

PLEASE NOTE

You are not able to apply for a licence if you are not a citizen, permanent resident or do not have a current Australian work visa.

PRIVACY NOTICE

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 may be shared with other interstate or New Zealand licensing bodies. Some of this information will be included in the licensee register.

You may receive information from us for educational purposes in accordance with the QBCC Act. 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 Statement on the QBCC website at www.qbcc.qld.gov.au.

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS BY:

Post: GPO Box 5099 Brisbane QLD 4001.
In person: QBCC service centres are listed on our website qbcc.qld.gov.au.

COMPLETING THIS FORM

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

1. PERSONAL DETAILS

Title	☐ Mr	☐ Mrs	☒ Miss	☐ Ms		Other
Surname	M A N L E Y					
First names	J E S S I C A C L A I R E					
Date of birth	D D M M Y Y Y Y 2 2 / 1 0 / 1 9 9 8					
ABN	2 2 5 3 7 8 0 0 1 2 3					
Postal address	3 4 S E A S T R E E T N E R A N G					
State	Q L D		Postcode 4 3 2 1			
Business address (This cannot be a PO Box)	8 N E W S T R E E T N E R A N G					
State	Q L D		Postcode 4 3 2 1			
Home address	2 4 D A W N S T R E E T D E C E P T I O N B A Y					
State	Q L D		Postcode 4 5 0 8			
Business phone	0 4 3 0 2 2 4 6 8 3 Home phone ☒					
Mobile	0 4 0 3 0 5 4 1 1 1					
Email	J M C O N S T R U C T I O N S @ H O T M A I L . C O M					

OFFICE
USE
ONLY

CRN:
Receipt no:
Assignee:

Licence No:
Receipt amount: \$
Received by:

Container:

2. APPLICATION DETAILS

Tick the licence type you are applying for:

 **Contractor**
(contractors are able to contract for “building work” and must meet the Minimum Financial Requirements)

☐ **Nominee Supervisor**
(supervisors are only permitted to supervise
"building work" and are not required to meet the
Minimum Financial Requirements)

List the class(es)
of licence you are
applying for
(e.g. Builder - Low Rise,
Building Design Low Rise
etc.)

BUILDER-LOW RISE

3. QUALIFICATIONS

Technical Qualifications: A copy of your technical qualification MUST be provided. Refer to the Scope of Work for minimum technical requirements.

I have attached a copy of my technical qualification

☒ Yes

4. FINANCIAL INFORMATION

Do you have a Court or Tribunal Order or adjudication decision requiring you to pay a debt which you have not yet paid in full? If yes, provide copies of all relevant documentation.

Yes ☒ No

a) If you are applying for Supervisor licence - do not complete this section

b) If you are applying for a:

- Builder – Project Management Services
- Building Design, or
- Hydraulic Services Design
- and you do not hold any other contractor licence requiring financial information, you have two options.

You must either:

- i. provide professional indemnity insurance and attach a completed *Estimated Maximum Revenue Declaration form with your application - do not complete part C below, or
- ii. if you do not hold professional indemnity insurance, attach a completed *Declaration - Professional Indemnity Insurance form with your application AND complete part c below.
- For Project Management Services, provide professional indemnity insurance and attach a completed *Estimated Maximum Revenue Declaration form with your application - do not complete part c below, OR if you do not hold professional indemnity insurance, complete part c below. *Forms can be obtained by contacting the QBCC or downloading from QBCC's website.
- c) If you are applying for a contractor licence in any other licence class - complete this section.

What is the last day of your most recent reporting year?

D D M M Y Y Y Y

03 / 06 / 2020

Are you operating under a trust structure?

Yes ☐ No ☒

If YES, provide an MFR Report as a Trustee cannot rely on the Trust assets.
You may need to rely on a Deed of Covenant and Assurance.

4. FINANCIAL INFORMATION

Choose your financial category from the options below.

Tick ONE only

My Revenue WILL NOT exceed \$200,000 for the reporting year. I have at least \$12,000 Net Tangible Assets and a Current Ratio of at least 1. (Refer to Minimum Financial Requirements). This option is NOT available to BUILDERS.

☐ Yes

OR

My Revenue WILL NOT exceed \$800,000 for the reporting year. I have at least \$46,000 Net Tangible Assets and a Current Ratio of at least 1. (Refer to Minimum Financial Requirements)

☒ Yes

OR

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

NOTE: An MFR Report and signed financial statements MUST be completed by your accountant and submitted with your application. (Refer to Minimum Financial Requirements)

☐ Yes

NOTE: Some licence classes require Professional Indemnity Insurance. Refer to the Minimum Financial Requirements (MFR) or the Checklist Attachment for details. The MFR can be found on QBCC's website at www.qbcc.qld.gov.au

5. PROOF OF IDENTITY

Answer all questions in this section.

