

USE THIS FORM:

- as an existing contractor or nominee supervisor licensee only
- to apply for a different licence-type in your existing licence class.

DO NOT USE THIS FORM:

- if applying for a different licence-type in a continuing licence class
- as a site supervisor licensee
- as an occupational licensee
- when applying for a new licence class.

For these scenarios you need to follow the standard process as per a new licence application.

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.

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.

COMPLETING THIS FORM

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DON'T use correction fluid – cross out and initial amendments

1. PERSONAL DETAILS

Title Mr Mrs Miss Ms Other

Surname

First name

Date of birth

D D / M M / Y Y Y Y

ABN

Postal address

State

Postcode

Business address
(This cannot be a PO Box)

State

Postcode

Home address

State

Postcode

Business phone

Home phone

Mobile

Email

**OFFICE
USE
ONLY**

CRN:

Receipt no:

Assignee:

Licence no:

Receipt amount:

Received by:

Container:

2. APPLICATION DETAILS

Current QBCC
Licence number

List your current licence classes

List the licence
class(es) that you
need a different
licence type for

(e.g. Carpentry,
Mechanical Services -
Plumbing etc.)

Tick the licence type you are applying for

- | | |
|---|---|
| <input type="checkbox"/> Contractor
(contractors are able to contract for "building work" and must meet the Minimum Financial Requirements) | <input type="checkbox"/> Site Supervisor
(site supervisor allows an employee or officer of a licensed contractor to supervise building work under the contractor licence) |
| <input type="checkbox"/> Nominee Supervisor
(supervisors are only permitted to supervise "building work" and are not required to meet the Minimum Financial Requirements) | <input type="checkbox"/> Occupational
(available for fire protection and mechanical services licenses only) |

3. QUALIFICATIONS

List the technical qualifications you hold for your current licence class/es.

QUALIFICATION	YEAR OBTAINED

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? (Required if applying for a contractor type only) Yes No

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

Are you operating under a trust structure? 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. Yes No

4. FINANCIAL INFORMATION CONTINUED

Choose your financial category from the options below:

Tick ONE only

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

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

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

5. EXPERIENCE (Only required for those licence classes with experience requirements)

Have you been performing building work within your licence class?

Yes No

How long have you been performing the building work?

6. SURRENDER EXISTING LICENCE TYPE

Complete this section to request the cancellation of your existing licence type.

I wish to surrender (cancel) the following licence type/s

Yes No

Licensee's Signature

Date

D D / M M / Y Y Y Y
 / /

***i* Non surrender of existing licence types.**

Most contractor type licensees have a requirement to report financial information. If you are applying for a Nominee Supervisor or Site Supervisor licence type, and wish to be exempt from annual reporting please ensure you complete the **REQUEST TO SURRENDER EXISTING CONTRACTOR LICENCE TYPES**.

Acceptance of existing licence cancellation requests is subject to any regulatory action checks. QBCC has the right to refuse a cancellation request.


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 any criminal offence (excluding traffic 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 had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work? Yes No
- viii. 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


 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).

SAFETY MANAGEMENT - CONTRACTOR ONLY

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

If you have answered No, please provide an explanation why.

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. A Safety Management System (SMS) captures how you intend to exercise your due diligence obligations, managing WHS elements which can vary over time and assuring safety across, and affected by, your entire business. It differs to a site safety plan. For SC1 licensees it may only need to be simple and summarise how you engage in your work safely. An SMS is scalable so it can be tailored to the size and complexity of your business. and the building work being performed or carried out.

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

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. FEES

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

Do you require a licence certificate? Yes No
 If a certificate is required, you will be required to pay the additional fee - refer to attached fee schedule.

PAYMENT OPTIONS

I will pay at a QBCC office when returning this form in person
 Credit card



Name of card holder

Credit card number

Expiry date M M / Y Y Total amount \$

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/SITE SUPERVISOR TYPE

Nominee or Site Supervisor type application fee	\$234.58
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BUILDER OR TRADE CONTRACTOR TYPE

Total Application Fee Determined by the financial information supplied.	SC 1	\$410.54
	SC 2	\$469.16
	Category 1-2	\$634.99
	Category 3-7	\$881.44

NOTE: if you are changing your Maximum Revenue, there will be an adjustment to your Licence Fee QBCC will contact you with details of the adjusted fee.

CERTIFICATE	\$32.91
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OCCUPATIONAL TYPE

Occupational type application fee	\$133.51
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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)
- 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 date does not change, the renewal fees may be adjusted on application type approval. Please note the application fee is in addition to renewal fees

LICENCE FEES

	ONE YEAR	THREE YEARS
Occupational	\$133.51	\$340.42
Supervisor	\$234.58	\$598.11
SC1	\$303.14	\$799.45
SC2	\$392.20	\$1000.11
Category 1-2	\$469.16	\$1,196.32
Category 3-7	\$705.75	\$1799.45

GST REQUIREMENTS

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