

### Practical Activity 1

You are required to make an application for a low rise builders licence with the QBCC. Access [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au) and follow the prompts to complete an application form for a low rise builder's licence. Once you have completed the application form **DO NOT SUBMIT & PAY** but rather print the form and attach as part of your practical assessment with all necessary supporting documentation for your application (with the exception of your certificate 4 building and construction qualification/ units).

- No written references as I do not have the relevant experience.
- No Cert 4 in Building qualifications

### 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](http://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](http://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 R o b e r t s o n

First names M e l i s s a

Date of birth D D / M M / Y Y Y Y 1 2 / 0 2 / 1 9 8 8 ABN

Postal address 4 B a r c o o S t r e e t  
B u r p e n g a r y  
State Q L D Postcode 4 5 0 5

Business address (This cannot be a PO Box) 7 / 1 0 4 G y m p i e R o a d  
S t r a t h p i n e  
State Q L D Postcode 4 5 0 0

Home address 4 B a r c o o S t r e e t  
B u r p e n g a r y  
State Q L D Postcode 4 5 0 5

Business phone  Home phone

Mobile 0 4 3 2 6 8 8 6 5 8

Email m e l i s s a r o b e r t s o n 1 9 8 8 @  
o u t l o o k . 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:

[illegible]

### 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 | <input checked="" type="checkbox"/> | 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 |
|---|---|---|---|---|---|---|---|---|---|
| 3 | 0 | / | 0 | 6 | / | 2 | 0 | 2 | 0 |

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](http://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:

|  |  |  |  |  |  |  |  |  |  |
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☐ 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)

GRIFFITH

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> ?                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| ii. ever entered into a composition, deed of arrangement or deed of assignment under Part X of the <i>Bankruptcy Act 1966</i> ?                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| iii. been convicted of any criminal offence (excluding traffic offences) within the last 10 years?                                                                                                                                                                                                                                                                                                                                        | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| iv. ever been convicted of an offence under the <i>Corporations Act 2001</i> (Commonwealth) section 596 (b) or (c)?                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years?                                                                                                                                                                                                                                                                                                              | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| vi. ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work?                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| vii. ever had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work?                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| viii. ever been a: <ul style="list-style-type: none"> <li>• director;</li> <li>• secretary;</li> <li>• shareholder; OR</li> <li>• 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?</li> </ul> | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> 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?

Tick ONE only.

I am a Citizen or Permanent Resident

☒ Yes

**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)

☐ Yes

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



Name of card holder

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Credit card number

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Expiry date

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Total amount \$

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**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

|   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |  |  |  |  |
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Applicant's signature



Date\*

|   |   |   |   |   |   |   |   |   |   |  |  |  |  |  |  |  |  |  |  |
|---|---|---|---|---|---|---|---|---|---|--|--|--|--|--|--|--|--|--|--|
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\* 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 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 Determined by the financial information supplied.                                                                                         | SC 1         | \$671.65   |
|                                                                                                                                                                 | 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   |
| <b>Certificate</b> \$30.55                                                                                                                                      |              |            |

### FINANCIAL INFORMATION

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

1. **Supervisor** - Financial information not required
2. **SC1** - \$200,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$200,000)
3. **SC2** - \$800,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$800,000)
4. **Category 1-2** - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$800,000 and up to \$12M)
5. **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.

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

**JOB DETAILS** Show your experience with examples

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

Description of the project:

|                             |                      |   |                      |   |                      |   |                                |   |                      |        |                      |   |                      |   |                      |   |                      |   |                      |    |
|-----------------------------|----------------------|---|----------------------|---|----------------------|---|--------------------------------|---|----------------------|--------|----------------------|---|----------------------|---|----------------------|---|----------------------|---|----------------------|----|
| Rise in storeys             | <input type="text"/> | 1 | <input type="text"/> | 2 | <input type="text"/> | 3 | <input type="text"/>           | 4 | <input type="text"/> | over 4 |                      |   |                      |   |                      |   |                      |   |                      |    |
| Building class              | <input type="text"/> | 1 | <input type="text"/> | 2 | <input type="text"/> | 3 | <input type="text"/>           | 4 | <input type="text"/> | 5      | <input type="text"/> | 6 | <input type="text"/> | 7 | <input type="text"/> | 8 | <input type="text"/> | 9 | <input type="text"/> | 10 |
| Fire resisting construction | <input type="text"/> | A | <input type="text"/> | B | <input type="text"/> | 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        |  |