Tick ONE only

i. I hold/held a QBCC licence and my licence number is/was:

☐ Yes

OR

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

☒ Yes

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

Brisbane

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

Australia

6. PARTNERSHIP

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

☐ Yes ☒ No

7. FIT AND PROPER

You must answer ALL questions in the following section. The QBCC regularly cross-checks information provided herein with external agencies. This information is publicly available.

Have you OR any intended business partner:

- | | | |
|---|------------------------------|--|
| i. ever become bankrupt or entered into a debt agreement under Part IX of the <i>Bankruptcy Act 1966</i> ? | ☐ Yes | ☒ No |
| ii. ever entered into a composition, deed of arrangement or deed of assignment under Part X of the <i>Bankruptcy Act 1966</i> ? | ☐ Yes | ☒ No |
| iii. been convicted of any criminal offence (excluding traffic offences) within the last 10 years? | ☐ Yes | ☒ No |
| iv. ever been convicted of an offence under the <i>Corporations Act 2001</i> (Commonwealth) section 596 (b) or (c)? | ☐ Yes | ☒ No |
| v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years? | ☐ Yes | ☒ No |
| vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work? | ☐ Yes | ☒ No |
| vii. ever had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work? | ☐ Yes | ☒ No |
| viii. ever been a: <ul style="list-style-type: none"> • director; • secretary; • shareholder; OR • a person in a position to control or substantially influence a company's conduct or affairs within 2 years of a company being placed in receivership, administration, official administration, under a deed of company arrangement, in liquidation or wound up for the benefit of creditors? | ☐ Yes | ☒ No |

 If you have ticked YES to any of these questions, you MUST provide copies of all relevant documentation. (Refer to the Checklist attachment for required documents.)

Safety Management

Do you have a safety management system to ensure work to be carried out under the contractor's licence is performed safely and is otherwise compliant with your obligations under the *Work Health and Safety Act 2011*. ☒ Yes ☐ No

Note: You must create a safe workplace. The construction industry involves a range of high risk work activities that must be appropriately managed to ensure they are carried out safely. Important information to assist employers and business owners to understand their safety obligations and implement an appropriate safety management system can be found at <https://www.worksafe.qld.gov.au>.

8. ADDITIONAL LICENCE DETAILS

Do you currently hold a commercial, industrial or residential work licence that was issued by another State, territory or New Zealand?

☐ Yes

☒ No

Since 1 October 2020, have you held a commercial, industrial or residential work licence that was issued by another State, territory or New Zealand that has since been suspended or cancelled?

☐ Yes

☒ No

If you have ticked YES, please provide the following details:

All issuing State/s, territories or New Zealand (tick all applicable)

☐ NSW

☐ ACT

☐ VIC

☐ TAS

☐ SA

☐ WA

☐ NT

☐ NZ

Licence Number

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

Class of licence (e.g. Carpentry, builder)

Has the licence been cancelled or suspended?

☐ Yes

☐ No

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

D D M M Y Y Y Y

/ /

Reason the licence was suspended or cancelled



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

9. ADDITIONAL REQUIREMENTS

You must answer ALL questions in this section.

Are you an Australian citizen, permanent resident, or do you have a current visa or ImmiCard issued under the *Migration Act 1958*, entitling you to work in Australia?

I am a Citizen or Permanent Resident

OR

I have a current visa or ImmiCard (If you answer YES to this question, you MUST supply a copy of the visa or ImmiCard and any relevant conditions that apply)

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

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

Tick ONE only.

☒ Yes

☐ No

☒ Yes

☐ No

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

10. EXPERIENCE

All applicants must provide evidence of experience. Complete the Builder and Designer Experience form available on our website and submit with this application.

11. FEES

Please ensure the correct fee accompanies this application form - refer to attached fee schedule.

Do you require a licence certificate?

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

☒ Yes ☐ No

PAYMENT OPTIONS

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



Name of card holder

Credit card number

Expiry date /

Total amount \$



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

12. DECLARATION

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

I declare:

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

Name of person
providing the
declaration

JESSICA MANLEY

Applicant's
signature



Date* / /

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



CHECKLIST

IMPORTANT - read this before signing the Declaration (refer to Question 11), use this checklist to ensure you have provided all the required information.

