




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.
2. 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

-  **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.**

***i* USE THIS FORM TO APPLY FOR A FIRE PROTECTION OR MECHANICAL SERVICES CONTRACTOR OR NOMINEE SUPERVISOR LICENCE**

Do you need an occupational licence?








To personally perform and supervise fire protection or mechanical services work you must hold either a contractor or an occupational licence.


The holder of a nominee supervisor licence can supervise work under their licence without requiring an occupational licence.

To apply for an occupational licence, you must submit a separate licence application form based on your licence class. **DO NOT USE THIS FORM.**

More information and scope of work details for each fire protection and mechanical services licence class can be found on the QBCC website at qbcc.build/mech-services and qbcc.build/fire-protection.

PLEASE PROVIDE THE FOLLOWING

- Photo identification, proof of work eligibility and declarations 
- Technical qualifications 
- Work history and experience 
- Referee report 
- Complete all sections of application form 
- Review checklist and ensure all documents are provided 
- Submit application form with full payment 







Your application CANNOT be approved until all required documents have been received and accepted. 

If information is missing or incomplete, your application will be delayed.

Your total application fee must be paid in full before QBCC will start to process or review your application.



THE QBCC WILL

-  Review your application
-  Assess your knowledge and experience
-  Request further information if required
-  Conduct referee check
-  Make a decision on your application
-  **Notify you of the outcome**

CHECKLIST – PAGE 1 OF 2

Review and complete this checklist before submitting your application.

It will help ensure you have provided all the required information



**Your application cannot be approved until all required documents have been received and accepted.
If information is missing or incomplete, your application will be delayed.
Do not send original documents as they will not be returned. Copies should be provided instead.**

Place a tick ✓ in each box as you complete the item.

SECTION 1 – PERSONAL DETAILS – page 4

The contact details you provide on this form will be used to communicate with you.

Providing incorrect personal information may affect our ability to contact you and could delay your application.

I have provided all my **personal details** (including my full name, phone contact number and email address).

I have provided all **address details** (including my postal, business and home addresses).

I have read the **declaration** and **signed the form not more than 30 days** before QBCC will receive it.

Only for current or previous QBCC licence holders

I have provided my **QBCC licence number**.

SECTION 2 – WORK ELIGIBILITY AND PROOF OF IDENTITY

– page 6

PLEASE NOTE: If you are not an Australian citizen or permanent resident, or do not have a current visa or ImmiCard allowing you to work in Australia, you are not able to apply for a licence.

I have attached a **certified copy of my current and valid photo identification**.

Only if you are working in Australia under a visa

I have provided a copy of my **current passport or ImmiCard**, clearly showing the **document number** and any relevant conditions that apply.

I have provided a copy of my **current visa** and any other **work eligibility documentation**.

Only if you have ever changed your legal name

I have provided a copy of any available **official proof of name change documents**.

SECTION 3 – CERTIFIED PASSPORT-SIZE PHOTOS – page 7

I have provided **two (2) colour passport-size photos, less than 6 months old, signed and dated** on the back by a qualified witness.

Using a paperclip, I have attached the **signed and dated photos** to this form in the box indicated.

The qualified witness has **ticked the box to indicate their witness category** and has **signed and dated the declaration**.

SECTION 4 – LICENCE TYPE AND CLASSES – page 8

I have ticked the **licence type and licence classes** that I wish to apply for.

SECTION 5 – TECHNICAL AND MANAGERIAL QUALIFICATIONS – page 9

PLEASE NOTE: If copies of any of the documents required to meet your technical or managerial qualifications are not provided, the processing of your application will be delayed until they are received.

I have reviewed the **Technical Qualification for Licensing** document on the QBCC website to understand the current technical qualifications for the licence classes I am applying for.

I have provided a copy of my **technical qualifications** that are relevant to each licence class I am applying for.

I have provided a copy of my current **QBCC approved Managerial qualification**.

I have provided a copy of my relevant **occupational licence** held in Queensland (if applicable).

SECTION 6 – BUSINESS STRUCTURE – page 10

Only if you have a registered business

I have provided a copy of a **Current Business Name Extract** from the Australian Securities and Investment Commission (ASIC).

Only if you have a partnership

I have provided a **signed copy of QBCC’s Partner Declaration form** that has been completed and signed by my business partner.

I have provided a **copy of the partnership agreement** or have included a **certified copy of QBCC’s Statutory Declaration** for Partnership Agreement.

SECTION 7 – PROFESSIONAL INDEMNITY (PI) INSURANCE

– page 11

Only if you are applying for a contractor licence in the Fire protection—design or Fire protection—certify licence classes

I have attached a **statutory declaration** verifying my insurance complies with the minimum standard of insurance.

I have attached a **certificate of currency** for the insurance as evidence of my current **PI insurance** policy or, for **Fire protection—electrical stream—certify—fire alarm systems** licence class applicants only, my current **public and product insurance** policy.

Only if the PI or public and product insurance policy was arranged by a broker

I have attached a **receipt given by the broker** for payment of the insurance.

Section 7 continued on next page.

CHECKLIST – PAGE 2 OF 2

Section 7 continued from previous page.

Only if you are applying for a Fire protection—water-based fire system stream—design or Fire protection—electrical stream—design—fire alarm systems contractor licence

I have attached a completed **Estimated Maximum Revenue Declaration form**.

If you **do not hold PI or public and product insurance** and would like to request an exemption

I have attached a completed **Professional Indemnity Insurance Declaration - Exemption form**.

SECTION 8 – FINANCIAL CATEGORY – page 13

Only if you are applying for a contractor type of licence. Not applicable to nominee supervisor applicants

I have **reviewed the information** about Minimum Financial Requirements (MFR) available on the QBCC website at qbcc.build/what-mfrs for the financial category and licence classes that I am applying for.

I have **ticked the relevant maximum revenue category** based on my financial information.

Only if you have selected Categories 1-7 (maximum revenue exceeding \$800,000)

I have attached a copy of my **Minimum Financial Requirements (MFR) report and signed financial statements**.

SECTION 9 – LEGAL ELIGIBILITY AND SUITABILITY – page 14

If you have any questions or require further clarification on any of the questions in this section, please contact QBCC to discuss.

I have **answered all the questions** in this section with either a YES or NO.

Only if you answered ‘YES’ to any of the questions in this section – I have enclosed copies of relevant documents such as:

A **National Police Certificate (no older than 30 days)** from an Australian State or Federal Police service.

Any relevant **infringement notices or proceedings documents** relating to building work.

Any **decisions** handed down by the **Tribunal, Board, Commission or Authority**.

A **court or tribunal order or adjudication decision, or SPER debt statement**, including any payment arrangements.

Evidence of **discharge from bankruptcy or finalisation of the debt agreement** - either from the trustee/debt agreement administrator or a search from AFSA.

Evidence that the **personal insolvency agreement has been finalised** - either from the trustee or a search from AFSA.

All **reports to creditors**.

SECTION 10 – INTERSTATE AND NEW ZEALAND LICENCES – page 15

I have **answered the questions** relating to whether I hold, or have held, any interstate or New Zealand licences.

Only if you currently hold, or have held, a licence to undertake or supervise building work in another Australian state, territory or New Zealand

I have provided **details of all my interstate or New Zealand licences** and have attached additional documentation to my application to provide these details where required.

Where these **licences are, or have been, suspended or cancelled**, I have attached copies of any decisions or proceeding documents.

