QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

LICENCE APPLICATION FORM – MUTUAL RECOGNITION BUILDING CERTIFIER

Application made under section 19, *Mutual Recognition Act 1992 (Cwlth)* and section 18, *Trans-Tasman Mutual Recognition Act 1997 (Cwlth)*

COMPLETING THIS FORM

1. **Submitting your form by email? Download this PDF and open in a PDF reader** to fill out on-screen and sign with an e-signature. Save this file in your personal records and email it to the QBCC.
2. **Printing a hard copy to submit in person or by post?** Fill out using BLACK pen only, print clearly in BLOCK LETTERS and DO NOT use correction fluid. Cross out mistakes and initial any amendments.

PREFERRED METHOD TO SUBMIT YOUR FORM

Email: licence.applications@qbcc.qld.gov.au

OTHER WAYS TO SUBMIT YOUR FORM

In person: At any QBCC Customer Service Centre

Post: GPO Box 5099, BRISBANE QLD 4001

Mutual Recognition is a process whereby an individual who holds a licence in one state, territory or New Zealand is entitled to be licensed in another state, territory or New Zealand to perform the same work.

Who can apply?

Applicants from Australian Capital Territory, New South Wales, Northern Territory, South Australia, Tasmania, Victoria, Western Australia and New Zealand can apply.

Keep your interstate or New Zealand licence active

Make sure that your current interstate or New Zealand licence remains active until after your Mutual Recognition application has been approved.

If your interstate or New Zealand licence is cancelled or suspended prior to being approved for a Queensland licence, you will not be entitled to a Queensland licence under Mutual Recognition.

Eligibility and Licensing requirements

Review the eligibility and licensing requirements for Mutual Recognition for your state or New Zealand found on the QBCC website at qbcc.build/mutual-rec.

Be aware that special rules apply:

- QBCC may only issue a licence that is equivalent to the licence you already hold.
- If your interstate or New Zealand licence is subject to a condition or restriction, QBCC must impose the same condition on your Queensland licence.
- QBCC may impose a condition or restriction on your Queensland licence based on their assessment of your application.
- Where there is no QBCC licence equivalent to your interstate or New Zealand licence, the QBCC will not be able to issue you a licence.

If you have any questions regarding requirements for Mutual Recognition or your application, please contact your local QBCC office or visit qbcc.build/contact-us for more information.

Queensland licences for building certifiers

In Queensland, there are three licence levels and two endorsement types available to building certifiers under Part 3, *Building Act 1975*. More information can be found on the QBCC website at qbcc.build/certifier-applications.

PLEASE PROVIDE THE FOLLOWING

- Photo identification, proof of work eligibility and declarations
- Copies of interstate and New Zealand licences and other evidence (where applicable)
- Complete all sections of application form
- Review checklist and ensure all documents are provided
- Complete payment section and submit application form

THE QBCC WILL

- Review your application
- Assess your interstate and New Zealand licences and other evidence provided
- Request further information including payment details if required
- Make a decision on your application
- Notify you of the outcome

Pay online or over the phone – the QBCC will send an email to request payment after you submit your form by email or post.

Pay in person – visit a QBCC Customer Service Centre and use either bank keycard, Mastercard or Visa card to make a payment at the front counter.

Your application CANNOT proceed to assessment until all required documents and payments have been received and accepted.

If information is missing or incomplete, your application **will be delayed.**

LICENCE APPLICATION FORM – MUTUAL RECOGNITION BUILDING CERTIFIER

CHECKLIST

Review and complete this checklist before submitting your application.
It will help ensure you have provided all the required information.

Your application CANNOT proceed to assessment until all required documents have been received and accepted and all fees paid.
If information is missing or incomplete, the assessment of your application will be delayed.
Do not send original documents as they will not be returned. Copies should be provided instead.

Place a tick ✓ in each box as you complete the item.

SECTION 1 – PERSONAL DETAILS – *page 3*

The contact details you provide on this form will be used to communicate with you.

Providing incorrect personal information may affect our ability to contact you and could delay your application.

- ☐ I have provided all my **personal details** (including my full name, phone contact number and email address).
- ☐ I have provided all **address details** (including my postal, business and home addresses).

Only for current or previous QBCC licence holders.

- ☐ I have provided my **QBCC licence number**.

SECTION 2 – MUTUAL RECOGNITION ELIGIBILITY DECLARATION – *page 4*

PLEASE NOTE: You must satisfy all of these eligibility requirements before you can apply for a QBCC licence using Mutual Recognition.

- ☐ I have ticked the boxes to **indicate which eligibility statements apply** to me.
- ☐ I have read the **declaration** and **signed in the box provided**.

