

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.

This application form is only to be used by individual applicants who, before 1 May 2021, applied for particular licences which became a continuing class of licence on 1 May 2021 (**Initial Application**).

Where an Initial Application was rejected, refused or withdrawn, eligible applicants may use this form to make an application (a **Further Application**) for the same class of fire protection licence they previously applied for in the Initial Application. Additional classes cannot be added.

The QBCC is unable to refer to information provided in the initial application when assessing this Further Application. To avoid delays in processing this further application, please complete all sections of this form in full and provide all required documentation.

Further Applications must be accompanied by the relevant fees unless fees were paid at the time of the initial application, and the QBCC as not refunded the fee after 1 May 2021 (Refer to more information at Section 11).

All further applications must be received by the QBCC before 1 May 2022.

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

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS BY:

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – any amendments should be crossed out and initialled

1. PERSONAL DETAILS

Title Mr Mrs Miss Ms Other

Surname

First name

Date of birth ABN

Postal address

Business address (This cannot be a PO Box) State Postcode

Home address State Postcode

Business phone Home phone

Mobile

Email

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)

NOTE: This application is limited to the fire protection licence classes applied for in the initial application. Additional classes cannot be added.

- passive fire protection—fire doors and shutters—certify licence
- passive fire protection—fire collars, penetrations and joint sealing licence
- passive fire protection—fire and smoke walls and ceilings licence
- fire pump—inspect and test licence
- fire detection, alarm and warning systems—maintain—extra low voltage licence

3. QUALIFICATIONS

Technical Qualifications: A copy off your technical qualifications MUST be provided.

Refer to the Scope of Work for minimum technical requirements (unless you are applying under special transitioning conditions for a Mechanical Services - Plumbing licence).

I have attached a copy of my **technical qualification** Y N

Managerial qualifications: A copy of your managerial qualifications MUST be provided.

I have attached a copy of my managerial qualification.

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 paid in full? Y N

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? Y N
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)

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)

OR

My revenue will exceed \$800,000 for the reporting year.

Tick ONE only

Y

Y

Y

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](#).

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:

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 Y

OR

I have provided a certified copy of photo identification (e.g. driver's licence or passport)

 Y

ii. Place of birth (Town/City e.g. Brisbane, London)

iii. Country of birth (e.g. Australia, England)

I have provided two recent passport photos certified by a qualified witness.

 Y

NOTE: A qualified witness is any of the following:

- (a) a lawyer; or
- (b) a justice; or
- (c) a commissioner for declarations under the Justices of the Peace and Commissioners for Declaration Act 1991; or
- (d) a notary public; or
- (e) for an application personally lodged at an office of the commission—an officer of the commission.

6. PARTNERSHIP

Do you intend to carry out business under the licence in partnership with an unlicensed person?
If yes, you must provide a copy of relevant documents (see Checklist attachment)

 Y N

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 a 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*?

 Y N

ii. ever entered into a composition, deed of arrangement or deed of assignment under Part X of the *Bankruptcy Act 1966*?

 Y N

iii. been convicted of an offence (including *Work Health and Safety Act 2011* offences) within the last 10 years?

 Y N

iv. ever been convicted of an offence under the *Corporations Act 2001* (Commonwealth) section 596 (b) or (c)?

 Y N

v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years?

 Y N

vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work?

 Y N

vii. ever been a:

 Y N

- 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?

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*.

 Y N

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.

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?

Y N

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?

Y N

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?

Y N

If yes, please provide the date the licence was suspended or cancelled

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

Reason the licence was suspended or cancelled:

9. ADDITIONAL REQUIREMENTS

You must answer ALL questions in this section.

Are you an Australian Citizen, Permanent Resident, or do you have a current Australian Work Visa or ImmiCard under the *Migration Act 1958*, entitling you to work in Australia?

I am an Australian Citizen or Permanent Resident

Y

OR

I have a current Australian Work 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)

Y

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

Do you have a registered business or trading name? (e.g. John Smith trading as Smith Builders)

Y N

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

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	
First name	
Phone number	
Surname	
First name	
Phone number	
Surname	
First name	
Phone number	

JOB DETAILS

Show your experience with examples

Site address

 State Postcode

Licensed builder/
contractor
responsible
for site

Start date Finish date

How often were
you onsite? Weekly Fortnightly Monthly Bi-monthly 6 Monthly Yearly

Describe the work you carried out

What were your duties/role on site? Inspect and test Install and maintain Certify Other

If "other", please provide information:

Site address

 State Postcode

Licensed builder/
contractor
responsible
for site

Start date Finish date

How often were
you onsite? Weekly Fortnightly Monthly Bi-monthly 6 Monthly Yearly

Describe the work you carried out

What were your duties/role on site? Inspect and test Install and maintain Certify Other

If "other", please provide information:

Site address

Licensed builder/
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Site address

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What were your duties/role on site? Inspect and test Install and maintain Certify Other

If "other", please provide information:

Site address

 State Postcode

Licensed builder/contractor responsible for site

Start date Finish date

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Describe the work you carried out

What were your duties/role on site? Inspect and test Install and maintain Certify Other

If "other", please provide information:

Site address

 State Postcode

Licensed builder/contractor responsible for site

Start date Finish date

How often were you onsite? Weekly Fortnightly Monthly Bi-monthly 6 Monthly Yearly

Describe the work you carried out

What were your duties/role on site? Inspect and test Install and maintain Certify Other

If "other", please provide information:

11. FEES

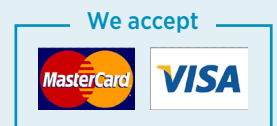
If an initial application fee has yet to be paid, you will need to pay an application fee – please refer to attached fee schedule for pricing.
 If you have previously paid an initial application fee, you are not required to pay this again unless the fees payable for the initial application were subsequently refunded to you by the QBCC.

