

## COMPLETING THIS FORM

1. This is an interactive PDF that you may complete in your web browser. Save this PDF form to your personal records and print a hard copy to submit by post or in person.
2. If you choose to fill out with a pen, use BLACK pen only – print clearly in BLOCK LETTERS - DO NOT use correction fluid. Cross out mistakes and initial any amendments.

## WHEN TO USE THIS FORM

If your role in the industry has changed, you can apply for a different type of licence in your existing licence class.

### Who is eligible to use this form?

**Current licensees who hold a contractor or nominee supervisor type of licence** can use this form to request a change of licence type.

### When you cannot use this form

if you are:

- a current holder of a **continuing licence class**
- applying for a **different licence class**
- a current holder of a **site supervisor or an occupational licence**
- a current QBCC licensee where the licence was **obtained through Mutual Recognition**.

In these scenarios, you must follow the standard application process by submitting a new licence application form and meeting the current eligibility requirements for the licence.

More information about how to apply for a licence can be found on the QBCC website at [qbcc.build/available-licences](http://qbcc.build/available-licences).

## SUBMITTING YOUR FORM



**In person:** At any QBCC Customer Service Centre



**Post:** GPO Box 5099, Brisbane Qld 4001



**For security purposes, do NOT send QBCC forms that include payment details by email.**

## APPLYING FOR A DIFFERENT LICENCE TYPE

To change your licence type, you are actually applying to the QBCC for a new licence type for your existing class of licence, so you need to meet all the relevant eligibility requirements for the new licence type.

**For example, if you are applying for a contractor-type licence**, you will need to demonstrate that you can **meet the minimum financial requirements**.

In addition to applying for the new licence type, you have the option to also use this form to **request to surrender (cancel) your existing licence type**. This may be beneficial if you are changing from a contractor to a nominee supervisor licence and no longer wish to provide annual financial reporting documentation.

**Contractor-type licence holders** can apply for:

- a nominee supervisor-type licence in your existing class
- a site supervisor-type licence in your existing class
- an occupational-type licence (only available for fire protection and mechanical services).

**Nominee supervisor-type licence holders** can apply for:

- a contractor supervisor-type licence in your existing class
- a site supervisor-type licence in your existing class
- an occupational-type licence (only available for fire protection and mechanical services).

## SURRENDERING YOUR EXISTING LICENCE TYPE (OPTIONAL)

Applying to change your existing licence type does not automatically surrender (cancel) your current licence type. You have the option to keep it if you wish, or if you want to surrender it, you can request to do that on this form.

If you do choose to keep your current licence type and hold both licence types, you will need to **maintain all relevant requirements**

**and obligations to hold both licence types.**

If your licence is under any current regulatory action, your request to surrender may not be granted until that action is completed.

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

## CHECKLIST – PAGE 1 OF 2

Review and complete this checklist before submitting your application to change your licence type.  
It will help ensure you have provided all the required information.



**Your application CANNOT be approved until all required documents have been received and accepted.  
If information is missing or incomplete, your application will be delayed.  
Do not send original documents as they will not be returned. Copies should be provided instead.**

Place a tick ✓ in each box as you complete the item.

### SECTION 1 – PERSONAL DETAILS – page 4

The contact details you provide on this form will be used to communicate with you.

Providing incorrect personal information may affect our ability to contact you and could delay your application.

I have provided all my **personal details** (including my full name, phone contact number and email address).

I have provided my **QBCC licence number**.

I have provided all **address details** (including my postal, business and home addresses).

I have read the **declaration** and **signed the form not more than 30 days** before QBCC will receive it.

### SECTION 2 – PROOF OF IDENTITY – page 5

I have attached a **certified copy of my current and valid photo identification**.

**Only if you have ever changed your legal name**

I have provided a copy of any available **official proof of name change documents**.

### SECTION 3 – CERTIFIED PASSPORT-SIZE PHOTOS – page 6

I have provided **two (2) colour passport-size photos, less than 6 months old, signed and dated** on the back by a qualified witness.

Using a paperclip, I have attached the **signed and dated photos** to this form in the box indicated.

The qualified witness has **ticked the box to indicate their witness category** and has **signed and dated the declaration**.

### SECTION 4 – APPLICATION DETAILS – NEW LICENCE TYPE page 7

I have listed the **licence classes** for which I would like to apply to change the licence type.

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

I have provided details of the **technical qualifications** that I currently hold for my current licence classes.

**Only if you have been performing building work within your licence classes**

I have provided details of **how long** I have been performing building work.

### SECTION 5 – SURRENDER EXISTING LICENCE TYPE – OPTIONAL – page 8

**Only if you wish to surrender your current licence type**

I have provided the **licence classes** for the **licence type** that I wish to surrender.

I have **signed in the space provided** to confirm the I wish to surrender that licence type.

### SECTION 6 – BUSINESS STRUCTURE – page 9

**Only if you have a registered business name**

I have provided a copy of a **Current Business Name Extract** from the Australian Securities and Investments Commission (ASIC).

**Only if you have a partnership**

I have provided a **signed copy of QBCC's Partner Declaration form** that has been completed and signed by my business partner.

I have provided a **copy of the partnership agreement** or have included a **copy of QBCC's Statutory Declaration for Partnership Agreement form**.