SECTION 11 – NOMINATED REPRESENTATIVE – AUTHORITY TO ACT – OPTIONAL – page 15

Only if you would like to give authority to a nominated representative to act on your behalf

I have attached a completed and signed **Authority to Act – nominated representative – Individual form**.

SECTION 12 – EXPERIENCE RECORD – page 16

I have reviewed the **experience pages on the QBCC website** to understand the current experience requirements for the licence classes I am applying for.

I have **provided a work history summary** of my all round experience.

I have **provided evidence of experience examples** on a site by site basis to demonstrate that I meet the experience requirements for the licence class I am applying for.

I have **attached job details, project scope of work and work carried out** for each Experience example I have provided.

I have **provided details of referees** who can verify my documented experience.

SECTION 13 – REFEREE REPORT – page 28

I have **attached a completed and signed referee report** from each of my referees.

SECTION 14 – PAYMENT OF FEES – page 31

I have reviewed the **application fees schedule** and identified the **total amount payable**, including the fee for an optional certificate (if applicable).

I have filled out my **credit card details in full**, including the total amount payable section.

I am aware that if my application is not successful, **the application fee is non-refundable**.

1. PERSONAL DETAILS – PAGE 1 OF 2
PRIVACY NOTICE – PLEASE READ

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 will be used to maintain your licence and may be shared with other interstate or New Zealand licensing bodies as required by law, as listed in the QBCC Privacy Policy. If you are granted a licence, some of this information will be included in the QBCC licensee register and the data.qld.gov.au open data website.

Your photograph is collected for inclusion on your licence card. You may receive information from us for educational purposes in accordance with the QBCC Act. We may use your email address to contact you about improving the delivery and effectiveness of our services, including activities such as customer research and engagement. 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 Policy on the QBCC website at qbcc.build/privacy-info.

Title Mr Mrs Miss Ms Other

Family name

Given names

Date of birth

D	D

 /

M	M

 /

Y	Y	Y	Y

 ABN (if held)

LICENCE DETAILS Tick only one option

I have never held a QBCC licence

I currently hold or have previously held a QBCC licence and my licence number is

**PHONE
AND EMAIL**

Applicants are required to complete all phone number and email detail fields

Business phone

Home phone

Mobile phone

Email

ADDRESS
**BUSINESS
ADDRESS**

Applicants are required to complete all business address fields

- Your business address must be a physical address.
- PO Box or post office addresses are not acceptable.
- Business addresses for licensees are listed on the public QBCC licensee register.
- If your business address is also your home address, you may provide an alternative address such as your solicitor or accountant.

Business address

Suburb

State

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Postcode

--	--	--	--	--

**HOME AND
POSTAL
ADDRESSES**

Applicants are required to complete all home and postal address fields

Your home address will be listed on the public QBCC licensee register if you leave the business address section above blank or provide an unacceptable address.

Home address

Suburb

State

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Postcode

--	--	--	--	--

Postal address

Suburb

State

--	--	--

Postcode

--	--	--	--	--

OFFICE USE ONLY	CRN	<input type="text"/>	Receipt amount	\$	<input type="text"/>	Reference no.	<input type="text"/>
	Receipt no.	<input type="text"/>	Received by		<input type="text"/>		


1. PERSONAL DETAILS – PAGE 2 OF 2

MUTUAL RECOGNITION ELIGIBILITY

Do you hold a **current licence** in another **Australian state or territory** or **New Zealand** for the type of work you are applying for in Queensland? Yes No

Ticked YES? You may be eligible to apply for your licence using the Mutual Recognition process. For more information, visit qbcc.build/mutual-rec. You will also be asked to provide more information about this licence in section 10.

DECLARATION AND SIGNATURE

 **WARNING: Providing false or misleading information may lead to your licence application being refused, prosecution for an offence and/or cancellation of your licence.**

I declare that:

- the information I am providing in this application is true and correct
- I am aware that to hold a QBCC contractor licence I must satisfy the Minimum Financial Requirements (MFR) at all times
- 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.

Applicant's signature

Date

D	D	/	M	M	/	Y	Y	Y	Y

This form must be signed by hand. Digital signatures are not accepted.

 **NOTE: Once you sign your application, get it to QBCC as soon as possible!**
 If more than **30 days pass** between when you sign this form and when QBCC receives it, your application will be delayed.

2. WORK ELIGIBILITY AND PROOF OF IDENTITY



STOP - If you are not an Australian Citizen or permanent resident, or do not have a current visa entitling you to work in Australia, you are not able to apply for a licence. More information can be found on the QBCC website at qbcc.build/overseas-applicants.

WORK ELIGIBILITY

Which one applies to you?

I am an Australian citizen or a permanent resident.

OR

I hold a current visa under the *Migration Act 1958* entitling me to work in Australia.

OR

I am not an Australian citizen or permanent resident, nor do I hold a current visa under the *Migration Act 1958* entitling me to work in Australia.

VISA HOLDERS ONLY -  *Attach relevant documents*

I have provided a **copy of my current passport** or **ImmiCard**, clearly showing the **document number**.

I have provided a copy of my **current visa** and **any other work eligibility documentation** entitling me to work in Australia, clearly showing the document number and any relevant conditions.

PROOF OF IDENTITY – ALL APPLICANTS



All applicants are required to supply a **valid and current certified copy** of their identification.

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

Applicants providing an Australian driver's licence or photo identification card: please include **valid and current certified copies of the front and back of the card**.



A **certified copy** is a copy that has been verified as being a true copy of the original document by any one of the following:

- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Conveyancer
- Notary Public.

Alternatively, if you are applying in person, you can bring your original documents with you when you lodge a form at a QBCC service centre. Our staff can view, copy and verify them for you. For more information, visit qbcc.build/certified-copy.

Place and country of birth (e.g. Brisbane, Australia)

LEGAL NAME CHANGE

Have you been known by any other 'legal' names? Yes No




Ticked YES? You must provide full details of all previous names you have been known by, including any relevant documentation (copy of proof of name change, marriage certificate etc.).

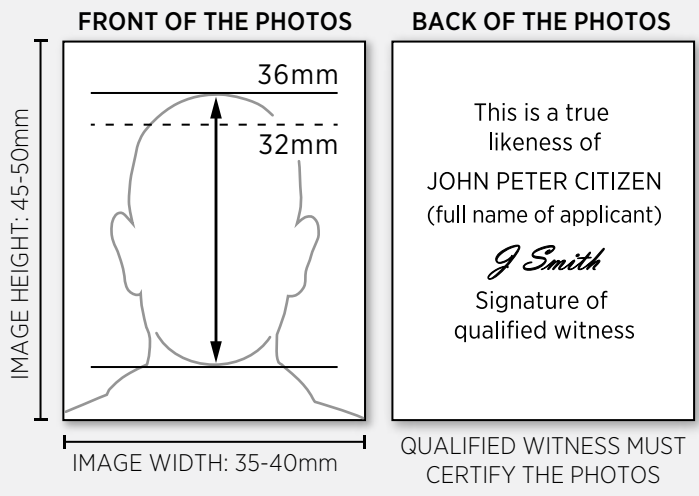
3. CERTIFIED PASSPORT-SIZE PHOTOS

Does the QBCC have a passport-size photo of you **that was taken within the last 10 years** that you consent to reuse for this application?

YES – You are not required to complete this section.
Go to next section.

