

**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 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	CONLON										
First names	EMILY										
Date of birth	D	D	M	M	Y	Y	Y	Y			
	2	8	/	0	2	/	1	9	9	7	
ABN	1 1 1 1 1 1 1 1 1 1 1 1										
Postal address	108 SIGANTO DR										
	HELENSVALE										
	State QLD Postcode 4216										
Business address (This cannot be a PO Box)	108 SIGANTO DR										
	HELENSVALE										
	State QLD Postcode 4216										
Home address	3/2 MYRANG AVE										
	PALM BEACH										
	State QLD Postcode 4221										
Business phone	0 7 5 6 7 1 9 6 0 1					Home phone	0 4 1 7 8 1 4 0 3 2				
Mobile	0 4 1 7 8 1 4 0 3 2										
Email	admin@conlonbuilding.com										

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.)

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
/ /

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.

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.

Tick ONE only

☒ 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)

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

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 – Contractor Only

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

If you have answered No, please provide an explanation why.

Note: You must create a safe workplace. The construction industry involves a range of high risk work activities that must be appropriately managed to ensure they are carried out safely. Important information to assist employers and business owners to understand their safety obligations and implement an appropriate safety management system can be found at worksafe.qld.gov.au. A Safety Management System (SMS) captures how you intend to exercise your due diligence obligations, managing WHS elements which can vary over time and assuring safety across, and affected by, your entire business. It differs to a site safety plan. For SC1 licensees it may only need to be simple and summarise how you engage in your work safely. An SMS is scalable so it can be tailored to the size and complexity of your business. and the building work being performed or carried out.



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)

Tick ONE only.

☒ Yes

☐ No

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).

☒ 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

We accept

 **VISA**

mastercard

Name of card holder

[illegible]

Credit card number

[illegible]

M M Y Y

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

EMILY CONLON

Applicant's
signature

E. C. Condem

Date* 15/05/2022

* 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:	☒ Yes
• Building Design • Hydraulics Services Design • Completed Residential Building Inspection	
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.	☐ Yes
I have provided a copy of the visa or ImmiCard and any relevant conditions that apply (refer to section 8).	
Only for people with a registered business name e.g. Smith Builders.	☒ Yes
I have provided a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (refer to section 8).	
Only for people who answered 'YES' to any of the questions in section 7.	☐ Yes
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.	
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 accepted by the QBCC as these reports may not include all police history information.

INDIVIDUAL LICENCE APPLICATION FEES

PAGE 1 OF 1

FOR ALL BUILDER, HYDRAULIC DESIGN AND BUILDING DESIGN LICENCE CLASSES

EFFECTIVE 1 JULY 2021 - 30 JUNE 2022

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

NOMINEE SUPERVISOR TYPE

Total Application Fee	\$442.60
Application Fee if you hold a current nominee supervisor licence under the Act and are applying for another licence class with the same type.	\$221.30

BUILDER OR TRADE CONTRACTOR TYPE

Total Application Fee Determined by the financial information supplied.	SC 1	\$683.05
	SC 2	\$812.60
	Category 1-2	\$1,041.65
	Category 3-7	\$1,497.35
Application Fee if you hold a current individual QBCC licence and are applying for another licence class with the same type and Maximum Revenue.	SC 1	\$387.30
	SC 2	\$442.60
	Category 1-2	\$599.05
NOTE: if you are changing your type or Maximum Revenue, there will be an adjustment to your Licence Fee QBCC will contact you with details of the adjusted fee.	Category 3-7	\$831.55

Certificate \$31.05

Financial Information

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

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

Renewals

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

LICENCE FEES	ONE YEAR	THREE YEARS
Supervisor	\$221.60	\$564.20
SC1	\$295.75	\$754.20
SC2	\$370.00	\$943.50
Category 1-2	\$442.60	\$1,128.60
Category 3-7	\$665.80	\$1,698.00

Applications

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

GST Requirements

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



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.

Complete this form and provide it with your Licence Application Form.
If you are providing additional information please ensure this is included
with the submission of this form.

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	CONLON				
First names	EMILY				
Date of Birth	D	D	M	M	Y Y Y Y
	2	8	0	2	1 9 9 7

DESIGNER: Provide two years relevant experience. This information
should detail design work you carried out under the relevant scope
of work. Include the class, size, number of storeys and type of
construction.

BUILDER: If you provide evidence of a carpentry or bricklaying and
blocklaying qualification, demonstrate two years relevant experience.
Otherwise, four years relevant experience is required.