### SECTION 7 – PROFESSIONAL INDEMNITY (PI) INSURANCE page 10

**Only if applying for a contractor licence in the licence classes of Builder—project management services, Building design, Completed residential building inspection, Fire protection—certify and design, Hydraulic services design, Site classifier or Termite management—chemical**

**If you DO hold PI insurance**

I have attached either a **certificate of currency or a receipt given by the broker** for payment of the insurance as evidence of the company's current PI insurance policy.

I have attached a **statutory declaration** verifying my insurance complies with the minimum standard of insurance.

**Building design, Fire protection—design, Hydraulic services design and Site classifier licence only**

I have attached a completed **Estimated Maximum Revenue Declaration form**.

**If you DO NOT hold PI insurance and would like to request an exemption**

**Only if applying for a contractor licence in the licence classes of Builder—project management services, Building design, Completed residential building inspection, Fire protection—certify and design, Hydraulic services design, Site classifier or Termite management—chemical**

I have attached a completed **Professional Indemnity Insurance Declaration – Exemption request form**.

## CHECKLIST – PAGE 2 OF 2

### SECTION 8 – FINANCIAL CATEGORY – page 12

**Only if you are applying for a contractor type of licence. Not applicable to nominee supervisor, site supervisor or occupational type licence applicants**

I have **reviewed the information** about Minimum Financial Requirements (MFR) available on the QBCC website at [qbcc.build/what-mfrs](http://qbcc.build/what-mfrs) for the financial category and licence classes that I am applying for.

I have **ticked the relevant Maximum Revenue category** based on my financial information.

**Only if you have selected Categories 1-7 (Maximum Revenue exceeding \$800,000)**

I have attached a copy of my **Minimum Financial Requirements (MFR) report and signed financial statements**.

### SECTION 9 – LEGAL ELIGIBILITY AND SUITABILITY – page 13

If you have any questions or require further clarification on anything in this section, please contact QBCC to discuss.

I have **answered all the questions** in this section with either a YES or NO.

**Only if you answered ‘YES’ to any of the questions in this section – I have enclosed copies of relevant documents such as:**

A **National Police Certificate (no older than 30 days)** from an Australian State or Federal Police service.

Any relevant **infringement notices or proceedings documents** relating to building work.

Any **decisions** handed down by the **Tribunal, Board, Commission or Authority**.

A **court or tribunal order or adjudication decision, or SPER debt statement**, including any payment arrangements.

Evidence of **discharge from bankruptcy or finalisation of the debt agreement** - either from the trustee/debt agreement administrator or a search from AFSA.

Evidence that the **personal insolvency agreement has been finalised** - either from the trustee or a search from AFSA.

All **reports to creditors**.

### SECTION 10 – INTERSTATE AND NEW ZEALAND LICENCES – page 14

I have **answered the questions** relating to whether I hold, or have held, any interstate or New Zealand licences.

**Only if you currently hold, or have held, a licence to undertake or supervise building work in another Australian state, territory or New Zealand**

I have provided **details of all my interstate or New Zealand licences** and have attached additional documentation to my application to provide these details where required.

Where these **licences are, or have been, suspended or cancelled**, I have attached copies of any decisions or proceeding documents.

### SECTION 11 – PAYMENT OF FEES – page 15

I have reviewed the **application fees schedule** and identified the total amount payable, including the fee for an optional certificate (if applicable).

I have filled out my **credit card details in full**, including the total amount payable section.

I am aware that if my application to change my licence type is not successful, **the application fee is non-refundable**.

## 1. PERSONAL DETAILS – PAGE 1 OF 2

### PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information on this form to determine whether you are entitled to a different licence type. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Your information will be used to maintain your licence and may be shared with other interstate or New Zealand licensing bodies as per the *Mutual Recognition Act 1992* or similar legislation, as listed in the QBCC Privacy Policy. Some of this information will be included in the QBCC licensee register and may be included in the [data.qld.gov.au](http://data.qld.gov.au) open data website.

Your photograph is collected for inclusion on your licence card. You may receive information from us for educational purposes in accordance with the QBCC Act. We may use your email address to contact you about improving the delivery and effectiveness of our services, including activities such as customer research and engagement. You will be able to opt-out of receiving this information. All information held by QBCC may be subject to application for access under the Right to Information and Privacy legislation or as authorised or required by law. For further information visit the Privacy Policy on the QBCC website at [qbcc.build/privacy-info](http://qbcc.build/privacy-info).

Title      Mr      Mrs      Miss      Ms      Other

Family name

Given names

Date of birth      

D	D
<input type="text"/>	<input type="text"/>

 / 

M	M
<input type="text"/>	<input type="text"/>

 / 

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ABN (if held)

### LICENCE DETAILS

Licence number

### PHONE AND EMAIL

**Applicants are required to complete all phone number and email detail fields**

Business phone

Home phone

Mobile phone

Email

### ADDRESS

#### BUSINESS ADDRESS

**Applicants are required to complete all business address fields**

- Your business address must be a physical address.
- PO Box or post office addresses are not acceptable.
- Business addresses for licensees are listed on the public QBCC licensee register.
- If your business address is also your home address, you may provide an alternative address such as your solicitor or accountant.