**JOB DETAILS** Show your experience with examples

Site Address

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State

Postcode

Licensed Builder/  
Principal contractor  
responsible for  
project:

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Employer/  
Contractor who  
engaged you for  
project:

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Start date:

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|   |   | / | Y | Y | Y | Y |

Finish date:

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|   |   | / | Y | Y | Y | Y |

Description of the project:

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Rise in storeys

|  |   |  |   |  |   |  |   |  |        |
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|  | 1 |  | 2 |  | 3 |  | 4 |  | over 4 |
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Building class

|  |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |  |    |
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Fire resisting  
construction

|  |   |  |   |  |   |                                |
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|  | 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 |
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Provide details of your relevant experience.

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

Name

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**JOB DETAILS** Show your experience with examples

Site Address

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State

Postcode

Licensed Builder/  
Principal contractor  
responsible for  
project:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Employer/  
Contractor who  
engaged you for  
project:

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Start date:

|   |   |  |   |   |   |   |
|---|---|--|---|---|---|---|
| M | M |  | Y | Y | Y | Y |
|   |   |  |   |   |   |   |

Finish date:

|   |   |  |   |   |   |   |
|---|---|--|---|---|---|---|
| M | M |  | Y | Y | Y | Y |
|   |   |  |   |   |   |   |

Description of the project:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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Rise in storeys

|  |   |  |   |  |   |  |   |  |        |
|--|---|--|---|--|---|--|---|--|--------|
|  | 1 |  | 2 |  | 3 |  | 4 |  | over 4 |
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Building class

|  |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |  |   |  |    |
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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?

|  |       |  |        |  |             |  |            |  |       |
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|  | daily |  | weekly |  | fortnightly |  | bi-monthly |  | other |
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Provide details of your relevant experience.

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

Name

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Licence no

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Position

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**JOB DETAILS** Show your experience with examples

|                                                                          |   |   |  |  |   |   |   |   |  |  |       |  |  |          |  |  |  |  |  |  |
|--------------------------------------------------------------------------|---|---|--|--|---|---|---|---|--|--|-------|--|--|----------|--|--|--|--|--|--|
| Site Address                                                             |   |   |  |  |   |   |   |   |  |  |       |  |  |          |  |  |  |  |  |  |
|                                                                          |   |   |  |  |   |   |   |   |  |  |       |  |  |          |  |  |  |  |  |  |
|                                                                          |   |   |  |  |   |   |   |   |  |  | State |  |  | Postcode |  |  |  |  |  |  |
| Licensed Builder/<br>Principal contractor<br>responsible for<br>project: |   |   |  |  |   |   |   |   |  |  |       |  |  |          |  |  |  |  |  |  |
|                                                                          |   |   |  |  |   |   |   |   |  |  |       |  |  |          |  |  |  |  |  |  |
| Employer/<br>Contractor who<br>engaged you for<br>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<br>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

|              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Name         |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Company      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Licence no   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Phone number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Position     |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Email        |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**JOB DETAILS** Show your experience with examples

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

Description of the project:

|                                |                      |   |                      |   |                      |   |                                |   |                      |        |                      |   |                      |   |                      |   |                      |   |                      |    |
|--------------------------------|----------------------|---|----------------------|---|----------------------|---|--------------------------------|---|----------------------|--------|----------------------|---|----------------------|---|----------------------|---|----------------------|---|----------------------|----|
| Rise in storeys                | <input type="text"/> | 1 | <input type="text"/> | 2 | <input type="text"/> | 3 | <input type="text"/>           | 4 | <input type="text"/> | over 4 |                      |   |                      |   |                      |   |                      |   |                      |    |
| Building class                 | <input type="text"/> | 1 | <input type="text"/> | 2 | <input type="text"/> | 3 | <input type="text"/>           | 4 | <input type="text"/> | 5      | <input type="text"/> | 6 | <input type="text"/> | 7 | <input type="text"/> | 8 | <input type="text"/> | 9 | <input type="text"/> | 10 |
| Fire resisting<br>construction | <input type="text"/> | A | <input type="text"/> | B | <input type="text"/> | 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