SECTION 3 – WORK ELIGIBILITY – *page 4*

PLEASE NOTE: If you are not an Australian citizen or permanent resident, or do not have a current visa allowing you to work in Australia, you are not able to apply for a licence.

Only if you are working in Australia under a current visa

- ☐ I have provided a copy of my **current passport or ImmiCard**, clearly showing the **document number** and any relevant conditions that apply.
- ☐ I have provided a copy of my **current visa** and any other **work eligibility documentation**.

SECTION 4 – PROOF OF IDENTITY – *page 5*

Only if you have ever changed your legal name

- ☐ I have provided a copy of any available **official proof of name change documents**.

If submission by email

- ☐ I have attached a **valid and current digital PDF** of my photo identification from the Queensland Digital Licence app, and I have attached **a photo of my relevant primary** and **secondary identity documents**.

  OR I have attached a **photo of my primary identification(s)** and relevant **secondary identity documents**.

If submission by visiting a QBCC Service Centre or by post

- ☐ I have attached a **valid and current copy of the front and back of my photo identification** and secondary identity documents.

SECTION 5 – CURRENT INTERSTATE / NZ LICENCES – *page 7*

PLEASE NOTE: If copies of any current interstate/NZ licences are not provided, the processing of your application will be delayed until they are received.

- ☐ I have provided details of **all my current interstate/NZ licences**.
- ☐ I have attached a **copy of all my current interstate/NZ licences**.

SECTION 6 – CATEGORY OF LICENCE – *page 8*

- ☐ I have reviewed the scopes of work information on the QBCC website and have **selected the licence level closest** to my current interstate or New Zealand licence/registration.

SECTION 7 – ENDORSEMENTS – *page 8*

Only if you are applying for development approval endorsement

- ☐ I have attached evidence of either **development approval registration** in another state or New Zealand, or a copy of the **certificate of attainment** for the 'Queensland Private Building Certifier Course' or 'Issuing Development Permits for Building Work' course.

SECTION 8 – PROFESSIONAL INDEMNITY (PI) INSURANCE – *page 8*

Only if you are applying for an endorsment

- ☐ I have attached a **copy** of my/my employer's **certificate of currency for the PI insurance policy**.
- ☐ I have attached a completed **Professional Indemnity Declaration – Building Certifier form** which has been **signed by the policy owner**.

SECTION 9 – STATUTORY DECLARATION – *page 9*

- ☐ I have **read and signed the Statutory Declaration,** and an **authorised witness** has also **signed the Statutory Declaration, not more than 30 days** before QBCC will receive the application.

SECTION 10 – PAYMENT OF FEES – *page 10*

- ☐ I have reviewed the **application fees schedule** and identified that **total amount payable**.
- ☐ I have filled out my **credit card details in full**, including the total amount payable section.
- ☐ I am aware that if my application is not successful, **the application fee is non-refundable**.

QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

LICENCE APPLICATION FORM – MUTUAL RECOGNITION BUILDING CERTIFIER

1. PERSONAL DETAILS

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information about you to determine if you are entitled to a QBCC licence, and if so, to maintain your licence. This is authorised by the *Building Act 1975*. To process your notice, the QBCC will collect information about you from interstate or New Zealand licensing bodies. This is authorised by Commonwealth and Queensland mutual recognition laws.

We may use your email address to contact you about research and engagement activities for the purpose of improving our services (which you will be able to opt-out of receiving), as well as educational activities.

The QBCC is required by the *Building Act 1975* to publish information about you in the Building Certifiers register on the QBCC website (qbcc.build/certifier-search). This includes your name, business contact details, and licence details. This information may also be published on the Queensland Government Open Data Portal.

The QBCC may also be required by law to share information with other interstate or New Zealand licensing bodies for regulatory or enforcement purposes. Your personal information will not otherwise be disclosed without your consent or as required or authorised by law.

Visit the QBCC Privacy Policy (qbcc.build/privacy-info) for more information.

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other

Family name

Given names

Date of birth D D / M M / Y Y Y Y ABN (if held)

LICENCE DETAILS

☐ I have never held a QBCC licence.

☐ I currently hold or have previously held a QBCC Act licence and my licence number is

☐ I currently hold or have previously held a QBCC building certifier licence and my licence number is

PHONE AND EMAIL

Applicants are required to complete all phone number and email detail fields

Business phone | Home phone

Mobile phone | Email

ADDRESS

BUSINESS ADDRESS

Applicants are required to complete all business address fields

- Your business address must be a physical address.
- PO Box or post office addresses are not acceptable.
- Business addresses for licensees are listed on the public QBCC Building Certifier register.
- If your business address is also your home address, you may provide an alternative address such as your solicitor or accountant.