Business address

Suburb

State

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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#### HOME AND POSTAL ADDRESSES

**Applicants are required to complete all home and postal address fields**

Your home address will be listed on the public QBCC licensee register if you leave the business address section above blank or provide an unacceptable address.

Home address

Suburb

State

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postal address

Suburb

State

<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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OFFICE	CRN	<input type="text"/>	Receipt amount	\$	<input type="text"/>	Reference no.	<input type="text"/>
USE ONLY	Receipt no.	<input type="text"/>	Received by	<input type="text"/>			

## 1. PERSONAL DETAILS – PAGE 2 OF 2

### MUTUAL RECOGNITION ELIGIBILITY

Do you hold a **current licence** in another **Australian state or territory** or **New Zealand** for the type of work you are applying for in Queensland? Yes No

**Ticked YES?** You may be eligible to apply for your licence using the Mutual Recognition process. For more information, visit [qbcc.build/mutual-rec](http://qbcc.build/mutual-rec).

### DECLARATION AND SIGNATURE



**WARNING: Providing false or misleading information may lead to your licence application being refused, prosecution for an offence and/or cancellation of your licence.**

I declare that:

- the information I am providing in this application is true and correct
- I am aware that to hold a QBCC contractor licence I must satisfy the Minimum Financial Requirements (MFR) at all times
- I have read and understood the Privacy Notice and Warning included above.

I understand that by signing this form below, I am declaring that I have read and agree to the statements above.

Applicant's  
signature

Date 

D	D
<input type="text"/>	<input type="text"/>

 / 

M	M
<input type="text"/>	<input type="text"/>

 / 

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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



**NOTE: Once you sign your application, get it to QBCC as soon as possible!**

If more than **30 days pass** between when you sign this form and when QBCC receives it, your application will be delayed.

## 2. PROOF OF IDENTITY

### PROOF OF IDENTITY – ALL APPLICANTS



All applicants are required to supply a **valid and current certified copy** of their identification.

I have provided a **valid and current certified copy** of my photo identification (e.g. driver's licence, passport, other government issued photo ID card).

Applicants providing an Australian driver's licence or photo identification card: please include **valid and current certified copies of the front and back of the card**.



A **certified copy** is a copy that has been verified as being a true copy of the original document by any one of the following:

- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Conveyancer
- Notary Public.

Alternatively, if you are applying in person, you can bring your original documents with you when you lodge a form at a QBCC Customer Service Centre. Our staff can view, copy and verify them for you. For more information, visit [qbcc.build/certified-copy](http://qbcc.build/certified-copy).

Place and country of birth (e.g. Brisbane, Australia)

### LEGAL NAME CHANGE

Have you been known by any other 'legal' names? Yes No



**Ticked YES?** You must provide full details of all previous names you have been known by, including any relevant documentation (e.g. copy of proof of name change, marriage certificate etc.).

### 3. CERTIFIED PASSPORT-SIZE PHOTOS

Does the QBCC have a passport-size photo of you **that was taken within the last 10 years** that you consent to reuse for this application?

**YES** – You are not required to complete this section.

**Go to next section.**

**NO or UNSURE?** Please complete all sections on this page.

- You must provide **two (2) identical, certified passport-size photos of yourself that are less than 6 months old** with this application and have a qualified witness complete the declaration below.
- The photos must be **certified by a qualified witness** – a Lawyer, Justice of the Peace, Notary Public, Commissioner for Declarations or a QBCC staff member.
- The photos need to be suitable for **inclusion in a QBCC licence**.
- This is a **requirement for all applicants** regardless of how you prove your identity.
- Your photos will be **valid for 10 years** once they have been received by the QBCC.

ATTACH TWO (2) PHOTOS HERE WITH A PAPER CLIP



FRONT OF THE PHOTOS	BACK OF THE PHOTOS
<p>36mm 32mm IMAGE HEIGHT: 45-50mm IMAGE WIDTH: 35-40mm</p>	<p>This is a true likeness of <b>JOHN PETER CITIZEN</b> (full name of applicant)</p> <p><i>J Smith</i> Signature of qualified witness</p>
	QUALIFIED WITNESS MUST CERTIFY THE PHOTOS

#### CERTIFYING YOUR PASSPORT-SIZE PHOTOS

- Go to a recognised **passport-size photo provider** (such as Australia Post, a professional photographer or a store with printing facilities) and have **two (2) passport-size photos** taken. You may also use passport-size photos that you already have.
- Your passport-size photos must be **high resolution, in colour, meet our photo requirements** and be **less than 6 months old**.
- Take this **form and your two (2) passport-size photos to a qualified witness** and ask them to **certify that the photos are a true likeness of you**, the applicant. The qualified witness must:
  - write the words “This is a true likeness of [insert applicant’s full name]” and sign the back of both of the passport-size photos (see example above) **AND**
  - complete and sign the qualified witness declaration below.
- Using a paper clip, **attach the signed photos to this application form** in the space provided above. **DO NOT STAPLE PHOTOS TO THIS FORM.**

#### QUALIFIED WITNESS DECLARATION

I, [ insert full name of qualified witness ]

certify the passport-size photos attached to this form are a true likeness of [ insert full name of applicant ].