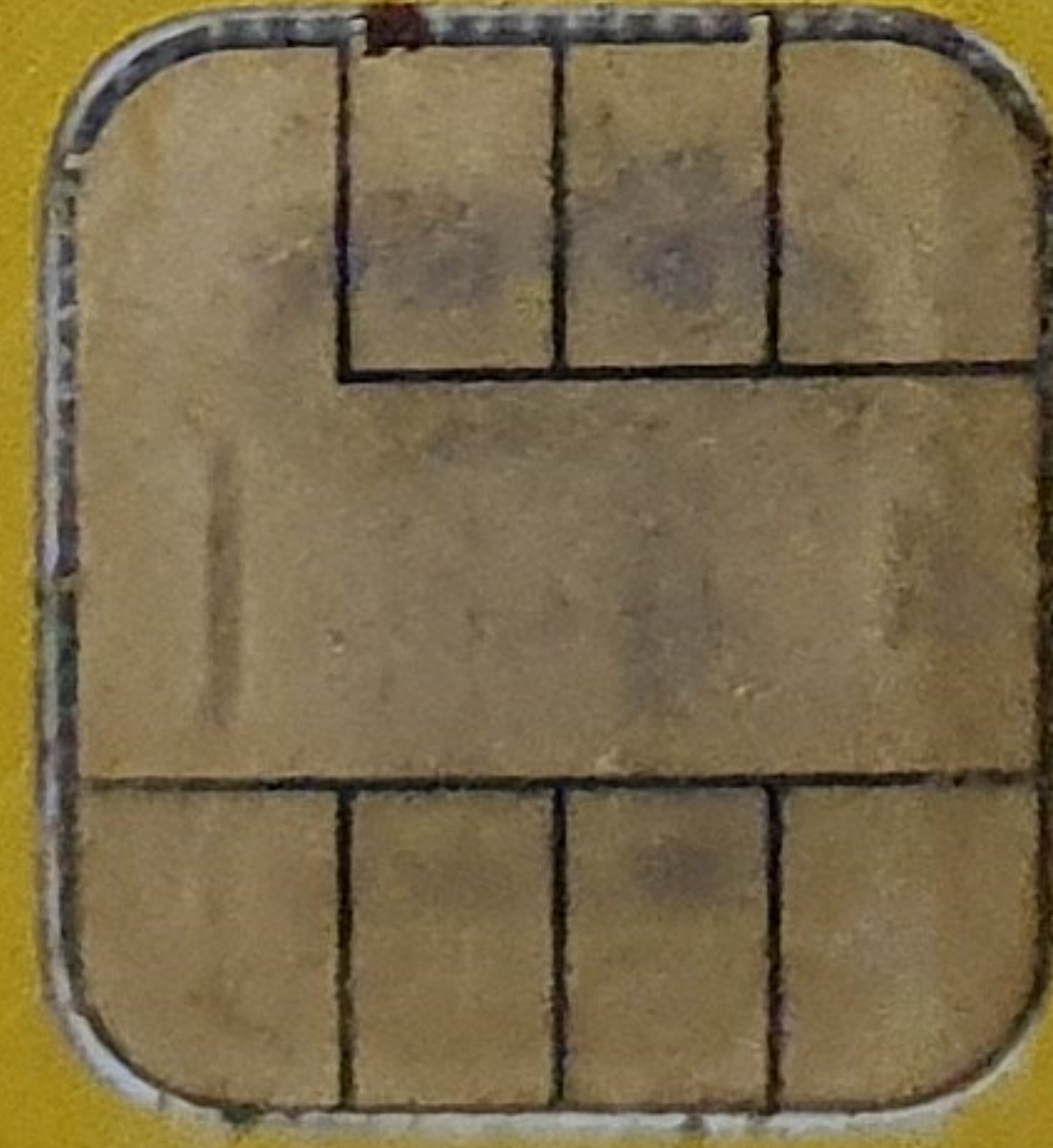
Provide details of your relevant experience.

