




**COMPLETING THIS FORM**

1. This is an interactive PDF that you may complete in your web browser. Save this PDF form to your personal records and print a hard copy to submit by post or in person.
2. If you choose to fill out with a pen, use BLACK pen only – print clearly in BLOCK LETTERS – DO NOT use correction fluid. Cross out mistakes and initial any amendments.

**SUBMITTING YOUR FORM**

-  **In person:** At any QBCC Customer Service Centre
-  **Post:** GPO Box 5099, Brisbane Qld 4001
-  **For security purposes, do NOT send QBCC forms that include payment details by email.**

**PRIVACY NOTICE – PLEASE READ**

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* (the Act). If successful, your information will be used to maintain your licence and may be shared with other interstate or New Zealand licensing bodies as required by law, as listed in the QBCC Privacy Policy. Some of this information will be included in the QBCC licensee register on the QBCC website and the [data.qld.gov.au](http://data.qld.gov.au) website. All information held by the QBCC may be subject to application for access under the Right to Information and Privacy legislation or as authorised or required by law. For further information visit the Privacy Policy on the QBCC website at [qbcc.build/privacy-info](http://qbcc.build/privacy-info).

**EVIDENCE OF EXPERIENCE – FIRE PROTECTION AND MECHANICAL SERVICES LICENCE CLASSES**

Provide as many examples of experience as necessary to demonstrate that you meet both the skills and years of experience requirements for the licence class you are applying for.

For each experience example you provide, please **complete all sections** of the evidence of experience form including:

- **job and referee details** – site address, when you worked on the project, the contractor who engaged you and a referee who can personally validate your experience
- **work you carried out** – your role, responsibilities, and the work you personally carried out during the project.

More information and experience requirements for each licence class can be found on the QBCC website at:

- Mechanical services: [qbcc.build/mech-services](http://qbcc.build/mech-services)
- Fire protection: [qbcc.build/fire-protection](http://qbcc.build/fire-protection)

**APPLICANT DETAILS**

Title      Mr                  Mrs                  Miss                  Ms                  Other

Family name

Given names

Date of birth      

D	D
<input type="text"/>	<input type="text"/>

 / 

M	M
<input type="text"/>	<input type="text"/>

 / 

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ABN (if held)

**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.**

I declare that:

- the information I am providing in this application is true and correct
- I am aware that to hold a QBCC contractor licence I must satisfy the Minimum Financial Requirements (MFR) at all times
- I have read and understood the Privacy Notice and Warning included above.

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

Applicant's  
signature

Date      

D	D
<input type="text"/>	<input type="text"/>

 / 

M	M
<input type="text"/>	<input type="text"/>

 / 

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



**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.

OFFICE USE ONLY	CRN	<input type="text"/>	Receipt amount	\$	<input type="text"/>	Reference no.	<input type="text"/>
	Receipt no.	<input type="text"/>	Received by		<input type="text"/>		

**12. EXPERIENCE RECORD - SCOPE OF WORK - PAGE 1 OF 2**

**EVIDENCE OF EXPERIENCE**

Provide details of as many **projects as necessary** to demonstrate that you meet the skills and years of experience required for the fire protection or mechanical services class you are applying for.

If you need to provide more experience examples, you can download additional copies of this experience record from the QBCC website at [qbcc.build/form-fire-mech-experience](http://qbcc.build/form-fire-mech-experience).

**JOB DETAILS**

Site address

Suburb

State




Postcode





Name of the **Principal Contractor responsible for project**

Name of the **employer or contractor who engaged you for the project**

How often were you onsite during the project

Daily

Weekly

Fortnightly

Monthly

Twice per year

Yearly

Other

Your start date

M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Your finish date

M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**REFEREE FOR THIS SITE**

Provide details of a referee who

- was a suitably qualified supervisor
- held a QBCC licence or a technical qualification at the same or high level than the licence class you are applying for
- can personally verify your experience, including the work you carried out and the knowledge and skills you demonstrated.

Full name

Licence number

Email


Phone number

Mobile phone

Employer

Role on this site

**Referee report provided?**

 **Including a referee report from this contractor as part of your application will help support your experience evidence. You can download copies of the referee report from the QBCC website at [qbcc.build/form-fire-mech-referee](http://qbcc.build/form-fire-mech-referee).**

This referee has provided me with a referee report that verifies my experience for the site above and I have included it as part of this application.

**Provide details of the type of building for this project.**

Rise in storeys      1      2      3      4      Over 4

Building class	1a	2	3	4	5	6	7a	8	9a	10a
	1b						7b		9b	10b
									9c	10c

Fire resisting construction (classes 2 - 9 only)      A      B      C      (as per Table C2D2, NCC Vol. 1)

12. EXPERIENCE RECORD - WORK CARRIED OUT - PAGE 2 OF 2

	STREET	SUBURB	STATE	POSTCODE
Site address	<input type="text"/>			


**WORK CARRIED OUT**

We strongly recommend that you review the experience requirements for the licence class you are applying for at [qbcc.build/mech-services](http://qbcc.build/mech-services) and [qbcc.build/fire-protection](http://qbcc.build/fire-protection). The experience you provide should be appropriate for the scope of work you are applying for.

**Provide a detailed description of your role, responsibilities and the work you competently carried out on this project.**

- Outline the type of fire protection or mechanical systems that you work on.
- Describe the work you personally carried out on the systems.
- Include examples and specific details that describe the work that was undertaken.

You can also include supporting documentation (e.g. contracts/certifications/plans) if you wish.

 If you require more space, attach an additional page to your application.

**12. EXPERIENCE RECORD - SCOPE OF WORK - PAGE 1 OF 2**

**EVIDENCE OF EXPERIENCE**

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Site address

Suburb

State

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Postcode

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Fortnightly

Monthly

Twice per year

Yearly

Other

Your start date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

Your finish date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

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---	---	---	---	---	---	---

Your finish date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

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