I am a:      Lawyer      Justice of the Peace      Notary Public      QBCC staff member      Commissioner for Declarations

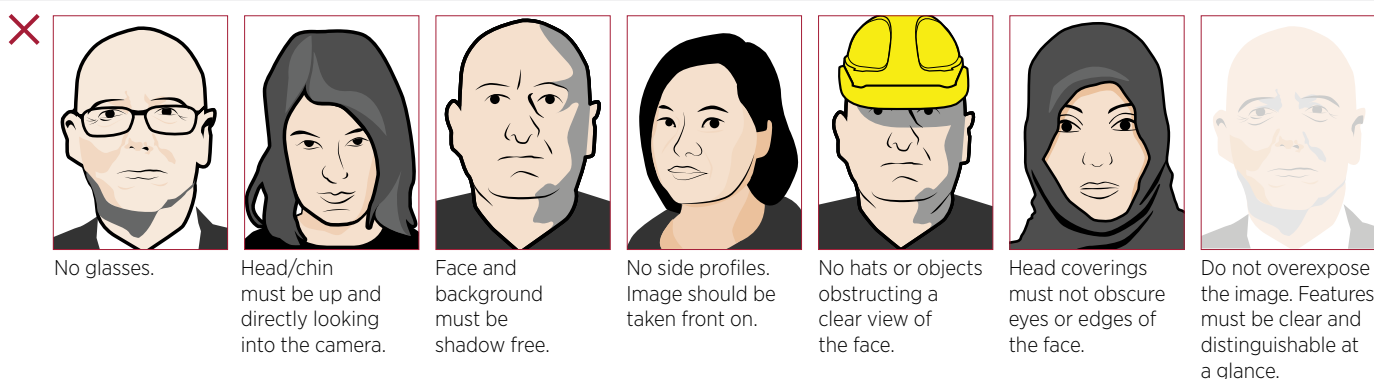
Witness  
signature

Date      D   D   /   M   M   /   Y   Y   Y   Y

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

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

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



#### 4. APPLICATION DETAILS – NEW LICENCE TYPE

List the licence classes you currently hold and for which you would like to apply to change the licence type (e.g. carpentry, concreting).

Select the licence type you would like to apply for

**Contractor** – Allows you to enter into contracts directly with property owners or developers, or subcontract with builders. You can also be a nominee for a company as an employee or office holder.

**Nominee supervisor** – Allows you to be responsible for the supervision of building work by a licensed contractor as an employee. You can also act as the nominee for a licensed company. You cannot enter into contracts directly with property owners, developers or builders.

**Site supervisor** – Allows you to personally oversee building work as an employee or officer of a QBCC licensed company or individual. You cannot enter into contracts directly with property owners, developers or builders to carry out supervision work.

**Occupational** – (available for Fire Protection and Mechanical Services licenses only) Allows you to personally perform and supervise work carried out under an employer's fire protection or mechanical services contractor licence.

#### TECHNICAL QUALIFICATIONS

List all the technical qualifications that you hold for your current licence classes

Qualification

Year obtained


#### EXPERIENCE – only required for those licence classes with experience requirements

Have you been performing building work within your licence classes?      Yes      No

**TICKED YES?** For each licence class, state how long you have been performing building work?

Licence Class

Length of time performing building work in this class

In addition to applying for a new licence type, you also have the option to surrender (cancel) your existing (current) licence type.

If you are applying to change your licence type from Contractor to Nominee Supervisor, Site Supervisor or Occupational and **wish to be exempt from annual reporting requirements**, please ensure that you complete the section below to surrender (cancel) the contractor licence type you currently hold.

**You are not required to surrender (cancel) your current licence type** when applying for a new licence type in the same class.

If you choose to keep your current licence type (and hold both licence types) you will need to **meet and maintain all relevant requirements and obligations to hold both licence types**.

If your licence is under any current regulatory action, your request to surrender may not be granted until that action is completed.

QBCC has the right to refuse a request to surrender (cancel) a current licence type.

Do you wish to surrender an existing licence type?

**Yes** - I wish to surrender (cancel) my current licence type in the following licence classes:

Nominee Supervisor	Licence Classes

Date \_\_\_\_\_

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



## 6. BUSINESS STRUCTURE



**Are you applying for a site supervisor or occupational licence type? IF YES, YOU DO NOT NEED TO COMPLETE THIS SECTION.**

**You must provide accurate information about your current business structure.** More information about the application requirements relevant to your business can be found on the QBCC website at [qbcc.build/business-structure](http://qbcc.build/business-structure).

### COMPANY

Do you intend to carry out business through a company? Yes No

**TICKED YES?** The company must hold a QBCC company licence. If it does not already have one, you should complete a separate QBCC Company application form. More information about the licensing requirements for companies can be found on the QBCC website at [qbcc.build/company-partner-trust](http://qbcc.build/company-partner-trust).

What is the Australian Company Number (ACN) and name of the company?

ACN

Company name




**Are you applying for a nominee supervisor licence type? IF YES, YOU DO NOT NEED TO COMPLETE THE REST OF THIS SECTION.**

**Only if you are applying for a Contractor licence type**

### REGISTERED BUSINESS NAME

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

Yes No

 **TICKED YES?** You must provide a copy of the **Current Business Name Extract** from the Australian Securities and Investments Commission (ASIC).

