





## 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.


## 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.**

## PLEASE PROVIDE THE FOLLOWING

All company office holder and nominee details, photo identification and declarations 

Complete all sections of application form 

Review checklist and ensure all documents are provided 






Submit application form with full payment 

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

**Your application CANNOT proceed to assessment until all required documents have been received and accepted.**

**If information is missing or incomplete, your application will be delayed.**

## THE QBCC WILL

-  Review your application
-  Assess your documentation and eligibility
-  Request further information if required
-  Make a decision on your application
-  **Notify you of the outcome**

## CHECKLIST – PAGE 1 OF 2

Review and complete this checklist before submitting your application.

It will help ensure you have provided all the required information.



**Your application CANNOT proceed to assessment until all required documents have been received and accepted and all fees paid. If information is missing or incomplete, the assessment of 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 – COMPANY DETAILS – page 4

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

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

I have provided all the **company's details** (including the company's name, ACN number, phone contact number and email address).

I have provided **all address details** (including the company's business, registered and postal addresses).

I have attached a copy of an Australian Securities and Investments Commission (ASIC) **Current and Historical Company Extract** that will not be more than 30 days old when QBCC receives it.

The company office holders have **read the declaration and signed the form not more than 30 days** before QBCC will receive it.

### SECTION 2 – PROOF OF IDENTITY OF COMPANY OFFICE HOLDERS – page 6

I have attached a **certified copy of current and valid photo identification** for all directors, secretaries and office holders listed on the company's ASIC Current and Historical Company Extract.

**Only for company office holders who are current QBCC licence holders**

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

**Only for company office holders who have ever changed their legal names**

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

### SECTION 3 – NOMINEE DETAILS – page 7

I have attached a **certified copy of current and valid photo identification** for each nominee.

I have provided the **full name** of each nominee.

I have provided the **QBCC licence number** of each nominee.

I have indicated the **role within the company** for each nominee and provided the required documentary evidence to support this.

Each nominee has **signed the nominee consent**.

### SECTION 4 – LICENCE CLASSES AVAILABLE – page 9

I have ticked the **licence classes** that the company wishes to apply for.

### SECTION 5 – BUSINESS STRUCTURE – page 10

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

I have provided a copy of the company's **Current Business Name Extract** from the Australian Securities and Investment 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 the company's business partner.

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

### SECTION 6 – PROFESSIONAL INDEMNITY (PI) INSURANCE – page 11

**Only if the company is applying for a 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 the company DOES 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 signed by an office holder of the company** verifying the company's 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 the company DOES NOT hold PI insurance and would like to request an exemption**

**Builder—project management services, Building design, Completed residential building inspection, Fire protection—certify and design, Hydraulic services design, Site classifier or Termite Management—Chemical classes**

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

## CHECKLIST – PAGE 2 OF 2

### SECTION 7 – FINANCIAL CATEGORY – page 13

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 class(es) that the company is applying for.

I have **ticked the relevant maximum revenue** category based on the company's financial information.

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

I have attached a copy of the company's Minimum Financial Requirements (MFR) report and signed financial statements.

### SECTION 8 – LEGAL ELIGIBILITY AND SUITABILITY – page 14

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 9 – INTERSTATE AND NEW ZEALAND LICENCES – page 15

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

**Only if the company, office holders or nominees 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 the interstate or New Zealand licences the company, company's office holders and nominees hold or have held** and have attached additional documentation to this 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 10 – OPTIONAL – NOMINATED REPRESENTATIVE – AUTHORITY TO ACT – page 15

**Only if you would like to give authority to a nominated representative to act on the company's behalf**

I have attached a **completed and signed Authority to Act - Nominated Representative – Company form**, giving authority to a nominated representative to carry out authorised actions on the company's behalf.

### SECTION 11 – PAYMENT OF FEES – page 16

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

If submitting this application by post, I have filled out the **credit card details in full**, including the total amount payable section.

I am aware that if this application is not successful, **the application fee is non-refundable**.