Business address

Suburb | State | Postcode

HOME AND POSTAL ADDRESSES

Applicants are required to complete all home and postal address fields

Your home address will be listed on the public QBCC Building Certifier register if you leave the business address section above blank or provide an unacceptable address.

Home address

Suburb | State | Postcode

Postal address

Suburb | State | Postcode

OFFICE USE ONLY

CRN | Receipt amount $ | Reference no.

Receipt no. | Received by

2. MUTUAL RECOGNITION ELIGIBILITY DECLARATION

To be eligible to request a QBCC licence using Mutual Recognition, **you must be able to declare that ALL of the following statements apply to you.** This may include sensitive information, such as criminal history information.

If you are **UNSURE?** Contact the QBCC for more information.

Do all of these apply to you? *Tick to indicate the statements that apply to you*

- ☐ I am registered for a building-related occupation in an Australian state or territory or New Zealand, and I will provide details of this registration as part of this application.
- ☐ I am not subject to disciplinary proceedings in any Australian state or territory or New Zealand (including any preliminary investigations or action that might lead to disciplinary proceedings) in relation to that building-related occupation.
- ☐ My registration in an Australian state or territory or New Zealand has not been cancelled and is not currently suspended as a result of disciplinary action.
- ☐ I am not otherwise personally prohibited from carrying on any building-related occupation in any Australian state or territory or New Zealand, and I am not subject to any conditions in carrying on that occupation, as a result of criminal, civil or disciplinary proceedings in any state.

DECLARATION AND SIGNATURE

WARNING: Providing false or misleading information may lead to your licence application being refused, prosecution for an offence and/or cancellation of your licence.

By providing my email address, I agree to receive communications, including notices, updates, important information and legislative decisions, from the QBCC electronically. I understand that email will be the primary method of communication and it is my responsibility to ensure my contact details remain current. If I have any questions about email being the primary method of communication, I understand I can contact the QBCC

☐ I declare that, by ticking the boxes above, the information I am providing in this declaration is true and correct.

Print full name

Applicant's signature

Click to add digital signature, or print the form to sign by hand.

Date D D / M M / Y Y Y Y

3. WORK ELIGIBILITY

STOP - If you are not an Australian Citizen or permanent resident, or do not have a current visa entitling you to work in Australia, you are not able to apply for a licence. More information can be found on the QBCC website at qbcc.build/overseas-applicants.

WORK ELIGIBILITY

Which one applies to you?

- ☐ I am an Australian citizen or a permanent resident.

OR

- ☐ I hold a current visa under the *Migration Act 1958* entitling me to work in Australia.

OR

- ☐ **I am not an Australian citizen or permanent resident, nor do I hold a current visa** under the *Migration Act 1958* entitling me to work in Australia.

VISA HOLDERS ONLY - *Attach relevant documents*

- ☐ I have provided a **copy of my current passport or ImmiCard** clearly showing the **document number**.
- ☐ I have provided a copy of my **current visa** and **any other work eligibility documentation** entitling me to work in Australia, clearly showing the document number and any relevant conditions.

4. PROOF OF IDENTITY – ALL APPLICANTS – PAGE 1 OF 2

All applicants are required to supply **valid and current proof** of identification.

Place and country of birth (e.g. Brisbane, Australia)

Legal Name Change: have you been known by any other 'legal' names? ☐ Yes ☐ No

Ticked YES? You must provide full details of all previous names you have been known by, including any relevant documentation (e.g. copy of proof of name change, marriage certificate etc.).

IDENTITY DOCUMENTS

You must provide **two forms of identity**:

- one (1) primary document that includes a photo, and one (1) secondary identity document

  OR
- two (2) primary identity documents that include a photo.

No certification of documents is required.

Any addresses provided on documents must be the same.

When submitting your application by email, add documents as attachments.

DO NOT provide online links to documents, as they cannot be viewed and will delay processing.

PRIMARY IDENTITY – choose ONE or TWO primary documents below to attach to your application.

Primary documents must include a photo of the applicant.

☐ Driver licence

- ☐ Queensland Digital Licence App PDF

  OR
- ☐ Photos of the front and back of the card

To learn more about using the **Queensland Digital Licence app,** visit: qbcc.build/guide-digital-licence.

☐ Passport (any nationality)

☐ Other government-issued photo identity

Examples of other government-issued photo identity

- Australian Proof-of-Age or Photo Identification Card (issued by any state or territory)
- Government-issued Employee ID with photo
- Government-issued Working With Children / Blue Card / Authority Cards (where photo included)
- Tertiary or recognised education institution photo ID (government-issued)
- Government-issued professional licence with photo e.g. security licence, high-risk work licence

SECONDARY IDENTITY – if you have provided TWO primary documents, go to next page.