### PARTNERSHIPS

Do you intend to carry out business in partnership with an individual or company?

Yes No

 **TICKED YES?** You must provide the following 2 documents with your application:

1. A signed copy of the QBCC's **Partner Declaration form** - this form is to be **completed and signed by your business partner** and includes questions about their legal eligibility and suitability to be the business partner of a QBCC licence applicant.

#### AND EITHER

2a. A copy of the **partnership agreement** that states:

- The names of the parties involved
- The terms of the business partnership



**OR if no partnership agreement exists**



2b. A copy of QBCC's **Statutory Declaration for Partnership Agreement**, found on **page 3 of the Partner Declaration form**.

More information about the licensing requirements for partnerships, and the link to the **Partner Declaration form**, can be found on the QBCC website at [qbcc.build/company-partner-trust](http://qbcc.build/company-partner-trust).

In some instances, the QBCC may need you to supply an **MFR report** to demonstrate you meet the minimum financial requirements. The QBCC will contact you to request this information if needed.

More information about minimum financial requirements can be found on the QBCC website at [qbcc.build/what-mfrs](http://qbcc.build/what-mfrs).

### TRUST

Are you a trustee of a trust?

Yes No

More information about the licensing requirements for trusts can be found on the QBCC website at [qbcc.build/company-partner-trust](http://qbcc.build/company-partner-trust).

**TICKED YES?** In some instances, QBCC may need you to supply an **MFR Report and signed financial statements** to demonstrate that you meet the minimum financial requirements. QBCC will contact you directly and inform you if this situation applies to you. More information about MFR reports can be found on the QBCC website at [qbcc.build/mfr-report-dec](http://qbcc.build/mfr-report-dec).

In some circumstances, you can use a **Deed of Covenant and Assurance** if you do not have sufficient Net Tangible Assets (NTA) to meet the level of Maximum Revenue you need. More information can be found on the QBCC website at [qbcc.build/deed-cov-assurance](http://qbcc.build/deed-cov-assurance).

## 7. PROFESSIONAL INDEMNITY (PI) INSURANCE



**Are you applying for a nominee supervisor, site supervisor or occupational licence type? IF YES, YOU DO NOT NEED TO COMPLETE THIS SECTION.**

Some classes of licence require that you obtain PI insurance. PI insurance provides financial protection and may cover some or all of the costs if a contractor has caused building errors or omissions.

Answer question A to confirm if you need PI insurance.

### A) Are you applying for a Contractor type of licence in any of these classes?

- Builder—project management services
- Building design classes
- Completed residential building inspection
- Fire protection—design classes
- Fire protection—certify classes
- Hydraulic services design classes
- Site classifier classes
- Termite management—chemical

**No – You do not need PI Insurance. Complete Section 8 Financial Category.**

**Yes – you may need PI insurance.**



**Important information** on PI Insurance requirements, conditions, acceptable evidence of cover, exemptions and the forms mentioned in the sections below are available on the QBCC website at [qbcc.build/pi-insurance](http://qbcc.build/pi-insurance).

To find **specific guidance on PI requirements and what you need to do next** for the class of licence you are applying for:

- Builder—project management services – **go to Question D.**
- Building design classes – **go to Question B.**
- Completed residential building inspection – **go to Question C.**
- Fire protection—design classes – **go to Question B.**
- Fire protection—certify classes – **go to Question C.**
- Hydraulic services design classes – **go to Question B.**
- Site classifier classes – **go to Question B.**
- Termite management—chemical – **go to Question C.**

### B) Complete question B if you are applying for a contractor licence type for any of the following classes?

- Building design—low rise
- Building design—medium rise
- Building design—open
- Fire protection—water-based fire system stream—design
- Fire protection—electrical stream—design—fire alarm systems
- Hydraulic services design
- Hydraulic services design excluding design of on-site waste water management
- Site classifier
- Site classifier excluding on-site domestic waste water management

#### Do you currently hold PI insurance?

**Yes – I hold professional indemnity (PI) insurance in my own name.**



You must provide evidence of this insurance along with financial details. The financial details you need to provide are determined by whether you currently hold a licence in another class or not.

#### 1. Provide 2 types of evidence along with your application: Attach relevant documents

A copy of a statutory declaration verifying your insurance complies with the minimum standard of insurance, including the name of the insurer, commencement and expiry dates of the policy and total policy amount paid

#### AND EITHER

a copy of the **certificate of currency** for the insurance

→ OR →

**ONLY** where the insurance policy was arranged by a broker:  
**a receipt given by the broker** for payment of the insurance

#### 2. Do you currently hold a QBCC Contractor type licence in another class?

**Yes – I hold an existing contractor licence in another class. Go to question 3.**

**No – You must provide a completed and signed Estimated Maximum Revenue Declaration form with your application. You do not need to complete Section 8 Financial Category. Go to section 9 Legal Eligibility and Suitability.**

#### 3. Only if you answered Yes to question 2.

**Do you hold an existing Contractor type licence in a class OTHER than one of the classes listed here:**

building design, hydraulic services, site classifier, fire protection—water-based fire system stream—design, fire protection—electrical stream—design—fire alarm systems?