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

|              |  |
|--------------|--|
| Name         |  |
| Company      |  |
| Licence no   |  |
| Phone number |  |
| Position     |  |
| Email        |  |

# Driver Licence

ROBERTSON  
MELISSA



DOB 12 Feb 1988

| Class | Type | Effective | Expiry   |
|-------|------|-----------|----------|
| C     | O    | 06.02.17  | 12.02.22 |

Conditions S

*M. Robertson*  
Queensland, Australia Drive safely

LICENCE NO.

106 075 692

# Australia



★  
Queensland  
Government



ASIC

Australian Securities & Investments Commission

## Business Name Details

Extracted from ASIC's database at AEST 21:39:21 on 08/04/2021

Business name: MOUSE AT PLAY

Status: Registered

Registration date: 25/04/2019

Renewal date: 25/04/2021

Address for service of documents: 4 Barcoo St . Burpengary QLD 4505

Principal place of business: Burpengary QLD 4505

Holder(s) details: Holder name: MELISSA ROBERTSON

Holder type: Person

ABN: 35 321 021 380

Debtor representative(s): not applicable

Notified successor(s): not applicable

Regulator: Australian Securities and Investments Commission

## Practical Activity 2

Review the attached development application and create a report detailing the following information:

- Document submissions required prior to commencement of construction
  - Prepare a Construction Management Plan
  - Lodge the plan of subdivision notated by Council pursuant to Schedule 19 of the Sustainable Planning Regulation 2009 with the Registrar of Titles for the relevant Queensland State Government Authority
  - Design compliant retaining walls
  - Prepare a detailed landscaping plan for self certification
  - identify and implement tree protection measures
  - Submit site drainage drawings
  - Obtain water approval from the relevant distributor-retailer
- Meetings required prior to commencement of construction
  - Toolbox talk as per construction management plan
- Inspections and approvals required during construction
  - Prior to issue of final certification provide
    - Overall Height - Survey Certification
    - Detailed landscape plan
      - Certification from
        - A registered Landscape Architect or Landscape Designer that the Landscape Plan complies with the City Plan (Form CC10616 Landscape Design Certificate); and
        - A registered Landscape Architect and registered Landscape Contractor that the completed landscape work complies with the detailed Landscape Plan, (Form CC10613 Landscape Works Certificate).
    - "As Constructed" plans including an asset register, checked by a Registered Professional Engineer Queensland, certifying that the concrete path works have been completed in accordance with relevant Brisbane Planning Scheme Codes/Policies.
    - Contact the call centre on 3403 8888 and request that Council undertake street tree planting in accordance with the Infrastructure Design Planning Scheme Policy including section 3.7.5 to the frontage of the development. Provide the call centre with the Development Approval number and obtain a reference number for the phone call for your record.
    - Certification from an appropriately qualified professional that the constructed acoustic barrier complies with the detailed requirements.
    - certification from a suitably qualified person that the approved details of the design of the development to demonstrate compliance with the transport noise corridor has been met.
    - obtain certification from a Registered Professional Engineer Queensland that the design and construction of the retaining wall and ancillary drainage is in accordance with retaining wall condition
    - If alterations to existing infrastructure are required then submit "As Constructed" drawings, showing all new and/or rectification works and an asset register, prepared and certified by a Registered Professional Engineer Queensland certifying that the works have been completed in accordance with the relevant Brisbane Planning Scheme Codes and any other relevant infrastructure requirements.
    - Certified site survey levels - survey information must show surface levels and site contours at 1 metre intervals. All levels must be shown as Reduced Levels to the "Australian Height Datum" (AHD).
    - certification from a Registered Surveyor or Registered Professional Engineer Queensland that the work has been completed in accordance with the Remove Improvements & Obstructions From Truncation and Dedication condition.
    - "As Constructed" drawings prepared by a Registered Professional Engineer Queensland certifying that the works have been completed in accordance with the approved site drainage drawings.