If you have provided only ONE Primary document, choose ONE secondary document below to attach to your application.

Secondary documents must be valid, current and show your name. They do not need to include a photo.

☐ Medicare card ☐ Utility bill (address only) ☐ Rates notice ☐ Employment ID or letter

☐ Government concession card ☐ Lease agreement ☐ Student ID

SUBMITTING PROOF OF IDENTITY

The way you provide proof of identity depends on how the application is submitted.

See submission requirements on next page.

4. PROOF OF IDENTITY – ALL APPLICANTS – PAGE 2 OF 2

SUBMISSION METHOD AND IDENTIFICATION REQUIREMENTS

BY EMAIL

"I have a Queensland Digital Licence."

1. **PDF** of your Qld Digital Licence identification.
2. Photos of your **primary** or **secondary** identity cards or documents.

"I do not have a Queensland Digital Licence."

1. Photo of at least one valid **primary** identity document. (Driver licence requires photos of front and back).
2. If applicable, photos of your **secondary** identity cards or documents.

BY POST OR IN PERSON

"I will send my application by post."

OR

"I will visit a QBCC Customer Service Centre."

1. Photocopies of at least one valid **primary** identity document (no certification is required). (Driver licence requires photocopies of front and back).
2. If applicable, photocopies of your **secondary** identity documents..

Document examples

Queensland Digital Licence **PDF**

Android or iPhone photos of **primary ID** (front and back)

Android or iPhone photos of **secondary ID**

5. CURRENT INTERSTATE AND NEW ZEALAND LICENCES

Keep your interstate or New Zealand licences active.

Your current interstate or New Zealand licences must remain **active** in order for you to be approved. If your current interstate or New Zealand licences are cancelled or suspended prior to approval of a Queensland licence, you will not be entitled to a Queensland licence under Mutual Recognition.

Please provide details of all your current interstate and New Zealand licences.

This would include any interim deemed registrations and automatic deemed registrations.

- **Interim deemed registrations** refers to licences or registrations from other Australian states or New Zealand that are awaiting approval or denial by the relevant licensing authority.
- **Automatic deemed registrations** are licences or registrations from other Australian states or New Zealand that are automatically granted one month after a mutual recognition application is submitted to the relevant licensing authority.

INTERSTATE OR NEW ZEALAND LICENCE HELD - *Licence 1*

☐ NSW ☐ ACT ☐ VIC ☐ TAS ☐ SA ☐ WA ☐ NT ☐ NZ

Licence/registration number _____ Expiry date D D / M M / Y Y Y Y

Licence type and level held _____

Name of licensing body _____

Is this licence subject to any special conditions? ☐ Yes ☐ No

Does your licence allow you to:

- perform functions as a private certifier? ☐ Yes ☐ No
- issue building development approvals, final inspection certificates and certificates of classification in the capacity of a private certifier? ☐ Yes ☐ No

Is this licence or registration a deemed registration?

☐ No ☐ Yes - an interim deemed registration ☐ Yes - an automatic deemed registration

INTERSTATE OR NEW ZEALAND LICENCE HELD - *Licence 2*

☐ NSW ☐ ACT ☐ VIC ☐ TAS ☐ SA ☐ WA ☐ NT ☐ NZ

Licence/registration number _____ Expiry date D D / M M / Y Y Y Y

Licence type and level held _____

Name of licensing body _____

Is this licence subject to any special conditions? ☐ Yes ☐ No

Does your licence allow you to:

- perform functions as a private certifier? ☐ Yes ☐ No
- issue building development approvals, final inspection certificates and certificates of classification in the capacity of a private certifier? ☐ Yes ☐ No

Is this licence or registration a deemed registration?

☐ No ☐ Yes - an interim deemed registration ☐ Yes - an automatic deemed registration

Need to provide details of more than two licences? Attach a document providing these details for each licence to your application.

A copy of all interstate and New Zealand licences that you currently hold must be provided.

☐ I have attached a **copy** of all my **current interstate and New Zealand licences,** including **details of any special conditions** attached to those licences.

6. CATEGORY OF LICENCE

Referring to the scope of work information on the QBCC website at qbcc.build/certifier-applications, which level of licensing do you believe most closely matches your current interstate or New Zealand licence/registration?