**Yes – I hold a different contractor licence to the classes listed. Complete Section 8 Financial Category.**

**No – You must provide a completed and signed Estimated Maximum Revenue Declaration form with your application. You do not need to complete Section 8 Financial Category. Go to Section 9 Legal Eligibility and Suitability.**

**No – I would like QBCC to waive the requirements for me to hold PI insurance.**



To be considered for this waiver, you must provide:

A completed **Professional Indemnity Insurance Declaration – Exemption request form** with your application.

QBCC may waive the requirements for you to hold PI insurance only if you meet the criteria for the waiver for a licence year. If granted, you will be required to give your clients a notice in writing stating you do not hold PI insurance.

**Complete Section 8 Financial Category.**


## 7. PROFESSIONAL INDEMNITY (PI) INSURANCE – CONTINUED

### C) Complete question C if you are applying for a contractor licence type for any of the following classes:

- Completed residential building inspection
- Fire protection—passive stream – certify
- Fire protection—special hazard fire system—certify
- Fire protection—portables stream – certify
- Fire protection—water-based fire system—certify
- Fire protection—electrical stream—certify—fire alarm systems
- Fire protection—electrical stream—certify—emergency lighting
- Termite management—chemical

#### Do you currently hold PI Insurance?

**Yes – I hold professional indemnity (PI) insurance in my own name.**

 You must provide evidence of this insurance along with financial details. The financial details you need to provide are determined by whether you currently hold a licence in another class or not.

You must provide **2 types of evidence** along with your application

A copy of a statutory declaration verifying the company's insurance complies with the minimum standard of insurance, including the name of the insurer, commencement and expiry dates of the policy and total policy amount paid

#### AND EITHER


a copy of the **certificate of currency** for the insurance

→ OR →

**ONLY** where the insurance policy was arranged by a broker: **a receipt given by the broker** for payment of the insurance

**Complete Section 8 Financial Category.**

**No – I would like QBCC to waive the requirements for me to hold PI Insurance.**

 To be considered for this waiver, you must provide:

A completed **Professional Indemnity Insurance Declaration – Exemption request form** with your application.

QBCC may waive the requirements for you to hold PI insurance only if it meets the criteria for the waiver for a licence year. If granted, the company will be required to give its clients a notice in writing stating it does not hold PI insurance.

**Complete Section 8 Financial Category.**

### D) Complete question D if you are applying for a contractor licence type for a Builder-project management services class:

#### 1. Do you currently have another QBCC contractor type licence in another class?


**Yes – You must comply with Minimum Financial Requirements (MFRs).**

You are not required to have PI insurance. **Complete Section 8 Financial Category.**

**No – PI Insurance is optional** for this licence class. You can either provide proof of PI insurance or complete Section 6 Financial Category.

#### 2. Do you currently hold PI Insurance?

**Yes – I hold or am covered by a policy of professional indemnity (PI) insurance.**

 You must provide the following evidence along with your application:

A completed and signed **Estimated Maximum Revenue Declaration form**

A copy of a **statutory declaration** verifying your insurance complies with the minimum standard of insurance, including the name of the insurer, commencement and expiry dates of the policy and total policy amount paid

a copy of the **certificate of currency** for the insurance

**ONLY** where the insurance policy was arranged by a broker: **a receipt given by the broker** for payment of the insurance

**Go to Section 9 Legal Eligibility and Suitability.** You do not need to complete Section 6 Financial Category.

**No – I do not hold professional indemnity insurance in my own name** nor wish to provide this insurance for this application.

**Complete Section 8 Financial Category.**

## 8. FINANCIAL CATEGORY



### Are you applying for a nominee supervisor, site supervisor or occupational licence type?

If yes, you do not need to complete this section. Nominee supervisor, site supervisor or occupational licence type applicants are not required to submit an MFR report, MFR declaration or provide financial information.

### CONTRACTOR APPLICANT

To determine your financial reporting obligations, you need to declare your financial category.  
Choose the financial category from the options below based on your expected Maximum Revenue.

Refer to the Minimum Financial Requirements information on the QBCC website at [qbcc.build/financial-regs](http://qbcc.build/financial-regs) for more help understanding eligibility and what is required for you to meet your financial and reporting obligations.



**Category requirements explained:** Maximum Revenue [qbcc.build/maximum-revenue](http://qbcc.build/maximum-revenue)

Net Tangible Assets [qbcc.build/nta](http://qbcc.build/nta)

Current Ratio Requirements [qbcc.build/current-ratio-regs](http://qbcc.build/current-ratio-regs)

### DECLARATION

I am not aware of anything which gives me reason to know or suspect that I do not satisfy the Minimum Financial Requirements (MFR).

**CHOOSE A CATEGORY: SC1 OR SC2 OR 1-7** *Tick only one category*

#### SELF CERTIFY CATEGORY 1 (SC1)

**Maximum Revenue up to \$200,000**

My Maximum Revenue **WILL NOT exceed \$200,000** this financial reporting year (to 30 June) **AND**  
I have **at least \$12,000** of Net Tangible Assets.

My Current Ratio is **at least 1 or more** (must not be rounded up to meet 1).

**SC1 is NOT AVAILABLE for Builder, Builder Restricted or Builder—Project Management Services contractor licence applicants.**

**MFR report is not required in most circumstances for this financial category.**

Contractors who are the trustee of a trust may be required to submit an MFR report and signed financial statements. QBCC will contact you directly if this situation applies to you.

