

REFEREE REPORT FORM – FIRE PROTECTION AND MECHANICAL SERVICES

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.

SUBMITTING YOUR FORM

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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 qbc.build/privacy-info.



IMPORTANT

QBCC encourages referees to complete a referee report to validate the applicant's experience in the scope of work that the applicant is applying for.

Referee reports must be completed and signed by the referee and include accurate information about the applicant.

To eligible to be a referee you must be a suitably qualified supervisor who:

- held a licence or qualification at the same or higher level than the licence class the applicant is applying for (at the time of the applicant's work experience)
- can personally verify the applicants experience, including the work the applicant carried out and the knowledge and skills the
 applicant demonstrated on-site.

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

APPLICANT DETA	AILS						
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						
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: • 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.							
Referee's signature					Date	D M M Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	
0.55105							
USE ONLY Receipt no.			Receipt amount			Reference no.	
Phone number 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: • 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. Referee's signature This form must be signed by hand. Digital signatures are not accepted. OFFICE CRN Receipt amount \$ Reference no.							

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13. REFEREE REPORT - TO BE COMPLETED BY THE REFEREE - PAGE 2 OF 3 Provide details of the projects where you supervised the applicant and can verify their work experience. To provide more experience examples, download additional copies of this referee report at qbcc.build/form-fire-mech-referee. **PROJECT 1** Site address Suburb State Postcode Name of Principal contractor Role of Referee on project Applicant's start date Applicant's completion on this project date on this project Project scope of work (project details and range of work conducted) **PROJECT 2** Site address Suburb State Postcode Name of Principal contractor Role of Referee on project Applicant's start date Applicant's completion date on this project on this project Project scope of work (project details and range of work conducted)

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13. REFEREE REPORT - TO BE COMPLETED BY THE REFEREE - PAGE 3 OF 3 **PROJECT 3** Site address Suburb State Postcode Name of Principal contractor Role of Referee on project Μ Μ Applicant's completion Applicant's start date on this project date on this project Project scope of work (project details and range of work conducted) Provide examples to indicate work the applicant competently carried out across these projects. Describe the applicant's roles and responsibilities on specific jobs (e.g. sole supervisor) including:

- details on the type of fire protection or mechanical services systems
- the work the applicant carried out
- the knowledge and skills the applicant demonstrated to carry out the work.



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