- NO or UNSURE?** Please complete all sections on this page.
- You must provide **two (2) identical, certified passport-size photos of yourself that are less than 6 months old** with this application and have a qualified witness complete the declaration below.
 - The photos must be **certified by a qualified witness** – a Lawyer, Justice of the Peace, Notary Public, Commissioner for Declarations or a QBCC staff member.
 - The photos need to be suitable for **inclusion in a QBCC licence**.
 - This is a **requirement for all applicants** regardless of how you prove your identity.
 - Your photos will be **valid for 10 years** once they have been received by the QBCC.

ATTACH TWO (2) PHOTOS HERE WITH A PAPER CLIP 



CERTIFYING YOUR PASSPORT-SIZE PHOTOS

- Go to a recognised **passport-size photo provider** (such as Australia Post, a professional photographer or a store with printing facilities) and have **two (2) passport-size photos** taken. You may also use passport-size photos that you already have.
- Your passport-size photos must be **high resolution, in colour, meet our photo requirements** and be **less than 6 months old**.
- Take this **form and your two (2) passport-size photos to a qualified witness** and ask them to **certify that the photos are a true likeness of you**, the applicant. The qualified witness must:
 - write the words “This is a true likeness of [insert applicant’s full name]” and sign the back of both of the passport-size photos (see example above) **AND**
 - complete and sign the qualified witness declaration below.
- Using a paper clip, **attach the signed photos to this application form** in the space provided above. **DO NOT STAPLE PHOTOS TO THIS FORM.**

QUALIFIED WITNESS DECLARATION

I, [insert full name of qualified witness]

certify the passport-size photos attached to this form are a true likeness of [insert full name of applicant].

I am a: Lawyer Justice of the Peace Notary Public QBCC staff member Commissioner for Declarations

Witness signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
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This form must be signed by hand. Digital signatures are not accepted.


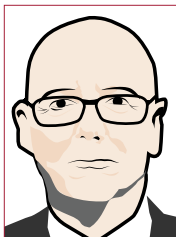
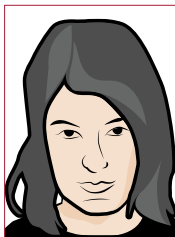
 **More information about photo requirements and certifying your passport-size photos can be found on the QBCC website at qbcc.build/passport-size-photos.**

PHOTO EXAMPLES PLEASE NOTE: The following examples regarding subjects and imagery will not be accepted.

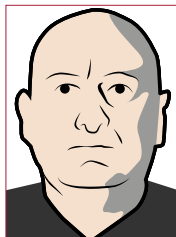
✗




No glasses.



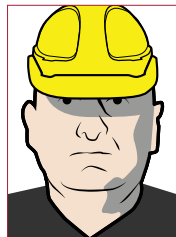
Head/chin must be up and directly looking into the camera.



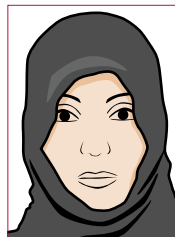
Face and background must be shadow free.



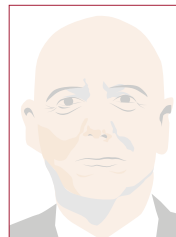
No side profiles. Image should be taken front on.



No hats or objects obstructing a clear view of the face.



Head coverings must not obscure eyes or edges of the face.



Do not overexpose the image. Features must be clear and distinguishable at a glance.

4. LICENCE TYPE AND CLASSES

The licence you choose to apply for will depend on:

- your intended role in the industry
- the scope of work you will undertake or be responsible for
- if you can meet all the eligibility requirements.

More information about each licence type can be found on the QBCC website at qbcc.build/licence-type.

LICENCE TYPE Tick only one licence type (based on your intended role in the industry):

Contractor Allows you to enter into contracts directly with property owners or developers, or subcontract with builders or trades. You can also personally perform and supervise the work. You do not need to hold an occupational licence as a contractor.

OR

Nominee supervisor You can work as an employee but cannot enter into contracts directly with property owners, developers, builders or contractors. You can supervise work as an employee. You must also hold an occupational licence to personally perform the work.

LICENCE CLASS

Before answering the next question, review the scope of work for the licence classes you wish to apply for and ensure it covers all work you intend to undertake. You can find this information on the QBCC website at qbcc.build/mech-services and qbcc.build/fire-protection.

Tick the box for the licence classes you are applying for (from the list below):

Mechanical services

- Mechanical services—air-conditioning and refrigeration (limited design)
- Mechanical services—air-conditioning and refrigeration (unlimited design)
- Mechanical services—medical gas
- Mechanical services—plumbing

Fire protection

Passive stream

- Certify
- Install and maintain—fire doors and fire shutters
- Install and maintain—fire collars, fire-rated penetrations and fire-rated joint sealing
- Install and maintain—fire and smoke walls and fire-rated ceilings
- Inspect and test

Special hazard fire system stream

- Certify
- Install and maintain

Portables stream

- Certify
- Install and maintain

Water-based fire system stream

- Design
- Certify
- Install and maintain
- Install and maintain—restricted to commercial and industrial types
- Install and maintain—restricted to domestic and residential types

Electrical stream

- Design—fire alarm systems
- Certify—fire alarm systems
- Certify—emergency lighting
- Install and maintain—fire alarm systems
- Inspect and test—emergency lighting

Fire safety professional

- Fire safety professional

Refer to the following links for more information on applying for occupational licences.

If you hold a contractor licence, you do not need to hold an occupational licence for work in the same class.

Mechanical services

More information can be found on the QBCC website at qbcc.qld.gov.au/licences/licensing-reforms/new-mechanical-services-licences.

Fire protection


More information can be found on the QBCC website at qbcc.qld.gov.au/licences/apply-licence/available-licences/fire-protection.

Plumbing and drainage

All individuals performing or supervising regulated plumbing or drainage work must hold a licence under the *Plumbing and Drainage Act 2018*.

5. TECHNICAL AND MANAGERIAL QUALIFICATIONS

TECHNICAL QUALIFICATIONS

 **A copy of your relevant technical qualification MUST be provided. These documents do not require certification.**

BEFORE you lodge your application form, check the Technical Qualifications for Licensing document available on the QBCC website at qbcc.build/tech-quals for the current technical requirements for each licence class.

Fire Protection licences: More information regarding what technical qualifications are required for a particular fire protection licence class can be found by using the Fire Protection tool available at: qbcc.build/fire-licence-tool.


Your qualifications must **meet or equate to the current technical requirements** for each licence class you are applying for. If your qualification is not current, you may not be granted a licence in that class and will not be refunded your application fee.

I have attached a **copy** of my **current** relevant technical qualifications.

Occupational licence

I have attached a **copy** of my **current** occupational licence (if applicable).

MANAGERIAL QUALIFICATIONS

 **A copy of your managerial qualification MUST also be provided. These documents do not require certification.**

You must complete a current approved managerial qualification to be eligible for a contractor or nominee supervisor licence in the trade classes. More information about the current managerial qualification and training providers can be found on the QBCC website at qbcc.build/managerial-course.

I have attached a **copy** of my **current** approved managerial qualification.



If any of the documents required to meet the technical and managerial qualifications are not provided:

- Processing of your application will be delayed
- Your application CANNOT be approved by QBCC until your documents have been received and approved.



WARNING: Please do not send original documents. Original documents will not be returned.

6. BUSINESS STRUCTURE

You must provide accurate information about your current business structure. More information about the application requirements relevant to your business can be found on the QBCC website at qbcc.build/business-structure

COMPANY

Do you intend to carry out business through a company? Yes No

TICKED YES? The company must hold a QBCC company licence. If it does not already have one, you should complete a separate QBCC Company application form. More information about the licensing requirements for companies can be found on the QBCC website at qbcc.build/company-partner-trust.