Do you require a licence certificate? Y N

If a certificate is required, you will be required to pay the additional fee - refer to attached fee schedule.

PAYMENT OPTIONS

Refer to the attached fee schedule



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

Name of card holder																								
Credit card number																								
Expiry date																								
Total amount																								

! WARNING: INCORRECT OR MISLEADING INFORMATION MAY LEAD TO PROSECUTION FOR AN OFFENCE AND/OR REVIEW AND POSSIBLE CANCELLATION OF YOUR LICENCE.

13. DECLARATION

Before you sign the declaration, use the Checklist attachment to ensure you have provided all the required information. If documentation or information is missing or incomplete, your application will take longer to process. The QBCC will ask for missing or incomplete information to allow the application to proceed.

I declare:

- the statements contained in this application are true and correct;
- I have read the Privacy notice (page 1);
- if this application is for a contractor licence, at the date of this declaration I am not aware of anything which gives me reason to know or suspect that I do not satisfy the Minimum Financial Requirements.

Name of person providing the declaration

Signature Date

* Please ensure that this declaration is not dated more than one (1) month prior to the date the application is submitted to the QBCC.

CHECKLIST

IMPORTANT: Read this before signing the Declaration (refer to Question 11), use this checklist to ensure you have provided all the required information. If documentation or 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.

I have completed all the questions on the application form	<input type="checkbox"/>	Y
I have provided a copy of my technical qualifications (refer to Section 3)	<input type="checkbox"/>	Y
I have provided a copy of a QBCC approved managerial qualification (refer to Section 3)	<input type="checkbox"/>	Y
I have provided my financial information (refer to Section 4) (Self Certification, MFR Report and signed financial statements)	<input type="checkbox"/>	Y
Only for individuals applying for a licence in the following classes: <ul style="list-style-type: none"> • building design • hydraulics services design • site classifier • completed residential building inspection • termite management - chemical • fire protection (certify or design classes) • fire suppression systems special hazards I have provided evidence of my current professional indemnity insurance policy	<input type="checkbox"/>	Y
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"/>	Y
Only for people who answered "YES" to any of the questions in Section 7 - I have enclosed the following: <ul style="list-style-type: none"> • all reports to creditors issued by the trustee in bankruptcy, administrator, receiver or liquidator; • confirmation of discharge from bankruptcy from the trustee in bankruptcy or a copy of an Insolvency & Trustee Service Australia search showing the date of discharge from bankruptcy; • debt agreement, composition, deed of arrangement or deed of assignment; • 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; • 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* • ASIC Order preventing an individual from managing a corporation. 	<input type="checkbox"/>	Y
I have completed the Experience section or attached my own resume (refer to Section 9) (If attaching your own resume, ensure that it contains the same information where required in Section 9) (For Mechanical Services licence applications, ensure any information and evidence provided demonstrates you have experience in personally performing or supervising key elements of mechanical services work. Refer to Section 9 for additional information).	<input type="checkbox"/>	Y
I have provided the details of three (3) referees	<input type="checkbox"/>	Y
I have provided proof of identity (refer to Section 5)	<input type="checkbox"/>	Y
I have provided two passport size photos certified by a qualified witness (refer to question 5)	<input type="checkbox"/>	Y
Only for an individual carrying our business under the licence in partnership with an unlicensed person - I have provided a copy of the partnership agreement that states the names of all parties involved and have conditions of the business partnership. *Police checks from private providers will not be accepted by the QBCC as these reports may not include all police history information.	<input type="checkbox"/>	Y

INDIVIDUAL APPLICATION FEES

EFFECTIVE 1 JULY 2021 - 30 JUNE 2022

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

NOMINEE SUPERVISOR TYPE		
Total Application Fee		\$442.60
Application Fee if you hold a current nominee supervisor licence under the Act and are applying for another licence class with the same type.		\$221.30
TRADE CONTRACTOR TYPE		
Total Application Fee Determined by the financial information supplied.	SC 1	\$683.05
	SC 2	\$812.60
	Category 1-2	\$1,041.65
	Category 3-7	\$1,497.35
Application Fee if you hold a current individual QBCC licence and are applying for another licence class with the same type and Maximum Revenue.	SC 1	\$387.30
	SC 2	\$442.60
	Category 1-2	\$599.05
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.	Category 3-7	\$831.55
CERTIFICATE		\$31.05

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 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	\$221.30	\$564.25
SC1	\$295.75	\$754.20
SC2	\$370.00	\$943.50
Category 1-2	\$442.60	\$1,128.60
Category 3-7	\$665.80	\$1,698.00

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.