

**PLEASE NOTE**

You are not able to apply for a licence if you are not an Australian Citizen, Permanent Resident or do not have a current Australian Work Visa.

**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* (QBCC Act). Your personal information may be shared with other interstate or New Zealand licensing bodies. Some of this information will be included in the licensee register.

You may receive information from us for educational purposes in accordance with the QBCC Act. You will be able to opt-out of receiving this information.

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 Statement on the QBCC website at [qbcc.qld.gov.au](http://qbcc.qld.gov.au).

**RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS BY:**

Post: GPO Box 5099 Brisbane QLD 4001.

In person: QBCC service centres are listed on our website [qbcc.qld.gov.au](http://qbcc.qld.gov.au).

**COMPLETING THIS FORM**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid - cross out and initial amendments

**1. PERSONAL DETAILS**

Title	Mr	Mrs	Miss	Ms	Other	<input type="text"/>							
Surname	<input type="text"/>												
First name	<input type="text"/>												
	<input type="text"/>												
Date of birth	D	D	M	M	Y	Y	Y	Y	ABN	<input type="text"/>			
Postal address	<input type="text"/>												
	<input type="text"/>												
Business address (This cannot be a PO Box)	<input type="text"/>									State	<input type="text"/>	Postcode	<input type="text"/>
	<input type="text"/>									State	<input type="text"/>	Postcode	<input type="text"/>
Home address	<input type="text"/>									State	<input type="text"/>	Postcode	<input type="text"/>
	<input type="text"/>									State	<input type="text"/>	Postcode	<input type="text"/>
Business phone	<input type="text"/>				Home phone	<input type="text"/>							
Mobile	<input type="text"/>												
Email	<input type="text"/>												
	<input type="text"/>												

<b>OFFICE USE ONLY</b>	CRN:	<input type="text"/>	Licence no:	<input type="text"/>	Container:	<input type="text"/>
	Receipt no:	<input type="text"/>	Receipt amount:	\$ <input type="text"/>		
	Assignee:	<input type="text"/>	Received by:	<input type="text"/>		

**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 Supervisor**  
(supervisors are only permitted to supervise "building work" and are not required to meet the Minimum Financial Requirements)

**MECHANICAL SERVICES**

Mechanical services - air-conditioning and refrigeration (unlimited design)

Mechanical services - air-conditioning and refrigeration (limited design)

Mechanical services - medical gas

Mechanical services - plumbing

**FIRE PROTECTION**

**Electrical stream**

Fire protection - electrical stream - design - fire alarm systems

Fire protection - electrical stream - certify - fire alarm systems

Fire protection - electrical stream - install and maintain - fire alarm systems

Fire protection - electrical stream - certify - emergency lighting

Fire protection electrical - inspect and test - emergency lighting

**Passive stream**

Fire protection - passive stream - certify

Fire protection - passive stream - install and maintain - fire collars, fire-rated penetrations and fire-rated joint sealing

Fire protection - passive stream - install and maintain - fire and smoke walls and fire-rated ceilings

Fire protection - passive stream - inspect and test

Fire protection - passive stream - install and maintain - fire doors and fire shutters

**Portables stream**

Fire protection - portables stream - certify

Fire protection - portables stream - install and maintain

**Special hazard stream**

Fire protection - special hazard fire system stream - certify

Fire protection - special hazard fire system stream - install and maintain

**Water-based stream**

Fire protection - water-based fire system stream - design

Fire protection - water-based fire system stream - certify

Fire protection - water-based fire system stream - install and maintain

Fire protection - water-based fire system stream - install and maintain - restricted to commercial and industrial types


Fire protection - water-based fire system stream - install and maintain - restricted to domestic and residential types


**FIRE SAFETY PROFESSIONAL**

Fire safety professional


**3. QUALIFICATIONS**


**TECHNICAL QUALIFICATIONS:** A copy of your technical qualification MUST be provided.

 Refer to the Scope of Work for minimum technical requirements.

 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 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.

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

What is the last day of your most recent reporting year?   /   /

Are you operating under a trust structure?  Yes  No  
If yes, provide an MFR Report as you cannot rely on Trust assets. You may need to rely on a Deed of Covenant and Assurance.