What is the Australian Company Number (ACN) and name of the company?

ACN

Company name




Are you applying for a nominee supervisor licence type? IF YES, YOU DO NOT NEED TO COMPLETE THE REST OF THIS SECTION.

REGISTERED BUSINESS NAME

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

Yes No

 **TICKED YES?** You must provide a copy of the **Current Business Name Extract** from the Australian Securities and Investment Commission (ASIC).

PARTNERSHIPS

Do you intend to carry out business in partnership with an individual or company?

Yes No

 **TICKED YES?** You must provide the following 2 documents with your application:

1. A signed copy of the QBCC's **Partner Declaration form** - this form is to be **completed and signed by your business partner** and includes questions about their legal eligibility and suitability to be the business partner of a QBCC licence applicant.

AND EITHER

2a. A copy of the **partnership agreement** that states:

- The names of the parties involved
- The terms of the business partnership.

→ OR →

2b. If you do not have a partnership agreement, a certified copy of **QBCC's Statutory Declaration for Partner Agreement**, found on **page 3 of the Partnership Declaration form**.

More information about the licensing requirements for partnerships, and the link to the **Partner Declaration form**, can be found on the QBCC website at qbcc.build/company-partner-trust.

In some instances, the QBCC may need you to supply an **MFR report** to demonstrate you meet the minimum financial requirements. The QBCC will contact you to request this information if needed.

More information about minimum financial requirements can be found on the QBCC website at qbcc.build/what-mfrs.

TRUST

Are you a trustee of a trust?

Yes No

More information about the licensing requirements for trusts can be found on the QBCC website at qbcc.build/company-partner-trust.

TICKED YES? In some instances, QBCC may need you to supply an **MFR Report and signed financial statements** to demonstrate that you meet the minimum financial requirements. QBCC will contact you directly and inform you if this situation applies to you. More information about MFR reports can be found on the QBCC website at qbcc.build/mfr-report-dec.

In some circumstances, you can use a **Deed of Covenant and Assurance** if you do not have sufficient net tangible assets (NTA) to meet the

level of maximum revenue you need. More information can be found on the QBCC website at qbcc.build/deed-cov-assurance.

7. PROFESSIONAL INDEMNITY (PI) INSURANCE



ARE YOU APPLYING FOR A NOMINEE SUPERVISOR LICENCE TYPE? IF YES, YOU DO NOT NEED TO COMPLETE THIS SECTION.

Some classes of licence require that you obtain PI insurance. PI insurance provides financial protection and may cover some or all of the costs if a contractor has caused building errors or omissions.

Answer question A to confirm if you need PI insurance.

A) Are you applying for a Contractor type of licence in any of these classes?

- Fire protection—design classes
- Fire protection—certify classes

No – You do not need PI Insurance. Complete Section 8 Financial Category.

Yes – You need PI Insurance.



Important information on PI Insurance requirements, conditions, acceptable evidence of cover, exemptions and the forms mentioned in sections below is available on the QBCC website at qbcc.build/pi-insurance.

Fire protection—design classes in water-based fire system and electrical streams – **go to question B.**

Fire protection—certify classes in passive, special fire hazard system, portables, water-based fire system and electrical streams (excluding certify—fire alarm systems) – **go to question C on next page.**

Fire protection—electrical—certify—fire alarm systems - **go to question D on next page.**

B) Applying for a contractor licence in either of these classes?

- Fire protection—water-based fire system stream—design
- Fire protection—electrical stream—design—fire alarm systems

Do you currently hold PI insurance?

Yes – I hold or am covered by a policy of professional indemnity (PI) insurance.



You must provide evidence of this insurance along with financial details. The financial details you need to provide are determined by whether you currently hold a licence in another class or not.

1. Provide the following evidence along with your application: Attach relevant documents

A copy of a statutory declaration verifying your insurance complies with the minimum standard of insurance, including the name of the insurer, commencement and expiry dates of the policy and total policy amount paid

a copy of the **certificate of currency** for the insurance

ONLY where the insurance policy was arranged by a broker: **a receipt given by the broker** for payment of the insurance.

2. Do you currently hold a QBCC Contractor type licence in another class?

Yes – I hold an existing contractor licence in another class. Go to question 3.

No –  You must provide a completed and signed Estimated Maximum Revenue Declaration form with your application. You do not need to complete section 8 Financial Category. Go to section 9 Legal Eligibility and Suitability.

3. Only if you answered Yes to question 2.

Do you hold an existing Contractor type licence in a class OTHER than one of the classes listed here:

building design, hydraulic services, site classifier, fire protection—water-based fire system stream—design, fire protection—electrical stream—design—fire alarm systems?

Yes – I hold a different contractor licence to the classes listed. Complete section 8 Financial Category.

No –  You must provide a completed and signed Estimated Maximum Revenue Declaration form with your application. You do not need to complete section 8 Financial Category. Go to section 9 Legal Eligibility and Suitability.

No – I would like QBCC to waive the requirements for me to hold PI Insurance.



To be considered for this waiver, you must provide:

A completed **Professional Indemnity Insurance Declaration – Exemption request form** with your application.

QBCC may waive the requirements for you to hold PI insurance only if you meet the criteria for the waiver for a licence year. If granted, you will be required to give your clients a notice in writing stating you do not hold PI insurance.

Complete section 8 Financial Category.

Questions C) and D) continued on next page.

7. PROFESSIONAL INDEMNITY (PI) INSURANCE – CONTINUED

C) Applying for a contractor licence in one of these classes?

- Fire protection—passive—certify
- Fire protection—special hazard fire system—certify
- Fire protection—portables—certify
- Fire protection—water-based fire system—certify
- Fire protection—electrical—certify—emergency lighting

Yes – I hold or am covered by a policy of professional indemnity (PI) insurance.

 You must provide the following evidence along with your application:


A copy of a statutory declaration verifying your insurance complies with the minimum standard of insurance, including the name of the insurer, commencement and expiry dates of the policy and total policy amount paid

A copy of the **certificate of currency** for the insurance

ONLY where the insurance policy was arranged by a broker: **a receipt given by the broker** for payment of the insurance.

Go to section 8 Financial Category.

No – I would like QBCC to waive the requirements for me to hold PI insurance.

 To be considered for this waiver, you must provide:


A completed **Professional Indemnity Insurance Declaration – Exemption request form** to your application.

QBCC may waive the requirements for you to hold PI insurance only if you meet the criteria for the waiver for a licence year. If granted, you will be required to give your clients a notice in writing stating you do not hold PI insurance.

Go to section 8 Financial Category.

D) Only if you are applying for a contractor licence in Fire protection—electrical—certify—fire alarm systems.

Yes – I hold or am covered by a policy of professional indemnity (PI) insurance.

 You must provide the following evidence along with your application:

A copy of a statutory declaration verifying your insurance complies with the minimum standard of insurance, including the name of the insurer, commencement and expiry dates of the policy and total policy amount paid


a copy of the **certificate of currency** for the insurance

ONLY where the insurance policy was arranged by a broker: **a receipt given by the broker** for payment of the insurance.

Complete section 8 Financial Category.

OR

Yes – I hold or am covered by a policy of public and products liability insurance for at least \$5 million or more.

