

# Site Supervisor licence

QBCC's site supervisor licence was introduced to improve the standard and quality of supervision of building work and to provide an employee with a clear career path to becoming a contractor in the Queensland building industry.

If you already hold an existing QBCC licence in the class you wish to apply for (either Contractor or Nominee Supervisor) you are NOT required to obtain a Site Supervisor licence as you are already licensed to supervise building work. You are only required to obtain a Site Supervisor licence if you intend supervising building work outside your existing licence class.

The following table shows what work can be undertaken by QBCC's three types of licence:

| Type               | Supervise building work | Nominee for a building company | Enter into contracts for building work |
|--------------------|-------------------------|--------------------------------|--|
| Contractor         | ✓                       | ✓                              | ✓                                      |
| Nominee Supervisor | ✓                       | ✓                              |  |
| Site Supervisor    | ✓                       |                                |  |

You are required to obtain a site supervisor licence if you are an employee or officer of a contractor who holds a QBCC licence and you are personally supervising building work carried out under your employer's licence.

When you apply for a Site Supervisor licence you must nominate which licence classes you are applying for. (i.e. Builder Low Rise, Carpentry etc.)

## What a Site Supervisor is entitled to do

A site supervisor licence entitles you to personally oversee and direct building work to ensure it is:

- in accordance with the plans and specifications set out in the contract for the work, and
- of a standard expected of a competent holder of a contractor licence of the relevant class.

A site supervisor licence holder cannot contract or subcontract to carry out building work and cannot be a nominee for a company. A site supervisor must be an employee and cannot contract out his/her supervision. To do this you must hold a contractor's licence.

## How to obtain a Site Supervisor licence

To apply for a site supervisor licence you must provide the following:

- a completed copy of this application form
- payment of the application fee
- proof of identity
- a copy of your technical qualification.

## How to change my Site Supervisor licence to a Nominee Supervisor or Contractor licence

To apply for a Nominee Supervisor or Contractor licence you must provide the following:

- a completed Individual Application form – NOT THIS FORM
- payment of the application fee
- a copy of the relevant technical qualification for the class
- a copy of the relevant managerial qualification for the class (if you are applying for a trade licence)
- experience and references.

**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

**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. APPLICATION DETAILS**

List the Class(es) of Licence you are applying for (eg Builder-Open, Builder-Low Rise, Carpentry etc).

Site Supervisor Licence in:

**3. TECHNICAL QUALIFICATIONS**

A copy of your technical qualification **MUST** be provided. Refer to the Scope of Work for minimum technical qualifications.

I have supplied a copy of my technical qualification YES

*If this document is not provided your application cannot be approved and its processing will be delayed.*

**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).

|                    |                   |                      |             |                      |
|--------------------|-------------------|----------------------|-------------|----------------------|
| <b>OFFICE ONLY</b> | CRN:              | <input type="text"/> | Licence No: | <input type="text"/> |
|                    | Receipt Amount \$ | <input type="text"/> | Receipt No: | <input type="text"/> |

## 4. ADDITIONAL REQUIREMENTS

You must answer ALL questions in this section.

The QBCC regularly cross checks this information with external agencies. Information from those agencies is publicly available information.

Have you ever been refused a QBCC licence or had a QBCC licence cancelled? NO  YES

**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

**You are not able to apply for this licence if you are not a citizen, permanent resident or do not have a current visa permitting you to work in Australia.**

Have you:

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

Been issued with an infringement notice by QBCC for which payment is still outstanding? NO  YES

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

## 5. PROOF OF IDENTITY

You must provide the following information. Tick ONE only

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

Place of birth (Town/City e.g. Brisbane, London)

Country of birth (e.g. Australia, England)

## 6. 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.**

### DECLARATION

I declare:

- the statements contained in this application are true and correct
- I have read the Privacy Notice (page 2).

SIGNATURE OF APPLICANT:

DATE\*:  /  /

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

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

## 7. FEES

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

Do you require a licence certificate?

NO  YES

If a certificate is required, you will need to pay an additional fee of \$28.35

### 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"/> | <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"/> | <input type="text"/>     |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| Cardholder's name      | <input type="text"/> |                      |                      |                      |                      |                      |                          |                      |                          |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
| Cardholder's signature | <input type="text"/> |                      |                      |                      |                      |                      |                          |                      |                          |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |

## 8. FEE SCHEDULE

Queensland Building And Construction Act 1991 ("The Act")

### SITE SUPERVISOR LICENCE TYPE

|  |          |
|--|----------|
| Total Application Fee from 1 July 2017 to 30 June 2018   | \$404.00 |
| Application Fee if you hold a current QBCC licence issued under the Act and applying for a Site Supervisor licence | \$202.00 |

### Renewals

Your renewal will be sent to you approximately 30 days prior to your renewal due date. A licence may be renewed for one or three years. The one year licence fee is \$202.00 and the three year renewal is \$515.00.

### Applications

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

### Change of Licence Type

If you want to change your licence type you must complete an Individual Licence Application form, provide evidence of your technical qualification and experience. If you want to change to a contractor licence you will also be required to satisfy the Minimum Financial Requirements. Application forms and information regarding the application process are available at [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au) or by contacting the Customer Contact Centre on 139 333.

### GST Requirements

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

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

# 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.