REFEREE REPORT FORM - DESIGN

BUILDING DESIGN AND HYDRAULIC SERVICES DESIGN



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.
- 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.

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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.

13. REFEREE REPORT - TO BE COMPLETED BY THE REFEREE - PAGE 1 OF 3

PRIVACY NOTICE - PLEASE READ

The QBCC is collecting information on this form to determine whether the applicant is entitled to a licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (the Act). The information you provide will be used for the purpose of assessing the licence applicant's application 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 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 dbc.build/privacy-info.



IMPORTANT

QBCC encourages applicants to **provide a report from each referee they list in the experience record section** of their application. Referee reports must be **completed and signed by the referee** and include accurate information about the applicant.

To be eligible, you must be a suitably qualified referee who:

- held, at the time of the applicant's work experience, a licence at the same or higher level than the licence class the
 applicant is applying for
- · can personally verify the applicant's work experience.

You can download additional copies of the referee report from the QBCC website at gbcc.build/form-design-referee.

APPLICANT DETAILS					
Title	Mr	Mrs	Miss	Ms	Other
Full name					
REFEREE DETAIL	S				
Title	Mr	Mrs	Miss	Ms	Other
Full name					
QBCC licence number/registration number/qualifications					
Phone number Mobile phone				e phone	
Email					
REFEREE PROOF OF IDENTITY - ALL referees are required to supply a copy of their identification					

I have provided a copy of photo identification (e.g. driver's licence, passport, other government issued photo ID card)



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.

REFEREE - DECLARATION AND SIGNATURE

I declare that:

Referee's

signature

- the information I am providing in this report is true and correct
- 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.

	Th	is form must be signed by hand. Digital signatur	es are not accepted.		
OFFICE	CRN	Receipt amount	\$	Reference no.	
USE ONLY	Receipt no.	Received by			

Date

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13. REFEREE REPORT - TO BE COMPLETED BY THE REFEREE - PAGE 2 OF 3

PROJECT 1 Site address		
Suburb		State Postcode
Class of building	Number of storeys	Fire resisting A B C (as per Table C2D2, NCC Vol. 1)
Name of Principal contractor Referee relationship to Principal contractor		Role of Referee on project
Applicant's start date on this project	M M Y Y Y Y Y	Applicant's completion date on this project
PROJECT 2 Site address		
Suburb		State Postcode Postcode
Class of building	Number of storeys	Fire resisting A B C (as per Table C2D2, NCC Vol. 1)
Name of Principal contractor Referee relationship to Principal contractor		Role of Referee on project
Applicant's start date on this project	M M Y Y Y Y	Applicant's completion date on this project
PROJECT 3 Site address	onstruction project details and the range of	work conducted)
		State Postcode
Suburb		
Suburb Class of building	Number of storeys	Fire resisting A B C (as per Table C2D2, NCC Vol. 1)
	Number of storeys	
Class of building	Number of storeys	

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13. REFEREE REPORT - TO BE COMPLETED BY THE REFEREE - PAGE 3 OF 3

Place a tick ✓ to indicate work the applicant competently carried out across these projects.

BUILDING DESIGN

Prepare drawings, plans and specifications for buildings

Site plans

Floor plans and specifications

Elevations

Design that met regulatory requirements

NCC Section C Fire Resistance

NCC Section D - Access & Egress

NCC Section F - Health & Amenity

NCC Section J - Energy Efficiency

AS.1428 Designs for Access

and Mobility

Contract and project administration

Prepare and administer

contracts

Building permit applications

Construction details (building and construction

materials etc.)

HYDRAULIC SERVICES DESIGN

Prepare plans, specifications and documents associated to Hydraulic Building Services

Sanitary drainage, soil waste and venting

Trade waste drainage, plumbing and venting

Cold and hot water

Rainwater and stormwater drainage

Gas services

Fire hydrant and hose reel services,

with or without pumps

Domestic fire sprinkler systems

On-site domestic waste water management

Provide details of the applicant's roles and responsibilities on specific jobs (e.g. sole supervisor) including:

- at what stage of the project did the applicant become involved on the job
- details of the design work the applicant carried out on the project.

If you require more space, attach an additional page to this report.

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