 You must provide the following evidence along with your application:


A copy of a statutory declaration verifying your insurance complies with the minimum standard of insurance, including the name of the insurer, commencement and expiry dates of the policy and total policy amount paid

a copy of the **certificate of currency** for the insurance

ONLY where the insurance policy was arranged by a broker: **a receipt given by the broker** for payment of the insurance.

Complete section 8 Financial Category.

No – I would like QBCC to waive the requirements for the company to hold PI Insurance.

 To be considered for this waiver, you must provide:

A completed **Professional Indemnity Insurance Declaration – Exemption request form** with your application.

QBCC may waive the requirements for the company to hold PI insurance only if it meets the criteria for the waiver for a licence year. If granted, the company will be required to give its clients a notice in writing stating it does not hold PI insurance.

Complete section 8 Financial Category.


8. FINANCIAL CATEGORY


Are you applying for a nominee supervisor licence type? IF YES, YOU DO NOT NEED TO COMPLETE THIS SECTION. Nominee supervisor applicants are not required to submit an MFR report, declaration or provide financial information.

TRADE CONTRACTOR APPLICANT

To determine your financial reporting obligations, you need to declare your financial category. Choose the financial category from the options below based on your expected maximum revenue.

Refer to the Minimum Financial Requirements information on the QBCC website at qbcc.build/financial-regs for more help understanding eligibility and what is required for you to meet your financial and reporting obligations.


Category requirements explained: Maximum Revenue qbcc.build/maximum-revenue
 Net Tangible Assets qbcc.build/nta
 Current Ratio Requirements qbcc.build/current-ratio-regs

DECLARATION

I am not aware of anything which gives me reason to know or suspect that I do not satisfy the Minimum Financial Requirements (MFR).

CHOOSE A CATEGORY: SC1 OR SC2 OR 1-7 Tick only one category

SELF CERTIFY CATEGORY 1 (SC1) **Maximum Revenue up to \$200,000**
 My Maximum revenue **WILL NOT exceed \$200,000** this financial reporting year (to 30 June) **AND** I have **at least \$12,000** of Net Tangible Assets.
 My Current Ratio is **at least 1 or more** (must not be rounded up to meet 1).

MFR Report is not required in most circumstances for this financial category.
 Contractors who are the trustee of a trust may be required to submit an MFR report and signed financial statements. QBCC will contact you directly if this situation applies to you.

OR

SELF CERTIFY CATEGORY 2 (SC2) **Maximum revenue \$200,001 to \$800,000**
 My Maximum revenue **WILL NOT exceed \$800,000** this financial reporting year (to 30 June) **AND** I have **at least \$46,000** of Net Tangible Assets.
 My Current Ratio is **at least 1 or more** (must not be rounded up to meet 1).

MFR Report is not required in most circumstances for this financial category.
 Contractors who are the trustee of a trust may be required to submit an MFR report and signed financial statements. QBCC will contact you directly if this situation applies to you.

OR

CATEGORIES 1-7 **Maximum revenue exceeds \$800,000**
 My Maximum revenue **WILL exceed \$800,000** this financial reporting year (to 30 June).

What type of licence holder are you?
 I am a new applicant with no QBCC licence. I DO NOT currently hold a QBCC **Contractor** type of licence. I currently hold a QBCC **Contractor** type of licence.


Submit an **MFR report and signed financial statements** to demonstrate that you meet the minimum financial requirements.

Submit an **MFR report and signed financial statements** to demonstrate that you meet the minimum financial requirements.

Will you exceed your current maximum revenue this financial reporting year?
 Yes No


You will need to **submit an MFR report and signed financial statements** to demonstrate that you meet the minimum financial requirements.

QBCC will contact you if you need to provide additional financial documentation.


PLEASE NOTE - All categories There may be circumstances that prompt QBCC to request an MFR report and further financial documents from you based on the maximum revenue and financial information provided. QBCC will contact you directly if this occurs.

9. LEGAL ELIGIBILITY AND SUITABILITY

PLEASE NOTE: To hold a licence, a QBCC licensee must be a fit and proper person. This means that licensees must act with honesty and integrity and comply with the statutory and commercial obligations in relation to their business. QBCC may refuse to issue or renew a licence if you are not a suitable person to hold a licence. More information can be found on the QBCC website at qbcc.build/fit-proper.

 **You must answer ALL questions in the following section.** The QBCC regularly cross-checks the information you provide here with external agencies.

CRIMINAL OFFENCES

Do you have any disclosable criminal convictions? A conviction can be for an offence in any state or territory, including Commonwealth, State and Local Government offences (e.g. Corporations Act), but excludes traffic offences. Yes No

As a guide, a conviction is usually disclosable if:

- A conviction was recorded for a criminal offence heard in the **Supreme Court or District Court in the past 10 years** (or longer if the sentence is not completed in that time)
- A conviction was recorded for a criminal offence heard in the **Magistrates Court in the past 5 years** (or longer if the sentence is not completed in that time).

Ticked YES or you are UNSURE? Please provide the relevant National Police Certificate (no older than 30 days) from an Australian State or Federal Police service.

- Applicants who have previously submitted a National Police Certificate for another application must submit a new, up-to-date National Police Certificate
- Police checks from third parties and private providers will not be accepted as these reports may not include all police history information.

TRADE OR BUILDING WORK

Have you:

• **had** any infringement notices issued to you in the last 10 years in relation to building work, or do you have any pending disciplinary proceedings commenced against you in relation to building work? Yes No

Ticked YES? Please provide a copy of any relevant documents relating to the infringement notices or proceedings.

• **ever been** banned or disqualified, **or ever had** a licence cancelled or suspended by any Tribunal, Board, Commission or Authority in relation to building work? Yes No

Ticked YES? Please provide a copy of any decisions handed down by the Tribunal, Board, Commission or Authority.

OUTSTANDING DEBT

Do you:

• **currently** have a court or tribunal order or adjudication decision requiring you to pay a debt, or SPER debt for a QBCC fine, for which you have not yet paid in full? Yes No

Ticked YES? Please provide a copy of the court or tribunal order or adjudication decision, or SPER debt statement, including any payment arrangements.

• **currently** have an unpaid judgment debt for an amount the QBCC may recover? Yes No

Ticked YES? Please provide a copy of the court or tribunal order or adjudication decision, or SPER debt statement, including any payment arrangements.

FINANCIAL

Have you:

• **ever** become bankrupt or entered into a debt agreement under Part IX of the *Bankruptcy Act 1966*? Yes No

Ticked YES? Please provide evidence of discharge from bankruptcy or finalisation of the debt agreement - either from the trustee/debt agreement administrator or a search from AFSA.

• **ever** entered into a personal insolvency agreement under Part X of the *Bankruptcy Act 1966*? Yes No

Ticked YES? Please provide evidence that the personal insolvency agreement has been finalised - either from the trustee or a search from AFSA.

• **Have you ever been or held one of the following positions:** director, secretary, or an influential person in a position to control or substantially influence a company's conduct? Yes No

↳ **If YES**

↳ **Within 2 years of holding that position, have any of the following been appointed?** Yes No

- controller
- liquidator
- administrator
- receiver
- provisional liquidator
- or wound up for the benefit of creditors

Ticked YES? Please provide a copy of all reports to creditors.

10. INTERSTATE AND NEW ZEALAND LICENCES

Do you currently hold a licence permitting you to undertake or supervise building work that was issued by another Australian state or territory, or New Zealand? Yes No

Have you held a licence permitting you to undertake or supervise building work that was issued by another Australian state or territory, or New Zealand, that has since been suspended or cancelled on or after 1 October 2020? Yes No

Ticked YES for either question above? Provide the following details for each licence you hold or held.