**Choose your financial category from the options below:**

My revenue WILL NOT exceed \$200,000 for the reporting year, and I have at least \$12,000 Net Tangible Assets and a Current Ratio of at least 1. (Refer to Minimum Financial Requirements)  Yes  No

**OR**  
My revenue WILL NOT exceed \$800,000 for the reporting year, and I have at least \$46,000 Net Tangible Assets and a Current Ratio of at least 1. (Refer to Minimum Financial Requirements)  Yes  No

**OR**  
My revenue will exceed \$800,000 for the reporting 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 or the Checklist attachment for details. The MFR can be found on QBCC's website at [qbcc.qld.gov.au](http://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?  Yes  No  
If yes, you must provide a copy of relevant documents (see Checklist attachment)

**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*?  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 an offence (including *Work Health and Safety Act 2011* 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 been a:
  - director;
  - secretary;
  - shareholder; OR
  - a person in a position to control or substantially influence a company's conduct or affairs within 2 years 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

**Safety Management**

Do you have a safety management system to ensure work to be carried out under the contractor's licence is performed safely and is otherwise compliant with your obligations under the *Work Health and Safety Act 2011*.  Yes  No


**NOTE:** You must create a safe workplace. The construction industry involves a range of high risk work activities that must be appropriately managed to ensure they are carried out safely. Important information to assist employers and business owners to understand their safety obligations and implement an appropriate safety management system can be found at [worksafe.qld.gov.au](http://worksafe.qld.gov.au).

**8. ADDITIONAL LICENCE DETAILS**

Do you currently hold a commercial, industrial or residential work licence that was issued by another State, territory or New Zealand?  Yes  No

Since 1 October 2020, have you held a commercial, industrial or residential work licence that was issued by another State, territory or New Zealand that has since been suspended or cancelled?  Yes  No

**IF YOU HAVE TICKED YES, PLEASE PROVIDE THE FOLLOWING DETAILS:**  
All issuing State/s, territories or New Zealand (tick all applicable)

NSW  ACT  VIC  TAS  SA  WA  NT  NZ


Licence number

Type of licence (e.g. supervisor, contractor)

Class of licence (e.g. carpentry, builder)

Has the licence been cancelled or suspended?  Yes  No  
If yes, please provide the date licence was suspended or cancelled

Reason the licence was suspended or cancelled

 If you have ticked YES, please provide copies of all relevant documentation.

**9. ADDITIONAL REQUIREMENTS**


You must answer ALL questions in this section.

Are you an Australian citizen, permanent resident, or do you have a current visa or ImmiCard 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 or ImmiCard (If you answer YES to this question, you MUST supply a copy of the visa or ImmiCard and any relevant conditions that apply)  Yes

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

Do you have a registered business or trading name? (e.g. John Smith trading as Smith Builders).  Yes  No

 If you answer YES, you must provide a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (ASIC).

Have you been known by any other names?  Yes  No  
If you have ticked yes, you must provide full details of all previous names you have been known by.

**10. EXPERIENCE**

**Work History**

Detail how you started in the building industry, including your all round experience and skills.

**REFEREES**

Supply details of at least three (3) licensed contractors who can verify your experience in the scope of work you are applying for.

Surname	<input style="width: 100%;" type="text"/>
First name	<input style="width: 100%;" type="text"/>
Phone number	<input style="width: 60%;" type="text"/>
Surname	<input style="width: 100%;" type="text"/>
First name	<input style="width: 100%;" type="text"/>
Phone number	<input style="width: 60%;" type="text"/>
Surname	<input style="width: 100%;" type="text"/>
First name	<input style="width: 100%;" type="text"/>
Phone number	<input style="width: 60%;" type="text"/>







**JOB DETAILS** Show your experience with examples. For mechanical services, **do not include experience gained during an apprenticeship.**

Site address   
  
 State  Postcode

Licensed builder/  
contractor responsible  
for site

Start date / /     Finish date / /

How often were you onsite?  Weekly  Fortnightly  Monthly  Bi-monthly  Bi-annual  Annually

Describe the work you carried out

**Fire Protection work only**  Inspect and test  Install and maintain  Certify  Other

If "Other", please provide information

**For mechanical services work only**  Construct or install  Maintain  Replace  Test  Repair  Commission  Alter

What were your duties/role on site?

**JOB DETAILS** Show your experience with examples. For mechanical services, **do not include experience gained during an apprenticeship.**

Site address   
  
 State  Postcode

Licensed builder/  
contractor responsible  
for site

Start date / /     Finish date / /

How often were you onsite?  Weekly  Fortnightly  Monthly  Bi-monthly  Bi-annual  Annually

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If "Other", please provide information

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 State  Postcode

Licensed builder/  
contractor responsible  
for site

Start date  /      Finish date  /

How often were you onsite?  Weekly  Fortnightly  Monthly  Bi-monthly  Bi-annual  Annually

Describe the work you carried out

**Fire Protection work only**  Inspect and test  Install and maintain  Certify  Other

If "Other", please provide information

**For mechanical services work only**  Construct or install  Maintain  Replace  Test  Repair  Commission  Alter

What were your duties/role on site?