OR

#### SELF CERTIFY CATEGORY 2 (SC2)

**Maximum Revenue \$200,001 to \$800,000**

My Maximum Revenue **WILL NOT exceed \$800,000** this financial reporting year (to 30 June) **AND**  
I have **at least \$46,000** of Net Tangible Assets.

My Current Ratio is **at least 1 or more** (must not be rounded up to meet 1).

**MFR report is not required in most circumstances for this financial category.**

Contractors who are the trustee of a trust may be required to submit an MFR report and signed financial statements. QBCC will contact you directly if this situation applies to you.

OR

#### CATEGORIES 1-7

**Maximum Revenue exceeds \$800,000**

My Maximum Revenue **WILL exceed \$800,000** this financial reporting year (to 30 June).

#### What type of licence holder are you?

I am a new applicant  
with no QBCC licence

I DO NOT currently hold  
a QBCC **Contractor** type  
of licence

I currently hold a QBCC  
**Contractor** type of  
licence

Submit an **MFR report**  
and **signed financial**  
**statements** to  
demonstrate that you  
meet the minimum  
financial requirements.

Submit an **MFR report**  
and **signed financial**  
**statements** to  
demonstrate that you  
meet the minimum  
financial requirements.

**Will you exceed your current Maximum Revenue this  
financial reporting year?**

**Yes**

**No**

You will need to **submit an  
MFR report** and **signed  
financial statements** to  
demonstrate that you meet  
the minimum financial  
requirements.


QBCC will contact  
you if you need  
to provide  
additional financial  
documentation.



**PLEASE NOTE - All categories** There may be circumstances that prompt QBCC to request an MFR report and further financial documents from you based on the Maximum Revenue and financial information provided. QBCC will contact you directly if this occurs.

## 9. LEGAL ELIGIBILITY AND SUITABILITY

**PLEASE NOTE: To hold a licence, a QBCC licensee must be a fit and proper person.** This means that licensees must act with honesty and integrity and comply with the statutory and commercial obligations in relation to their business. QBCC may refuse to issue or renew a licence if you are not a suitable person to hold a licence. More information can be found on the QBCC website at [qbcc.build/fit-proper](http://qbcc.build/fit-proper).

 **You must answer ALL questions in the following section.** The QBCC regularly cross-checks the information you provide here with external agencies.

### CRIMINAL OFFENCES

**Do you have any disclosable criminal convictions?** A conviction can be for an offence in any state or territory, including Commonwealth, State and Local Government offences (e.g. *Corporations Act*), but excludes traffic offences. Yes No

**As a guide,** a conviction is usually disclosable if:

- a conviction was recorded for a criminal offence heard in the **Supreme Court or District Court in the past 10 years** (or longer if the sentence is not completed in that time)
- a conviction was recorded for a criminal offence heard in the **Magistrates Court in the past 5 years** (or longer if the sentence is not completed in that time).

**Ticked YES or you are UNSURE?** Please provide the relevant National Police Certificate (no older than 30 days) from an Australian State or Federal Police service.

- Applicants who have previously submitted a National Police Certificate for another application must submit a new, up-to-date National Police Certificate.
- Police checks from third parties and private providers will not be accepted as these reports may not include all police history information.

### TRADE OR BUILDING WORK

**Have you:**

- **had** any infringement notices issued to you in the last 10 years in relation to building work, or **do you have** any pending disciplinary proceedings commenced against you in relation to building work? Yes No

**Ticked YES?** Please provide a copy of any relevant documents relating to the infringement notices or proceedings.

- **ever been** banned or disqualified, or **ever had** a licence cancelled or suspended by any Tribunal, Board, Commission or Authority in relation to building work? Yes No

**Ticked YES?** Please provide a copy of any decisions handed down by the Tribunal, Board, Commission or Authority.

### OUTSTANDING DEBT

**Do you:**

- **currently** have a court or tribunal order or adjudication decision requiring you to pay a debt, or SPER debt for a QBCC fine, for which you have not yet paid in full? Yes No

**Ticked YES?** Please provide a copy of the court or tribunal order or adjudication decision, or SPER debt statement, including any payment arrangements.

- **currently** have an unpaid judgment debt for an amount the QBCC may recover? Yes No

**Ticked YES?** Please provide a copy of the court or tribunal order or adjudication decision, or SPER debt statement, including any payment arrangements.

### FINANCIAL

**Have you:**

- **ever** become bankrupt or entered into a debt agreement under Part IX of the *Bankruptcy Act 1966*? Yes No

**Ticked YES?** Please provide evidence of discharge from bankruptcy or finalisation of the debt agreement - either from the trustee/debt agreement administrator or a search from Australian Financial Security Authority (AFSA).

- **ever** entered into a personal insolvency agreement under Part X of the *Bankruptcy Act 1966*? Yes No

**Ticked YES?** Please provide evidence that the personal insolvency agreement has been finalised - either from the trustee or a search from AFSA.

