

SITE SUPERVISOR LICENCE

QBCC's site supervisor licence was introduced to improve the standard and quality of supervision of building work and to provide an employee with a clear career path to becoming a contractor in the Queensland building industry.

If you already hold an existing QBCC licence in the class you wish to apply for (either Contractor or Nominee Supervisor) you are NOT

required to obtain a Site Supervisor licence as you are already licensed to supervise building work. You are only required to obtain a Site Supervisor licence if you intend supervising building work outside your existing licence class.

The following table shows what work can be undertaken by QBCC's three types of licence:

Type	Supervise building work	Nominee for a building company	Enter into contracts for building work
Contractor	X	X	X
Nominee Supervisor	X	X	
Site Supervisor	X		

You are required to obtain a site supervisor licence if you are an employee or officer of a contractor who holds a QBCC licence and you are personally supervising building work carried out under your employer's licence.

When you apply for a Site Supervisor licence you must nominate which licence classes you are applying for. (i.e. Builder Low Rise, Carpentry etc.)

What a Site Supervisor is entitled to do

A site supervisor licence entitles you to personally oversee and direct building work to ensure it is:

- in accordance with the plans and specifications set out in the contract for the work, and
- of a standard expected of a competent holder of a contractor licence of the relevant class.

A site supervisor licence holder cannot contract or subcontract to carry out building work and cannot be a nominee for a company. A site supervisor must be an employee and cannot contract out his/her supervision. To do this you must hold a contractor's licence.

How to obtain a Site Supervisor licence

To apply for a site supervisor licence you must provide the following:

- a completed copy of this application form
- payment of the application fee
- proof of identity
- a copy of your technical qualification.

How to change my Site Supervisor licence to a Nominee Supervisor or Contractor licence

To apply for a Nominee Supervisor or Contractor licence you must provide the following:

- a completed Individual Application form – NOT THIS FORM
- payment of the application fee
- a copy of the relevant technical qualification for the class
- a copy of the relevant managerial qualification for the class (if you are applying for a trade licence)
- experience and references.

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.

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.

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

First names

Date of Birth / / ABN

Postal Address

Business address
 (This cannot be a PO Box)

Home Address

Business phone Mobile

Email

2. APPLICATION DETAILS

Site Supervisor Licence in:

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

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). 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. Please refer to the Privacy Policy on our website for full use and disclosure details. All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

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

3. TECHNICAL QUALIFICATIONS

A copy of your technical qualification **MUST** be provided. Refer to the Scope of Work for minimum technical qualifications.

I have supplied a copy of my **technical qualification**

☐ YES

If this document is not provided your application cannot be approved and its processing will be delayed.

4. ADDITIONAL REQUIREMENTS

You must answer **ALL** questions in this section.

The QBCC regularly cross checks this information with external agencies. Information from those agencies is publicly available information.

Have you ever been refused a QBCC licence or had a QBCC licence cancelled?

☐ YES ☐ NO

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 **OR**

☐ YES

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

You are not entitled to apply for this licence if you are not a citizen, permanent resident or do not have a current visa or ImmiCard permitting you to work in Australia.

Have you:

Been served with a notice by QBCC for carrying out tier 1 defective work under the *Queensland Building and Construction Commission Act 1991*? The formal definition of tier 1 defective work is grossly defective work that falls below the standard reasonably expected of a licensed contractor for the type of building work.

☐ YES ☐ NO

Been issued with an infringement notice by QBCC for which payment is still outstanding?

☐ YES ☐ NO

If you have ticked YES to any of these questions you **MUST** provide copies of all relevant documentation

5. PROOF OF IDENTITY

Provide the following information

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)

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

6. DECLARATION

I declare:

- the statements contained in this application are true and correct
- I have read the Privacy Notice (page 2).

Name of person
providing the
declaration

Applicant's
signature

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Date*

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

7. FEES

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

Do you require a licence certificate?

☐ Yes
 ☐ No

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

PAYMENT OPTIONS

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



Name of Card Holder

Credit card number

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Expiry Date

Total Amount

\$

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APPLICATION FEES**From 1 July 2020 to 30 June 2021***Queensland Building and Construction Commission Act 1991 ("the Act")***Site Supervisor Licence Type**

Total Application Fee	\$435.20
Application Fee if you hold a current QBCC licence issued under the Act and applying for a Site Supervisor licence	\$217.60

Certificate \$30.55**Renewals**

Your renewal will be sent to you prior to your renewal due date. A licence may be renewed for one or three years. The one year licence fee is \$217.60 and the three year renewal is \$554.80.

Applications

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

Change of Licence Type

If you want to change your licence type you must complete an Individual Licence Application form, provide evidence of your technical qualification and experience. If you want to change to a contractor licence you will also be required to satisfy the Minimum Financial Requirements. Application forms and information regarding the application process are available at www.qbcc.qld.gov.au or by contacting the Customer Contact Centre on 139 333.

GST Requirements

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