant conditions that apply)

YES

NOTE: If you are not a Citizen, Permanent Resident or have a current work visa allowing you to work in Australia, you are not able to apply for a licence.

Tick YES or NO

**Do you have a registered business or trading name? (e.g. John Smith trading as Smith Builders)** If you answer YES, you must provide a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (ASIC).

NO  YES

## 9. 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  /  VISA  Mastercard

Amount paid \$  .

Cardholder's name

Cardholder's  
signature

## 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.

**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
- 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).

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 to the QBCC.**

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

# Checklist

**IMPORTANT - read this before signing the Declaration. Use this checklist to ensure you have provided all the required information.**

**If documentation or 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	<input type="checkbox"/>
I have provided a copy of my technical qualifications (refer to section 3).	YES	<input type="checkbox"/>
Only for people applying for a licence in Plumbing, Drainage, Gas Fitting, or Pest Controlling. I have provided a copy of my other relevant licences held in Queensland e.g. occupational licence.	YES	<input type="checkbox"/>
I have provided a copy of a QBCC approved managerial qualification (refer to section 3).	YES	<input type="checkbox"/>
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	<input type="checkbox"/>
I have provided copies of all relevant documents. (refer to section 4).	YES	<input type="checkbox"/>
Only for people applying for a licence in: <ul style="list-style-type: none"> <li>• Site Classifier</li> <li>• Termite Management - Chemical</li> </ul> I have provided a certificate of currency evidencing my current Professional Indemnity insurance policy.	YES	<input type="checkbox"/>
Only for people working in Australia under a visa. I have provided a copy of the visa and any relevant conditions that apply (refer to section 8).	YES	<input type="checkbox"/>
Only for people with a registered business name e.g. Smith Builders. I have provided a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (refer to section 8).	YES	<input type="checkbox"/>
Only for people who answered 'YES' to any of the questions in section 7. I have enclosed copies of the following: <ul style="list-style-type: none"> <li>• all reports to creditors issued by the trustee in bankruptcy, administrator, deed administrator, receiver or liquidator</li> <li>• confirmation of discharge from bankruptcy from the trustee in bankruptcy or a copy of an ITSA search showing the date of discharge from bankruptcy</li> <li>• debt agreement, composition, deed of arrangement or deed of assignment</li> <li>• 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</li> <li>• minutes of conviction, court or tribunal order and a National Police Certificate no older than 30 days</li> <li>• ASIC Order preventing an individual from managing a corporation</li> <li>• any documentation relating to court proceedings that are still pending.</li> </ul>	YES	<input type="checkbox"/>
I have provided proof of identity (refer to section 5).	YES	<input type="checkbox"/>
Only for an individual carrying out business under the licence in partnership with an unlicensed person. I have provided a copy of the partnership agreement that states the names of all parties involved and conditions of the business partnership.	YES	<input type="checkbox"/>

# Individual application fees

from 1 July 2017 to 30 June 2018

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

Nominee Supervisor Type		
Total Application Fee		\$404.00
Application Fee if you hold a current nominee supervisor licence under the Act and are applying for another licence class with the same type.		\$202.00
Builder or Trade Contractor Type		
Total Application Fee Determined by the financial information supplied.	SC 1	\$623.40
	SC 2	\$741.65
	Category 1-2	\$950.70
	Category 3-7	\$1,366.75
Application Fee if you hold a current individual QBCC licence and are applying for another licence class with the same licence type and Maximum Revenue. <i>Note: if you are changing your licence type or Maximum Revenue, there will be an adjustment to your Licence Fee QBCC will contact you with details of the adjusted fee.</i>	SC 1	\$353.50
	SC 2	\$403.95
	Category 1-2	\$546.75
	Category 3-7	\$759.00
Certificate		\$28.35

## 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	\$1,030.10
Category 3-7	\$607.75	\$1,549.75

## Applications

Your initial application fee covers one or more licence classes and types and includes the one year licence fee. The fee is the highest applicable. If your application is unsuccessful you may be refunded the licence fee portion.

## 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](mailto: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.