- **Have you ever been or held one of the following positions:** director, secretary, or an influential person in a position to control or substantially influence a company's conduct? Yes No

↳ **If YES**

↳ **Within 2 years of holding that position, have any of the following been appointed?**

- |                          |  |
|--------------------------|--|
| • controller             | • liquidator                               |
| • administrator          | • receiver                                 |
| • provisional liquidator | • or wound up for the benefit of creditors |

Yes No

**Ticked YES?** Please provide a copy of all reports to creditors.

## 10. INTERSTATE AND NEW ZEALAND LICENCES

Do you currently hold a licence permitting you to undertake or supervise building work that was issued by another Australian state or territory, or New Zealand? Yes No

Have you held a licence permitting you to undertake or supervise building work that was issued by another Australian state or territory, or New Zealand, that has since been suspended or cancelled on or after 1 October 2020? Yes No

**Ticked YES for either question above?** Provide the following details for each licence you hold or held.

Issuing Australian state or territory, or New Zealand

NSW      ACT      VIC      TAS      SA      WA      NT      NZ

Licence number


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

Class of licence (e.g. builder–open, builder restricted)


Has the licence been cancelled or suspended (i.e. excluding voluntary cancellations and/or circumstances where your licence lapsed or was not renewed)? Yes No

**Ticked YES?** Provide the date licence was suspended or cancelled

D	D		M	M		Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

-  If you have answered **YES** to any of the above questions, please provide copies of all relevant documentation including:
- copies of interstate or New Zealand licences
  - copies of any decisions or proceedings documents if your interstate or New Zealand licence has been suspended or cancelled.

**Reason the licence was suspended or cancelled**

 **Need to provide details of more than one licence?** Attach a document providing these details for each licence to your application.

## 11. PAYMENT OF FEES

### FEES

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

Fees are based on:

- the financial category and maximum revenue you selected
- the type of licence you are applying for

The application fee component is **non-refundable if your licence application is unsuccessful**.



### LICENCE CARD AND CERTIFICATE

You will be issued with a **QBCC licence card** for no additional cost. You have the option to purchase a QBCC licence certificate as a printed hard copy.

**OPTIONAL** - Do you require a QBCC licence certificate? Additional fee of \$32.91      Yes      No

Your licence card and certificate (if purchased) will be posted to you once the licence is approved. They will arrive separately to the approval letter.

### PAYMENT



Your application fee must be **paid in full** before QBCC will start to process or review your application.

**Pay in person** – visit a QBCC Customer Service Centre and use either bank keycard, Mastercard or Visa card to make a payment at the front counter.

**Pay by mail** – if you are posting your application to us, you **must complete the credit card details section below**.

**NOTE: QBCC does not accept payment by cash or cheque.**

#### PAYMENT OPTIONS

I will pay by card **in person** at the Customer Service Centre.

**OR**

I will pay by credit card by filling out the card details below and **sending this form by post**.

Name of cardholder

Credit card number

Expiry date      M      M      /      Y      Y  
  /

Total Amount      \$

### RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS

Submit your application either in person or via post.



**In person:** A full list of QBCC service centres can be found on the QBCC website at [qbcc.build/contact-us](http://qbcc.build/contact-us)



**Post:** GPO Box 5099, Brisbane Qld 4001



**For security purposes, do NOT send QBCC forms that include payment details by email.** Individual application fees schedule

Effective 1 July 2024 – 30 June 2025

**Which fee do I pay?**

The application fee you pay will depend on the type of application and the maximum revenue selected (for contractor applicants only).

**APPLYING TO CHANGE LICENCE TYPE TO A NOMINEE SUPERVISOR LICENCE**

Applicant scenario	Total Application Fee
Applying for a <b>Nominee Supervisor</b> type licence in the same class as your existing licence	\$234.58*

**APPLYING TO CHANGE LICENCE TYPE TO A SITE SUPERVISOR LICENCE**

Applicant scenario	Total Application Fee
Applying for a <b>Site Supervisor</b> type licence in the same class as your existing licence	\$234.58*

**APPLYING TO CHANGE LICENCE TYPE TO AN OCCUPATIONAL LICENCE – FIRE PROTECTION AND MECHANICAL SERVICES ONLY**

Applicant scenario	Total Application Fee
Applying for an Fire Protection or Mechanical Services <b>Occupational</b> type licence in the same class as your existing licence.	\$133.51*



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

**APPLYING TO CHANGE LICENCE TYPE TO A CONTRACTOR LICENCE**

Applicant scenario	Financial Category	Total Application Fee
Applying for a <b>Contractor</b> type licence in the same class as your existing licence.	SC1 – Maximum revenue of up to \$200,000	\$410.54*
	SC2 – Maximum revenue of up to \$200,001 to \$800,000	\$469.16*
<b>SC1</b> is NOT AVAILABLE for Builder, Builder Restricted or Builder – Project Management Services applicants.	Category 1-2 – Maximum revenue between \$800,001 and up to \$12M	\$634.99*
	Category 3-7 – Maximum revenue of more than \$12M	\$881.44*



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

**CERTIFICATE**

Printed hard copy	\$32.91
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Licence fees and charges increase on 1 July each year due to indexation in line with legislative requirements.

You can contact us to find out details about specific fees, charges or prices.

These are the applicable fees under the *Queensland Building and Construction Commission Act 1991* ("the Act").

Renewals will be sent to you prior to your renewal due date (one year from the date your licence was originally issued).

The QBCC's licence and application fees are exempt from GST. You will not be issued with a tax invoice.