☐ Building certifier—level 1 ☐ Building certifier—level 2 ☐ Building certifier—level 3

7. ENDORSEMENTS *Tick any endorsements you are applying for*

Note: You will need to provide evidence of Professional Indemnity (PI) insurance and a signed declaration when applying for an endorsement. **Refer to section 8 Professional Indemnity (PI) Insurance for more information.**

☐ Private certification endorsement

☐ Development approval endorsement – you must also:

- provide evidence of development approval registration in another state or New Zealand, or
- attach evidence of satisfactory completion of either of the following courses:
  - 'Queensland Private Building Certifier Course'
    The course provider is the College of Professional Development
  - 'Issuing development permits for building work'
    Conducted by Mackee and Associates Pty Ltd, trading as AssentTECS, this qualification is only acceptable if completed before 9 June 2023.

☐ *(For Development approval endorsement applicants only)* I have attached evidence of either **development approval registration** in another state or New Zealand, or a copy of the **certificate of attainment** for the 'Queensland Private Building Certifier Course' or 'Issuing development permits for building work' course.

8. PROFESSIONAL INDEMNITY (PI) INSURANCE

Only complete this section if you are applying for an endorsement.

Building certifiers who hold an endorsement on their licence must hold PI insurance in their own right, or be covered by their employer's PI insurance policy. PI insurance provides financial protection and may cover some or all of the costs if a contractor has caused building errors or omissions.

Important information on PI insurance minimum standards, policy ownership and coverage, exemptions for cladding cover and the form mentioned below are available on the QBCC website at qbcc.build/pi-insurance.

Name of insured (as it appears on the certificate of currency or schedule of insurance)

Policy number

Current to D D / M M / Y Y Y Y

Insurer/ underwriter

☐ I have attached a **copy** of my/my employer's **certificate of currency for the PI insurance policy.**

☐ I have attached a **completed and signed Professional Indemnity Declaration – Building Certifier form** from the QBCC website.

9. STATUTORY DECLARATION

A **Statutory Declaration** must be witnessed by one of the following:

- Justice of the Peace
- Lawyer
- Commissioner for Declarations
- Conveyancer
- Notary Public

WARNING: Providing false or misleading information may lead to your licence application being refused, or may lead to prosecution for an offence and/or review and possible cancellation of your licence.

STATUTORY DECLARATION – *OATHS ACT 1867*

APPLICANT DECLARATION

I declare:

- that the statements contained in this application are true and correct and I make this statement conscientiously by virtue of the provision of the *Oaths Act 1867*
- I give consent for the making of enquiries and the exchange of information about my interstate licence/s with other State authorities
- I have read the Privacy Notice (page 3).

☐ I understand that by signing this form below, I am declaring that I have read and agree to the statements above.

Name of the applicant

Applicant's signature

This form must be signed by hand. Digital signatures are not accepted.

Date D D / M M / Y Y Y Y

Name of town, city or suburb where declaration signed

Name of authorised witness and type of witness (e.g. Justice of the Peace, Commissioner for Declarations etc.)

Authorised witness's signature

This form must be signed by hand. Digital signatures are not accepted.

Date D D / M M / Y Y Y Y

NOTE: Once you sign your application, get it to QBCC as soon as possible!
If more than **30 days pass** between when you sign this form and when QBCC receives it, your application will be delayed.

10. PAYMENT OF FEES

We accept

FEES

Refer to the **application fee schedule** below for applicable fees.

New applicants pay an **application fee and their first year's licence fees**.

The application fee component is **non-refundable if your licence application is unsuccessful**.

AMOUNT DUE

Total amount payable for this application **$**

PAYMENT OPTIONS

Pay online or over the phone – the QBCC will send an email to request payment after you submit your form by email or post.

Pay in person – visit a QBCC Customer Service Centre and use either bank keycard, Mastercard or Visa card to make a payment at the front counter.

Your application CANNOT proceed to assessment until all required payments have been received and accepted.

If information is missing or incomplete, your application **will be delayed.**

NOTE: the QBCC does not accept payment by cash or cheque.

INDIVIDUAL APPLICATION FEES SCHEDULE

Effective 1 July 2026 – 30 June 2027

APPLYING FOR A BUILDING CERTIFIER LICENCE

Application Fee	Licence Fee for first 12 months	Total Application Fee
$186.10*	$990.30	$1,176.40

*** If your application is unsuccessful, this application fee is non-refundable.**

Licence fees and charges increase on 1 July each year due to indexation in line with legislative requirements. You can contact us to find out details about specific fees, charges or prices.

These are the applicable fees under the *Building Act 1975* and *Building Regulation 2021*.

Renewals will be sent to you prior to your renewal due date (one year from the date your licence was originally issued).

The QBCC's licence and application fees are exempt from GST. You will not be issued with a tax invoice.