Provide details of your supervisory role and your duties and experience
in jobs appropriate to the relevant builder scope of work.

Do not provide your trade work experience.

You must demonstrate the parts of the project you supervised. You

could include specific examples and details about the project which
demonstrate where you carried out work such as:

- Supervisory services - the parts of the project and trades you
personally supervised; examples where you applied your knowledge
of building and other relevant legislation, interpreting plans and
specifications.
- Administration services - examples of your experience on the job in
tendering, contracts, on-site meetings and inspections, payment of
subcontractors, issuing certificates and project management.
- Management services - examples of where you coordinated and
scheduled work, resolved problems on the project, communicated
with clients and other services and financial management.

2. WORK HISTORY

Detail how you started in the building industry, including your all round experience and skills.

10 YEARS BUILDING EXPERIENCE
IN RESIDENTIAL NEW BUILD

Referees

Supply details of at least three (3) licensed contractors that can verify your experience in the scope of work you are applying for.

Name	BUILDER 1	Phone number	04 1 1 1 1 1 1 1 1
Name	BUILDER 2	Phone number	04 2 2 2 2 2 2 2 2
Name	BUILDER 3	Phone number	04 3 3 3 3 3 3 3 3

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the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

CRN:	Licence No:	Container:
Receipt No:	Receipt Amount: \$	
Assignee:	Received by:	



JOB DETAILS Show your experience with examples

Site Address	LOT 8 DEES COURT														
	PALM BEACH					State	QLD	Postcode	4221						
Licensed Builder/ Principal contractor responsible for project:	CONLON BUILDING PTY LTD														
Employer/ Contractor who engaged you for project:	BUILDER 1														
Start date:	M	M	Y	Y	Y	Y	Finish date:	M	M	Y	Y	Y	Y		
	0	4	/	2	0	2	2		1	2	/	2	0	2	2

Description of the project:

RESIDENTIAL NEW BUILD

Rise in storeys	☒	1	☐	2	☐	3	☐	4	☐	over 4										
Building class	☒	1	☐	2	☐	3	☐	4	☐	5	☐	6	☐	7	☐	8	☐	9	☐	10
Fire resisting construction	☒	A	☐	B	☐	C	(as per Table C1.1 of the BCA)													

THE FOLLOWING QUESTIONS ARE FOR BUILDER APPLICATIONS ONLY

How often were you onsite? ☒ daily ☐ weekly ☐ fortnightly ☐ bi-monthly ☐ other

Provide details of your relevant experience.

Please provide the following details of a licensed builder that can verify your onsite experience

Name	BUILDER 1 JOHN SMITH
Company	BUILDER 1
Licence no	1234567
Phone number	0411 111 111
Position	BUILDER
Email	builder1@gmail.com



JOB DETAILS Show your experience with examples

Site Address	LOT 9 REES COURT														
	PALM BEACH														
	State QLD Postcode 4221														
Licensed Builder/ Principal contractor responsible for project:	CONLON BUILDING														
	PTY LTD														
Employer/ Contractor who engaged you for project:	BUILDER 2														
Start date:	M	M	Y	Y	Y	Y	Finish date:	M	M	Y	Y	Y	Y		
	0	2	/	2	0	2	0		0	9	/	2	0	2	0

Description of the project:

RESIDENTIAL NEW BUILD

Rise in storeys	☒	1	☐	2	☐	3	☐	4	☐	over 4										
Building class	☒	1	☐	2	☐	3	☐	4	☐	5	☐	6	☐	7	☐	8	☐	9	☐	10
Fire resisting construction	☒	A	☐	B	☐	C	(as per Table C1.1 of the BCA)													

THE FOLLOWING QUESTIONS ARE FOR BUILDER APPLICATIONS ONLY

How often were you onsite? ☒ daily ☐ weekly ☐ fortnightly ☐ bi-monthly ☐ other

Provide details of your relevant experience.

Please provide the following details of a licensed builder that can verify your onsite experience

Name	JOHN SMITH
Company	BUILDER 2
Licence no	111 111 111
Phone number	0422 222 222
Position	BUILDER
Email	builder2@gmail.com

Site Address

State

Postcode

Licensed Builder/
Principal contractor
responsible for
project:

Employer/
Contractor who
engaged you for
project:

Start date: M M Y Y Y Y

Finish date: M M Y Y Y Y

Description of the project:

Rise in storeys	1	2	3	4	over 4
Number of buildings	10	10	10	10	10
Total floor area (sq ft)	100,000	200,000	300,000	400,000	500,000
Value added (£ million)	10	20	30	40	50
Employment (FTE)	100	200	300	400	500

Building class	1	2	3	4	5	6	7	8	9	10
----------------	---	---	---	---	---	---	---	---	---	----

Fire resisting construction	A	B	C (as per Table C1.1 of the BCA)
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THE FOLLOWING QUESTIONS ARE FOR BUILDER APPLICATIONS ONLY

How often were you onsite? ☒ daily ☐ weekly ☐ fortnightly ☐ bi-monthly ☐ other

Provide details of your relevant experience.