**JOB DETAILS** Show your experience with examples. For mechanical services, **do not include experience gained during an apprenticeship.**

Site address   
  
 State  Postcode

Licensed builder/  
contractor responsible  
for site

Start date  /      Finish date  /

How often were you onsite?  Weekly  Fortnightly  Monthly  Bi-monthly  Bi-annual  Annually

Describe the work you carried out

**Fire Protection work only**  Inspect and test  Install and maintain  Certify  Other

If "Other", please provide information

**For mechanical services work only**  Construct or install  Maintain  Replace  Test  Repair  Commission  Alter

What were your duties/role on site?



**!** **IMPORTANT - read this checklist before signing the Declaration (refer to Question 10), use this checklist to ensure you have provided all the required information.**

**If 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.**

## CHECKLIST

- |   |                          |     |
|---|--------------------------|-----|
| I have completed all the questions on the application form  | <input type="checkbox"/> | Yes |
| I have provided a copy of my technical qualifications (refer to Section 3)  | <input type="checkbox"/> | Yes |
| I have provided a copy of a QBCC approved managerial qualification (refer to Section 3)   | <input type="checkbox"/> | Yes |
| I have provided my financial information (refer to Section 4) (Self Certification, MFR Report and signed financial statements)  | <input type="checkbox"/> | Yes |
| Only for individuals applying for Fire protection licences in certify or design classes.<br>I have provided evidence of my current professional indemnity insurance policy  | <input type="checkbox"/> | Yes |
| Only for people working in Australia under an Australian Work Visa or ImmiCard. I have provided a copy of the Australian Work Visa or ImmiCard and any relevant conditions that apply (refer to Section 8)  | <input type="checkbox"/> | Yes |
| 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)  | <input type="checkbox"/> | Yes |
| Only for people who answered 'YES' to any of the questions in Section 7 -<br>I have enclosed copies of the following:   | <input type="checkbox"/> | Yes |
| <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 Insolvency &amp; Trustee Service Australia 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 obtained through an Australian State or Federal Police establishment*</li> <li>• ASIC Order preventing an individual from managing a corporation.</li> </ul> |                          |     |
| I have completed the Experience section or attached my own resume (refer to Section 9)<br>(If attaching your own resume, ensure that it contains the same information where required in Section 9)<br>(Demonstrate you have experience in personally performing or supervising key elements in the scope of work.<br>For Mechanical Services licence applications, do not include experience gained during an apprenticeship).<br>Refer to Section 9 for additional information)  | <input type="checkbox"/> | Yes |
| I have provided the details of three (3) referees   | <input type="checkbox"/> | Yes |
| I have provided proof of identity (refer to Section 5)  | <input type="checkbox"/> | Yes |
| Only for an individual carrying out business under the licence in partnership with an unlicensed person -<br>I have provided a copy of the partnership agreement that states the names of all parties involved<br>and conditions of the business partnership  | <input type="checkbox"/> | Yes |

\*Police checks from private providers will not accepted by the QBCC as these reports may not include all police history information.

## INDIVIDUAL APPLICATION FEES

EFFECTIVE 1 JULY 2023 – 30 JUNE 2024

Applicable under the *Queensland Building and Construction Commission Act 1991* ("the Act")



**Our fees and charges increase on 1 July each year. On 1 July 2023 our fees and charges were increased in line with legislative requirements. You can contact us to find out details about specific fees, charges or prices.**

NOMINEE SUPERVISOR TYPE		
Total Application Fee		\$469.16
Application Fee if you hold a current nominee supervisor licence under the Act and are applying for another licence class with the same type.		\$234.58
TRADE CONTRACTOR TYPE		
Total Application Fee Determined by the financial information supplied.	SC 1	\$724.04
	SC 2	\$861.36
	Category 1-2	\$1,104.15
	Category 3-7	\$1,587.19
Application Fee if you hold a current individual QBCC licence and are applying for another licence class with the same type and Maximum Revenue.  NOTE: if you are changing your type or Maximum Revenue, there will be an adjustment to your Licence Fee QBCC will contact you with details of the adjusted fee.	SC 1	\$410.54
	SC 2	\$469.16
	Category 1-2	\$634.99
	Category 3-7	\$881.44
<b>CERTIFICATE</b>		\$32.91

- Category 1-2** - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$800,000 and up to \$12M)
- Category 3-7** - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$12M)

### Renewals

Your renewal will be sent to you 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 by you in Section 4.

LICENCE FEES	ONE YEAR	THREE YEARS
Supervisor	\$234.58	\$598.11
SC1	\$313.50	\$799.45
SC2	\$392.20	\$1000.11
Category 1-2	\$469.16	\$1,196.32
Category 3-7	\$705.75	\$1,799.88

### 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

Please be advised the Commission's licence and application fees are exempt from GST in accordance with Division 81 of the new tax legislation and therefore GST is not applicable to these fees.

### Financial Information

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

- Supervisor** - Financial information not required
- SC1** - \$200,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$200,000)
- SC2** - \$800,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$800,000)