

**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.

**When is an occupational licence required?**




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

If you already hold a current QBCC fire protection or mechanical services contractor licence, you are NOT required to obtain an occupational licence in the same class.

An occupational licence holder can personally perform and supervise work carried out under their employer’s fire protection or mechanical services contractor licence.

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

**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.**



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](http://qbcc.build/mech-services) and [qbcc.build/fire-protection](http://qbcc.build/fire-protection).


**Applying for a nominee supervisor or contractor licence?**

To apply for a nominee supervisor or contractor licence, you must submit a separate licence application based on your licence class. DO NOT USE THIS FORM.

More information about the process of changing licence type can be found on the QBCC website at [qbcc.build/available-licences](http://qbcc.build/available-licences).

**PLEASE PROVIDE THE FOLLOWING**

- Photo identification, proof of work eligibility and declarations 
- Technical qualifications 
- 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 technical qualifications
-  Request further information if required
-  Make a decision on your application
-  **Notify you of the outcome**

**CHECKLIST**

**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 3**

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 5**

**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 6**

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 7**

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

**SECTION 5 – TECHNICAL QUALIFICATIONS – page 8**

**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.

**SECTION 6 – LEGAL ELIGIBILITY AND SUITABILITY – page 8**

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 copy of the **defective work notice** served by the QBCC.

a copy of the **infringement notice** served by the QBCC, including any payment arrangement details.

**SECTION 7 – PAYMENT OF FEES – page 9**

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](http://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](http://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

--	--	--	--	--	--	--	--	--	--

**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**

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

--	--	--

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

--	--	--

Postcode

--	--	--	--

Postal address

Suburb

State

--	--	--

Postcode

--	--	--	--

OFFICE USE ONLY	CRN	<input style="width: 90%;" type="text"/>	Receipt amount	\$	<input style="width: 90%;" type="text"/>	Reference no.	<input style="width: 90%;" type="text"/>
	Receipt no.	<input style="width: 90%;" type="text"/>	Received by		<input style="width: 90%;" 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](http://qbcc.build/mutual-rec).

**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 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 a 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](http://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](http://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.).

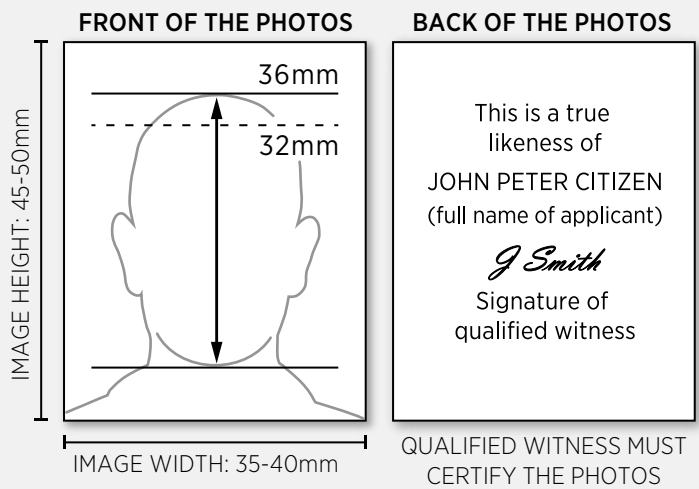
**3. CERTIFIED PASSPORT-SIZE PHOTOS**

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
---	---	---	---	---	---	---	---	---	---

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

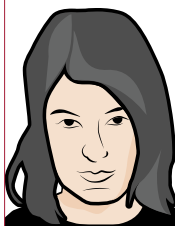
 **More information about photo requirements and certifying your passport-size photos can be found on the QBCC website at [qbcc.build/passport-size-photos](http://qbcc.build/passport-size-photos).**

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

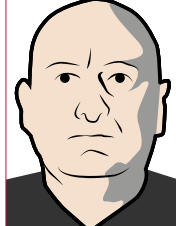
✗



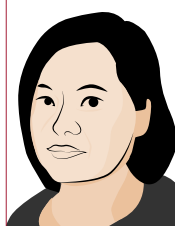
No glasses.



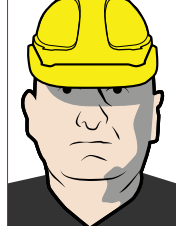
Head/chin must be up and directly looking into the camera.



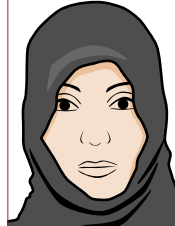
Face and background must be shadow free.




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

Please read the following information and statement below.

**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.

An occupational licence entitles you to personally perform or supervise work as an employee or officer of an appropriately licensed QBCC contractor.

Occupationally licensed work can only be performed by a **licensed employee or officer of an appropriately licensed QBCC company or individual contractor.**

An occupational licence holder **can not:**

- advertise, contract or subcontract to carry out building work
- be a nominee supervisor for a building company
- enter into contracts directly with property owners, builders, developers or the public to carry out supervision work.

More information about the eligibility requirements for site supervisor, contractor, nominee supervisor and occupational type licences can be found at [qbcc.build/licence-type](http://qbcc.build/licence-type).

#### 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](http://qbcc.build/mech-services) or [qbcc.build/fire-protection](http://qbcc.build/fire-protection).

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

**Mechanical services occupational**

- Mechanical services—air-conditioning and refrigeration
- Mechanical services—medical gas
- Mechanical services—plumbing

**Fire protection occupational**

*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

## 5. 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](http://qbcc.build/tech-quals) for the current minimum 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](http://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.


 If any of the documents required to meet the technical 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. LEGAL ELIGIBILITY AND SUITABILITY

**PLEASE NOTE: To hold a licence, a QBCC licensee must be a fit and proper person.** 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](http://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.

<b>Have you:</b>	Yes	No
<ul style="list-style-type: none"> <li>• <b>been</b> served with a notice by the QBCC for carrying out tier 1 defective work under the <i>Queensland Building and Construction Commission Act 1997</i>? The definition of tier 1 defective work is grossly defective work that falls below the standard reasonably expected of a licensed contractor for the type of building work.</li> </ul> <p><b>Ticked YES?</b> Please provide a copy of the notice served by the QBCC and any other relevant documentation.</p>		
<b>Have you:</b>	Yes	No
<ul style="list-style-type: none"> <li>• <b>been</b> issued with an infringement notice by the QBCC for which payment is still outstanding?</li> </ul> <p><b>Ticked YES?</b> Please provide a copy of the infringement notice served by the QBCC, including any payment arrangements and any other relevant documentation.</p>		



**7. PAYMENT OF FEES**



**FEES**

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

Fees are based on:

- 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

**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](http://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 MECHANICAL SERVICES OR FIRE PROTECTION OCCUPATIONAL LICENCE**

Applicant scenario	Application Fee	Licence fee for first 12 months	Total Application Fee
New applicant	\$133.51*	\$133.51	\$267.02
<b>Current QBCC licensee</b> adding a Fire protection or Mechanical services occupational licence class to an existing licence issued under the QBCC Act	\$133.51*	N/A	\$133.51

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

**CERTIFICATE**

Printed hard copy	\$32.91
-------------------	---------

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.