Name

Company

Licence no

Phone number

Position

Email



JOB DETAILS Show your experience with examples

Site Address											State	Postcode	
Licensed Builder/ Principal contractor responsible for project:													
Employer/ Contractor who engaged you for project:													
Start date:	M	M	Y	Y	Y	Y	Finish date:	M	M	Y	Y	Y	Y

Description of the project:

Rise in storeys	1	2	3	4	over 4								
Building class	1	2	3	4	5	6	7	8	9	10			
Fire resisting construction	A	B	C (as per Table C1.1 of the BCA)										

THE FOLLOWING QUESTIONS ARE FOR BUILDER APPLICATIONS ONLY

How often were you onsite? ☐ daily ☐ weekly ☐ fortnightly ☐ bi-monthly ☐ other

Provide details of your relevant experience.

Please provide the following details of a licensed builder that can verify your onsite experience

Name											
Company											
Licence no											
Phone number											
Position											
Email											



QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

GPO Box 5099, Brisbane, QLD 4001 Telephone: 139 333 Fax: 07 3225 2999 www.qbcc.qld.gov.au

REFEREE REPORT

(The referee should hold a licence/accreditation at the same or higher level than the class being applied for)

Your report should support the experience provided by the applicant and demonstrate the applicant's experience over a range of sites.

APPLICANT DETAILS (must be completed)

Surname: Conlon Given Names: Emily

Builder class applied for: Low Rise

Terms of employment/engagement: 20/04/22 to 12/12/22

Type of employment/engagement: ☒ Full time ☐ Part-time ☐ Casual ☐ Sub-Contractor

Applicant role/responsibility: BUILDER

REFEREE DETAILS (must be completed)

Surname: _____ Given Name: _____

Licence/registration number/qualifications: _____

Contact number: _____ email: _____

Principal contractor name: _____

Relationship to principal contractor: _____

Relationship to applicant: _____

☐ I have enclosed a certified copy of my Driver's Licence *(not required if you hold a QBCC licence)*

REFEREE DECLARATION

I declare:

- the statements contained in this report are true and correct
- I have read the Privacy Notice

Referee's Signature: _____ Date ____/____/____

Applicants Signature _____ Date ____/____/____

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OFFICE USE ONLY

Date:

Licence/Application No:

APPLICANT COMPETENCIES *(Tick competencies the applicant demonstrated)*

Reference number

- ☐ Apply building codes and standards to the construction process in accordance with the National Construction Code.
- ☐ Read and interpret plans and specifications
- ☐ Plan and organise building projects
- ☐ Estimate and cost building projects
- ☐ Manage finances
- ☐ Provide contract administration services
- ☐ Apply legal requirements to building work
- ☐ Manage occupational workplace health and safety for building and construction projects.
- ☐ Apply site surveys and set-out procedures to building and construction projects.
- ☐ Apply structural principles to building work
- ☐ Conduct on-site supervision of building and construction projects
- ☐ Communicate effectively with sub-contractors, consumers and other parties
- ☐ Resolve building disputes

Please provide examples that demonstrate the applicant's experience over a range of different sites.

APPLICANT EXPERIENCE

Provide details of sites where the applicant has worked for you. Include site details, class of building, number of storeys, type of construction (FRL) and timeframes.

Provide details of the applicant's roles and responsibilities on specific jobs (eg sole supervisor); at what stage the applicant became involved on the job and for how long; and provide details of trades the applicant directly supervised and managed on the jobs.

Provide an example/s on a specific site that demonstrates the applicant competently applied legal requirements to building and construction work (eg certification, OHS, IR legislation, contractual requirements)

Provide an example/s on a specific site that demonstrates the applicant competently planned and managed

building and construction work (eg estimating, contract administration, budgets).

Provide an example/s on a specific site that demonstrates the applicant competently applied building codes and standards to the construction process (eg fire protection services)

Provide an example/s that demonstrates the applicant competently resolved site issues (other trades, builders, defective work etc).

Provide any other comments that support the applicant's experience.