Issuing Australian state or territory, or New Zealand

NSW ACT VIC TAS SA WA NT NZ

Licence number

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

Class of licence (e.g. builder–open, builder restricted)

Has the licence been cancelled or suspended (i.e. excluding voluntary cancellations and/or circumstances where your licence lapsed or was not renewed)? Yes No

Ticked YES? Provide the date licence was suspended or cancelled

D	D	/	M	M	/	Y	Y	Y	Y
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>		<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>		<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

If you have answered **YES** to any of the above questions, please provide copies of all relevant documentation including:

- copies of interstate or New Zealand licences
- copies of any decisions or proceedings documents if your interstate or New Zealand licence has been suspended or cancelled.

Reason the licence was suspended or cancelled

Need to provide details of more than one licence? Attach a document providing these details for each licence to your application.

11. NOMINATED REPRESENTATIVE – AUTHORITY TO ACT – OPTIONAL

QBCC licence applicants have the option to authorise nominated representatives to complete different actions in some scenarios. By completing the nominated representative form, the people you authorise will be able to act on your behalf to make enquiries to the QBCC or complete specific functions for the licence.

To register and authorise a nominated representative, download and complete the nominated representative form from the QBCC website at qbcc.build/nom-rep-individual.

Current QBCC licensees are also able to add, remove and alter the nominated representative’s authorisation and the functions they can perform online through myQBCC. For more information on how to add or change nominated representatives through your myQBCC account, please visit the QBCC website at: qbcc.build/3EBfRyj.

12. EXPERIENCE RECORD

OVERVIEW

When applying for a QBCC Fire protection or Mechanical services licence, you need to demonstrate that you have the required experience relevant to the licence class you are applying for. You also need to provide the details of referees who can validate the experience you provide. This requirement applies to both contractor and nominee supervisor applicants.



IMPORTANT – HOW TO COMPLETE THIS SECTION

- **Review the experience requirements and scope of work for each licence class you are applying for.**
- More information and experience requirements for each licence class can be found on the QBCC website at:
Mechanical services: qbcc.build/mech-services
Fire protection: qbcc.build/fire-protection

You must provide enough examples and detail to clearly show that you meet both the skills and years of experience requirement for the licence class you are applying for.

To provide more experience examples, download additional copies of this experience record from the QBCC website at qbcc.build/form-fire-mech-experience.

WORK HISTORY AND EVIDENCE OF EXPERIENCE

Use this section to provide details of your work history and examples of experience you have personally carried out.

There are two parts to this experience record.

WORK HISTORY SUMMARY

Provide a summary of your all-round work experience. **Complete this section once.**

EVIDENCE OF EXPERIENCE



Provide as many examples of experience as necessary to demonstrate that you meet both the skills and years of experience requirements for the licence class you are applying for.

Fire protection licences – you must demonstrate at least **two years** of relevant experience in the scope of work for the licence class (or equivalent).

Mechanical service licences – you must demonstrate at least **two years** of relevant experience in the scope of work for the licence class (or equivalent). Experience gained during an apprenticeship or training program is not accepted for mechanical services licences.

IMPORTANT DETAILS TO INCLUDE

Please supply the following information about each project:

- **Job details** – remember to include the start and finish dates for when you worked on the project and details of the contractor who engaged you.
- **Work you carried out** – provide a detailed description of your role, responsibilities, and the work you personally carried out during the project. Include specific examples and details which describe the knowledge and technical skills you demonstrated to carry out the work. You can also include copies of supporting documentation (e.g. plans) of your work on the job if you wish.



Include examples where:

- you have personally managed, supervised or performed building work on site
- QBCC will be able to confirm the work.



Do not include examples where:

- you are unsure of the timeframe
- Mechanical services licences only - the work was completed during a training program, apprenticeship or study toward a qualification.

REFEREES VALIDATE YOUR EXPERIENCE



For **each experience example** you provide, include the details of a referee who:

- held a licence or qualification at the same or greater level than the licence class you are applying for
- has been actively licensed and supervised the applicant during the period of the projects
- has first-hand knowledge of the applicant's on-site experience and be able to verify that the applicant carried out the work.


To help validate the experience you provide, **ask each of the referees you list to provide a referee report** that you can attach to this application form. The referee report is found in **section 13 on page 28 of this form** and additional copies of the referee report can also be found on the QBCC website at qbcc.build/form-fire-mech-referee.


12. EXPERIENCE RECORD

WORK HISTORY OVERVIEW

Provide a summary with details of your all-round work experience and skills including:

- past employment, including the companies you worked for, your job titles and dates of employment
- a brief description each job, your key responsibilities and any formal training you have completed.

 You must **complete this section and the evidence of experience section that follows** to provide examples on a site by site basis.

 **If you require more space, attach an additional page to your application.**

12. EXPERIENCE RECORD – SCOPE OF WORK – PAGE 1 OF 2

EVIDENCE OF EXPERIENCE

Provide details of as many **projects as necessary** to demonstrate that you meet the skills and years of experience required for the fire protection or mechanical services class you are applying for.

If you need to provide more experience examples, you can download additional copies of this experience record from the QBCC website at qbcc.build/form-fire-mech-experience.

JOB DETAILS

Site address

Suburb

State

--	--	--

Postcode

--	--	--	--	--

Name of the **Principal Contractor responsible for project**

Name of the **employer or contractor who engaged you for the project**

How often were you onsite during the project

Daily

Weekly

Fortnightly

Monthly

Twice per year

Yearly

Other

Your start date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

Your finish date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

REFEREE FOR THIS SITE

Provide details of a referee who

- was a suitably qualified supervisor
- held a QBCC licence or a technical qualification at the same or high level than the licence class you are applying for
- can personally verify your experience, including the work you carried out and the knowledge and skills you demonstrated.

Full name

Licence number

Email


Phone number

Mobile phone

Employer

Role on this site

Referee report provided?

 **Including a referee report from this contractor as part of your application will help support your experience evidence. You can download copies of the referee report from the QBCC website at qbcc.build/form-fire-mech-referee.**

This referee has provided me with a referee report that verifies my experience for the site above and I have included it as part of this application.

Provide details of the type of building for this project.

Rise in storeys 1 2 3 4 Over 4

Building class	1a	2	3	4	5	6	7a	8	9a	10a
	1b						7b		9b	10b
									9c	10c

Fire resisting construction (classes 2 - 9 only) A B C (as per Table C2D2, NCC Vol. 1)

12. EXPERIENCE RECORD – WORK CARRIED OUT – PAGE 2 OF 2

	STREET	SUBURB	STATE	POSTCODE
Site address	<input type="text"/>			


WORK CARRIED OUT

We strongly recommend that you review the experience requirements for the licence class you are applying for at qbcc.build/mech-services and qbcc.build/fire-protection. The experience you provide should be appropriate for the scope of work you are applying for.

Provide a detailed description of your role, responsibilities and the work you competently carried out on this project.

- Outline the type of fire protection or mechanical systems that you work on.
- Describe the work you personally carried out on the systems.
- Include examples and specific details that describe the work that was undertaken.

You can also include supporting documentation (e.g. contracts/certifications/plans) if you wish.

 If you require more space, attach an additional page to your application.

12. EXPERIENCE RECORD – SCOPE OF WORK – PAGE 1 OF 2

EVIDENCE OF EXPERIENCE

Provide details of as many **projects as necessary** to demonstrate that you meet the skills and years of experience required for the fire protection or mechanical services class you are applying for.