- certification from a Registered Professional Engineer Queensland, that the requirements have been implemented in accordance with Access, Grades, Manoeuvring, Carparks, Signs and Line Marking condition.
- "As Constructed" drawings, including an asset register, prepared by a Registered Professional Engineer Queensland certifying that the above works are in accordance with service conduit and mains condition.
- evidence of an agreement with an electricity supplier to provide necessary services to the development in accordance with the relevant Brisbane Planning Scheme Codes.

### Practical Activity 3

You have been asked by the client for the highest home you are building to complete a front fence. The client has asked for a pointed brick fence 43m L, 1.5m H with engaged piers every 2m.

To complete the fence you will also be required to construct a 600mm x 400mm footing with starter bars set at each engaged pier for the entire 43m length of the fence (All dimensions advised by consulting structural engineer).

You have communicated the above to the bricklaying and concreting contractors you have engaged for the construction project.

The bricklaying contractor has proved a quote to you at \$4,800 + GST for the face brick with an additional \$150 per engaged pier resulting in a total price of \$7, 350 + GST.

Your Concretor has quoted a price of \$4300 + GST for 10.3m<sup>2</sup> of concrete +\ - 5%, reinforcement steel (hurdles, stock and hook bar with 1200mm starters for all 17 piers as well as excavation of the trench for the footing and tie wire.

All prices are inclusive of labour but do not include your builder's margin of 15%

Use the information required to issue a contract variation to your client 'Mr & Mrs Bird'

**\$14,737.25 inc. GST with Margin – QBCC Form 4 attached.**

# FORM 4

## VARIATION DOCUMENT

(Condition 16 of the General Conditions of QBCC Level 1 Renovation, Extension and Repair Contract)

**NOTE TO CONTRACTOR:** This form, which may be copied for multiple use, must be presented to and signed by the Owner **before** you start any work described in the variation.

To: (Owner/s) \_\_\_\_\_  
(insert name and postal address of Owner/s)

From: (Contractor) \_\_\_\_\_

Site Address: \_\_\_\_\_  
(insert Site address)

This document is for a variation: ☐ required by law  
(tick whichever is applicable) ☐ for extra excavation and foundations  
☐ requested by the Owner/Owner's Representative  
☐ requested by the Contractor/Contractor's Representative for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
(insert reasons)

The change to the Works is as follows: \_\_\_\_\_  
\_\_\_\_\_  
(insert description of the variation including any change to the work or materials required by reason of the variation)

The Contractor's/Contractor's Representative's reasonable estimate of the period of any delay in the Date for Practical Completion that will result from the variation is: \_\_\_\_\_ business days.

### NOTE TO CONTRACTOR/CONTRACTOR'S REPRESENTATIVE

If the variation causes you actual delay you must also submit a QBCC Form 1 - *Extension of Time Claim and Owner's Response to Claim* within 10 business days of the earlier of when you became aware of the cause and extent of the delay, or when you reasonably ought to have become aware of the cause and extent of the delay (see Condition 17).

The variation will change the price payable by the Owner as follows: (tick whichever is applicable)

☐ **increase** the price by: \$ \_\_\_\_\_  
(incl. GST)

☐ **no change** to price

☐ **decrease** the price by: \$ \_\_\_\_\_  
(incl. GST)

☐ **increase/decrease** (delete whichever is not applicable) the price by an amount that will be calculated as follows:

\_\_\_\_\_  
(state how the increase/decrease will be calculated)

The increase or decrease (if any change) in the Contract Price payable by the Owner as a result of the variation will be taken into account in the Contractor's progress claim for the following Stage described in Schedule Item 8:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(insert description of Stage from Schedule Item 8)

**NOTE:** The Contractor cannot seek payment for an increase in the Contract Price due to a variation before the variation work has been completed.

SIGNED: \_\_\_\_\_  
(Owner/Owner's Representative to sign)

DATED: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(day) (month) (year)

SIGNED: \_\_\_\_\_  
(Contractor/Contractor's Representative to sign)

DATED: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(day) (month) (year)

**When form completed, Contractor to retain original and give 1 legible copy to Owner.**