If documentation or information is missing or incomplete, your application will take longer to process. QBCC will ask for missing or incomplete information to allow the application to proceed.

Please note, original documents will not be returned.

I have completed all the questions on the application form.

☒ Yes

I have provided a copy of my technical qualifications (refer to section 3).

☒ Yes

I have provided my financial information (refer to section 4) (Self Certification, MFR Report and signed financial statements, or an Estimated Maximum Revenue declaration).

☒ Yes

I have provided copies of all relevant documents. (refer to section 4).

☒ Yes

Only for people applying for a licence in:

- Building Design
- Hydraulics Services Design
- Completed Residential Building Inspection

☒ Yes

I have provided a certificate of currency evidencing my current Professional Indemnity insurance policy.

Only for people working in Australia under a visa or ImmiCard.

I have provided a copy of the visa or ImmiCard and any relevant conditions that apply (refer to section 8).

☒ Yes

Only for people with a registered business name e.g. Smith Builders.

I have provided a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (refer to section 8).

☒ Yes

Only for people who answered 'YES' to any of the questions in section 7.

I have enclosed copies of the following:

- all reports to creditors issued by the trustee in bankruptcy, administrator, deed administrator, receiver or liquidator
- confirmation of discharge from bankruptcy from the trustee in bankruptcy or a copy of an ITSA search showing the date of discharge from bankruptcy
- debt agreement, composition, deed of arrangement or deed of assignment
- evidence from the trustee that the debt agreement, composition, deed of arrangement, or deed of assignment has been fully complied with, released or carried out
- minutes of conviction, court or tribunal order and a National Police Certificate no older than 30 days obtained through an Australian State or Federal Police establishment*
- ASIC Order preventing an individual from managing a corporation
- any documentation relating to court proceedings that are still pending.

☒ Yes

I have attached the 'Builder and Designer Experience form' (refer to section 9)

☒ Yes

I have provided three (3) written references as I am applying for a builder licence, OR

I have provided the details of three (3) referees or written references as I am applying for another type of licence (refer to section 9).

☒ Yes

I have provided proof of identity (refer to section 5).

☒ Yes

Only for an individual carrying out business under the licence in partnership with an unlicensed person.

I have provided a copy of the partnership agreement that states the names of all parties involved and conditions of the business partnership.

☒ Yes

*Police checks from private providers will not be accepted by the QBCC as these reports may not include all police history information.

INDIVIDUAL LICENCE APPLICATION FEES

FOR ALL BUILDER, HYDRAULIC DESIGN AND BUILDING DESIGN LICENCE CLASSES

EFFECTIVE 1 JULY 2020 – 30 JUNE 2021

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

NOMINEE SUPERVISOR TYPE

Total Application Fee	\$435.20
Application Fee if you hold a current nominee supervisor licence under the Act and are applying for another licence class with the same type.	\$217.60

BUILDER OR TRADE CONTRACTOR TYPE

Total Application Fee	SC 1	\$671.65
Determined by the financial information supplied.	SC 2	\$799.00
	Category 1-2	\$1,024.25
	Category 3-7	\$1,472.35
Application Fee if you hold a current individual QBCC licence and are applying for another licence class with the same type and Maximum Revenue.	SC 1	\$380.85
	SC 2	\$435.20
	Category 1-2	\$589.05
NOTE: if you are changing your type or Maximum Revenue, there will be an adjustment to your Licence Fee QBCC will contact you with details of the adjusted fee.	Category 3-7	\$817.65

Certificate \$30.55

FINANCIAL INFORMATION

The applicable fee is determined by the financial information provided with your application. There are different types of financial information:

- Supervisor** - Financial information not required
- SC1** - \$200,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$200,000)
- SC2** - \$800,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$800,000)
- Category 1-2** - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$800,000 and up to \$12M)
- Category 3-7** - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$12M)

RENEWALS

Your renewal will be sent to you prior to your renewal due date (one year from the date your licence was originally issued). Your licence fee is determined by your Maximum Revenue as stated in the last financial information you provided to the Commission.

LICENCE FEES	ONE YEAR	THREE YEARS
Supervisor	\$217.60	\$554.80
SC1	\$290.80	\$741.60
SC2	\$363.80	\$927.75
Category 1-2	\$435.20	\$1,109.75
Category 3-7	\$654.70	\$1,669.60

APPLICATIONS

Your initial application fee covers one or more licence classes and types and includes the one year licence fee. The fee is the highest applicable. If your application is unsuccessful you may be refunded the licence fee portion.

GST REQUIREMENTS

The Commission's licence and application fees are exempt from GST.