If you need to provide more experience examples, you can download additional copies of this experience record from the QBCC website at qbcc.build/form-fire-mech-experience.

JOB DETAILS

Site address

Suburb

State

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Postcode

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Name of the **Principal Contractor responsible for project**

Name of the **employer or contractor who engaged you for the project**

How often were you onsite during the project

Daily

Weekly

Fortnightly

Monthly

Twice per year

Yearly

Other

Your start date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

Your finish date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

REFEREE FOR THIS SITE

Provide details of a referee who

- was a suitably qualified supervisor
- held a QBCC licence or a technical qualification at the same or high level than the licence class you are applying for
- can personally verify your experience, including the work you carried out and the knowledge and skills you demonstrated.

Full name

Licence number

Email


Phone number

Mobile phone

Employer

Role on this site

Referee report provided?

 **Including a referee report from this contractor as part of your application will help support your experience evidence. You can download copies of the referee report from the QBCC website at qbcc.build/form-fire-mech-referee.**

This referee has provided me with a referee report that verifies my experience from the site above and I have included it as part of this application.

Provide details of the type of building for this project.

Rise in storeys 1 2 3 4 Over 4

Building class	1a	2	3	4	5	6	7a	8	9a	10a
	1b						7b		9b	10b
									9c	10c

Fire resisting construction (classes 2 - 9 only) A B C (as per Table C2D2, NCC Vol. 1)

12. EXPERIENCE RECORD – WORK CARRIED OUT – PAGE 2 OF 2

	STREET	SUBURB	STATE	POSTCODE
Site address	<input type="text"/>			


WORK CARRIED OUT

We strongly recommend that you review the experience requirements for the licence class you are applying for at qbcc.build/mech-services and qbcc.build/fire-protection. The experience you provide should be appropriate for the scope of work you are applying for.

Provide a detailed description of your role, responsibilities and the work you competently carried out on this project.

- Outline the type of fire protection or mechanical systems that you work on.
- Describe the work you personally carried out on the systems.
- Include examples and specific details that describe the work that was undertaken.

You can also include supporting documentation (e.g. contracts/certifications/plans) if you wish.

 If you require more space, attach an additional page to your application.

12. EXPERIENCE RECORD – SCOPE OF WORK – PAGE 1 OF 2

EVIDENCE OF EXPERIENCE

Provide details of as many **projects as necessary** to demonstrate that you meet the skills and years of experience required for the fire protection or mechanical services class you are applying for.

If you need to provide more experience examples, you can download additional copies of this experience record from the QBCC website at qbcc.build/form-fire-mech-experience.

JOB DETAILS

Site address

Suburb

State

--	--	--

Postcode

--	--	--	--	--

Name of the **Principal Contractor responsible for project**

Name of the **employer or contractor who engaged you for the project**

How often were you onsite during the project

Daily

Weekly

Fortnightly

Monthly

Twice per year

Yearly

Other

Your start date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

Your finish date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

REFEREE FOR THIS SITE

Provide details of a referee who

- was a suitably qualified supervisor
- held a QBCC licence or a technical qualification at the same or high level than the licence class you are applying for
- can personally verify your experience, including the work you carried out and the knowledge and skills you demonstrated.

Full name

Licence number

Email


Phone number

Mobile phone

Employer

Role on this site

Referee report provided?

 **Including a referee report from this contractor as part of your application will help support your experience evidence. You can download copies of the referee report from the QBCC website at qbcc.build/form-fire-mech-referee.**

This referee has provided me with a referee report that verifies my experience from the site above and I have included it as part of this application.

Provide details of the type of building for this project.

Rise in storeys 1 2 3 4 Over 4

Building class	1a	2	3	4	5	6	7a	8	9a	10a
	1b						7b		9b	10b
									9c	10c

Fire resisting construction (classes 2 - 9 only) A B C (as per Table C2D2, NCC Vol. 1)

12. EXPERIENCE RECORD – WORK CARRIED OUT – PAGE 2 OF 2

	STREET	SUBURB	STATE	POSTCODE
Site address	<input type="text"/>			


WORK CARRIED OUT

We strongly recommend that you review the experience requirements for the licence class you are applying for at qbcc.build/mech-services and qbcc.build/fire-protection. The experience you provide should be appropriate for the scope of work you are applying for.

Provide a detailed description of your role, responsibilities and the work you competently carried out on this project.

- Outline the type of fire protection or mechanical systems that you work on.
- Describe the work you personally carried out on the systems.
- Include examples and specific details that describe the work that was undertaken.

You can also include supporting documentation (e.g. contracts/certifications/plans) if you wish.

 If you require more space, attach an additional page to your application.

12. EXPERIENCE RECORD – SCOPE OF WORK – PAGE 1 OF 2

EVIDENCE OF EXPERIENCE

Provide details of as many **projects as necessary** to demonstrate that you meet the skills and years of experience required for the fire protection or mechanical services class you are applying for.

If you need to provide more experience examples, you can download additional copies of this experience record from the QBCC website at qbcc.build/form-fire-mech-experience.

JOB DETAILS

Site address

Suburb

State

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Postcode

--	--	--	--	--

Name of the **Principal Contractor responsible for project**

Name of the **employer or contractor who engaged you for the project**

How often were you onsite during the project

Daily

Weekly

Fortnightly

Monthly

Twice per year

Yearly

Other

Your start date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

Your finish date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

REFEREE FOR THIS SITE

Provide details of a referee who

- was a suitably qualified supervisor
- held a QBCC licence or a technical qualification at the same or high level than the licence class you are applying for
- can personally verify your experience, including the work you carried out and the knowledge and skills you demonstrated.

Full name

Licence number

Email


Phone number

Mobile phone

Employer

Role on this site

Referee report provided?

 **Including a referee report from this contractor as part of your application will help support your experience evidence. You can download copies of the referee report from the QBCC website at qbcc.build/form-fire-mech-referee.**

This referee has provided me with a referee report that verifies my experience from the site above and I have included it as part of this application.

Provide details of the type of building for this project.

Rise in storeys	1	2	3	4	Over 4					
Building class	1a	2	3	4	5	6	7a	8	9a	10a
	1b						7b		9b	10b
									9c	10c
Fire resisting construction (classes 2 - 9 only)	A	B	C	(as per Table C2D2, NCC Vol. 1)						

12. EXPERIENCE RECORD – WORK CARRIED OUT – PAGE 2 OF 2

	STREET	SUBURB	STATE	POSTCODE
Site address	<input type="text"/>			


WORK CARRIED OUT

We strongly recommend that you review the experience requirements for the licence class you are applying for at qbcc.build/mech-services and qbcc.build/fire-protection. The experience you provide should be appropriate for the scope of work you are applying for.

Provide a detailed description of your role, responsibilities and the work you competently carried out on this project.

- Outline the type of fire protection or mechanical systems that you work on.
- Describe the work you personally carried out on the systems.
- Include examples and specific details that describe the work that was undertaken.

You can also include supporting documentation (e.g. contracts/certifications/plans) if you wish.

 If you require more space, attach an additional page to your application.

12. EXPERIENCE RECORD – SCOPE OF WORK – PAGE 1 OF 2

EVIDENCE OF EXPERIENCE

Provide details of as many **projects as necessary** to demonstrate that you meet the skills and years of experience required for the fire protection or mechanical services class you are applying for.

If you need to provide more experience examples, you can download additional copies of this experience record from the QBCC website at qbcc.build/form-fire-mech-experience.

JOB DETAILS

Site address

Suburb

State

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Postcode

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Name of the **Principal Contractor responsible for project**

Name of the **employer or contractor who engaged you for the project**

How often were you onsite during the project

Daily

Weekly

Fortnightly

Monthly

Twice per year

Yearly

Other

Your start date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

Your finish date

M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---

REFEREE FOR THIS SITE

Provide details of a referee who

- was a suitably qualified supervisor
- held a QBCC licence or a technical qualification at the same or high level than the licence class you are applying for
- can personally verify your experience, including the work you carried out and the knowledge and skills you demonstrated.

Full name

Licence number

Email


Phone number

Mobile phone

Employer

Role on this site

Referee report provided?

 **Including a referee report from this contractor as part of your application will help support your experience evidence. You can download copies of the referee report from the QBCC website at qbcc.build/form-fire-mech-referee.**

This referee has provided me with a referee report that verifies my experience from the site above and I have included it as part of this application.

Provide details of the type of building for this project.

Rise in storeys	1	2	3	4	Over 4					
Building class	1a	2	3	4	5	6	7a	8	9a	10a
	1b						7b		9b	10b
									9c	10c
Fire resisting construction (classes 2 - 9 only)	A	B	C	(as per Table C2D2, NCC Vol. 1)						

12. EXPERIENCE RECORD – WORK CARRIED OUT – PAGE 2 OF 2

	STREET	SUBURB	STATE	POSTCODE
Site address	<input type="text"/>			


WORK CARRIED OUT

We strongly recommend that you review the experience requirements for the licence class you are applying for at qbcc.build/mech-services and qbcc.build/fire-protection. The experience you provide should be appropriate for the scope of work you are applying for.

Provide a detailed description of your role, responsibilities and the work you competently carried out on this project.

- Outline the type of fire protection or mechanical systems that you work on.
- Describe the work you personally carried out on the systems.
- Include examples and specific details that describe the work that was undertaken.

You can also include supporting documentation (e.g. contracts/certifications/plans) if you wish.

 If you require more space, attach an additional page to your application.



Provide more examples using the Experience Example form at qbcc.build/form-fire-mech-experience.

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 qbcc.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 qbcc.build/form-fire-mech-referee.

APPLICANT DETAILS

Title	Mr	Mrs	Miss	Ms	Other
Full name					

REFEREE DETAILS

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																				
	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;">D</td> <td style="width: 20px; text-align: center;">D</td> <td style="width: 10px; text-align: center;">/</td> <td style="width: 20px; text-align: center;">M</td> <td style="width: 20px; text-align: center;">M</td> <td style="width: 10px; text-align: center;">/</td> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">Y</td> <td style="width: 20px; text-align: center;">Y</td> </tr> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 10px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 10px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y										
D	D	/	M	M	/	Y	Y	Y	Y												

This form must be signed by hand. Digital signatures are not accepted.

OFFICE USE ONLY	CRN		Receipt amount	\$		Reference no.	
	Receipt no.		Received by				

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 on this project

M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant's completion date on this project

M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 on this project

M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant's completion date on this project

M	M	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Project scope of work (project details and range of work conducted)

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

Applicant's start date on this project

M	M	/	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant's completion date on this project


M	M	/	Y	Y	Y	Y
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.



Provide more examples using the Referee form at qbcc.build/form-fire-mech-referee.

14. PAYMENT OF FEES

FEES

Refer to the **application fee schedule** on the next page for applicable fees.

Fees are based on:

- the financial category and maximum revenue you selected
- the type of licence you are applying for
- whether you are a current licence holder or a new applicant.

New applicants pay an application fee and their first year's licence fees.

The application fee component is **non-refundable if your licence application is unsuccessful**.




LICENCE CARD AND CERTIFICATE

You will be issued with a **QBCC licence card** for no additional cost. You have the option to purchase a QBCC licence certificate as a printed hard copy.

OPTIONAL - Do you require a QBCC licence certificate? Additional fee of \$32.91 Yes No

Your licence card and certificate (if purchased) will be posted to you once the licence is approved. They will arrive separately to the approval letter.

PAYMENT

 Your application fee must be **paid in full** before QBCC will start to process or review your application.

Pay in person – visit a QBCC Customer Service Centre and use either bank keycard, Mastercard or Visa card to make a payment at the front counter.

Pay by mail – if you are posting your application to us, you **must complete the credit card details section below**.

NOTE: QBCC does not accept payment by cash or cheque.

PAYMENT OPTIONS

I will pay by card **in person** at the Customer Service Centre.

OR

I will pay by credit card by filling out the card details below and **sending this form by post**.

Name of cardholder

Credit card number

Expiry date

M	M	/	Y	Y
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

Total Amount \$

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS

Submit your application either in person or via post.



In person: A full list of QBCC service centres can be found on the QBCC website at qbcc.build/contact-us



Post: GPO Box 5099, Brisbane Qld 4001



For security purposes, do NOT send QBCC forms that include payment details by email.

INDIVIDUAL APPLICATION FEES SCHEDULE
Effective 1 July 2024 – 30 June 2025
Which fee do I pay?

The application fee you pay will depend on whether you hold a current licence with the QBCC or not, the type of application and the maximum revenue selected (for contractor applicants only).

APPLYING FOR A NOMINEE SUPERVISOR LICENCE

Applicant scenario	Application Fee	Licence fee for first 12 months	Total Application Fee
New applicant	\$234.58*	\$234.58	\$469.16
Current nominee supervisor adding a licence class to existing nominee supervisor licence	\$234.58*	N/A	\$234.58



*** If your application is unsuccessful, this application fee is non-refundable.**

APPLYING FOR A CONTRACTOR LICENCE

Applicant scenario	Financial Category	Application Fee	Licence fee for first 12 months	Total Application Fee
New applicant	SC1 – Maximum revenue of up to \$200,000	\$410.54*	\$313.50	\$724.04
	SC2 – Maximum revenue of \$200,001 to \$800,000	\$469.16*	\$392.20	\$861.36
	Category 1-2 – Maximum revenue between \$800,001 and up to \$12M	\$634.99*	\$469.16	\$1104.15
	Category 3-7 – Maximum revenue of more than \$12M	\$881.44*	\$705.75	\$1587.19
Current contractor adding a licence class to existing contractor licence and with the same Maximum Revenue	SC1 – Maximum revenue of up to \$200,000	\$410.54*	N/A	\$410.54
	SC2 – Maximum revenue of up to \$200,001 to \$800,000	\$469.16*	N/A	\$469.16
<i>A change in Maximum Revenue might mean an adjustment to your licence fees. QBCC will contact you with these details when assessing your application</i>	Category 1-2 – Maximum revenue between \$800,001 and up to \$12M	\$634.99*	N/A	\$634.99
	Category 3-7 – Maximum revenue of more than \$12M	\$881.44*	N/A	\$881.44



*** If your application is unsuccessful, this application fee is non-refundable.**

CERTIFICATE

Printed hard copy	\$32.91
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Licence fees and charges increase on 1 July each year due to indexation in line with legislative requirements. You can contact us to find out details about specific fees, charges or prices.

These are the applicable fees under the *Queensland Building and Construction Commission Act 1991* (“the Act”).

Renewals will be sent to you prior to your renewal due date (one year from the date your licence was originally issued).

The QBCC’s licence and application fees are exempt from GST. You will not be issued with a tax invoice.