## 1. COMPANY DETAILS – PAGE 1 OF 2

### PRIVACY NOTICE – PLEASE READ


The QBCC is collecting personal information on this form to determine whether your company is entitled to a licence, and if so, to maintain the licence. This may include personal information about company office holders, the company nominee, or other influential person. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). The QBCC may also use your business email address to contact you about research and engagement activities for the purpose of improving our services (which you will be able to opt-out of receiving), as well as educational activities. The QBCC is required by the QBCC Act to publish licensee information in a QBCC Licensee register on the QBCC website ([qbcc.build/licence-search](http://qbcc.build/licence-search)). This includes licensee name, business contact details, and licence details. This information may also be published on the Queensland Government Open Data Portal. The QBCC may also be required by law to disclose licensing information with other interstate or New Zealand licensing bodies for regulatory or enforcement purposes. Personal information will only otherwise be disclosed with consent or as required or authorised by law. Visit the QBCC Privacy Policy ([qbcc.build/privacy-info](http://qbcc.build/privacy-info)) for more information.

Company name

ACN

ABN

### EVIDENCE OF CURRENT AND HISTORICAL COMPANY DETAILS

 All applicants must supply a copy of their Australian Securities and Investments Commission (ASIC) Current and Historical Company Extract. This extract provides both current and historical information and details about the company. The Current and Historical Company Extract can be obtained from Information Brokers or ASIC Service Centres. More information can be found on the QBCC website at [qbcc.build/business-structure](http://qbcc.build/business-structure).

I have provided a copy of the **company's Current and Historical Company Extract**.

**Please note:**

- A current company extract will not be accepted.
- The Current and Historical Company Extract cannot be more than 30 days old when QBCC receives it.
- If this document has not been provided, your application cannot be approved and processing will be delayed.

### PHONE AND EMAIL Applicants are required to complete all phone number and email detail fields

We will use your email address to contact you if we need more information for your application.

Business phone

Mobile phone

Email

### ADDRESS

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

#### BUSINESS ADDRESS

- 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

Postcode

#### REGISTERED AND POSTAL ADDRESSES

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

Your registered and postal address will be listed on the public QBCC licensee register if:

- Business address section of this form is left blank
- You do not provide a physical business address
- Your business address and your postal or registered address are the same address.

Registered address

Suburb

State

Postcode

Postal address

Suburb

State

Postcode

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

## 1. COMPANY DETAILS – PAGE 2 OF 2

**Before you sign the declaration,** use the checklist attachment to ensure the company has provided all the required information. If any documentation or information is missing or incomplete, the application will take longer to process. The QBCC will ask for missing or incomplete information to allow the application to progress.

- **For a company with a sole director who is also the sole secretary, or where the company does not have a secretary:**  
Only the sole director is required to sign this declaration.
- **For any other company structure:**  
Either two directors OR one director and secretary must BOTH sign the declaration.



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

### DECLARATION AND SIGNATURE

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 the company must satisfy the Minimum Financial Requirements (MFR) for this application at all times
- I have read and understood the Privacy Notice and Warning included above.

#### DIRECTOR 1 SIGNATURE

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

Name of  
Director 1

Director's  
signature

Date 

D	D	M	M	Y	Y	Y	Y

 / 

M	M	Y	Y	Y	Y

 / 

Y	Y	Y	Y

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

#### DIRECTOR 2 OR SECRETARY SIGNATURE

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

Name of Director  
2 or Secretary

Director/  
Secretary's  
Signature

Date 

D	D	M	M	Y	Y	Y	Y

 / 

M	M	Y	Y	Y	Y

 / 

Y	Y	Y	Y

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 OF COMPANY OFFICE HOLDERS

### PROOF OF IDENTITY

All **directors, secretaries and office holders** listed on the company's ASIC Current and Historical Company Extract must supply a **valid and current certified copy** of photo identification such as a driver's licence, passport or other government issued photo ID card.

 If the **company has more than two office holders, please provide additional copies of this page** to ensure the correct information is provided for each office holder.

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 the application is being lodged in person, applicants can bring their original documents with them when they lodge their form at a QBCC service centre. Our staff can view, copy and verify the documentation required for our records. For more information, visit [qbcc.build/certified-copy](http://qbcc.build/certified-copy).

### OFFICE HOLDER 1

Family name

Given names

Has the office holder been known by any other 'legal' names?      Yes      No

 **Ticked YES?** The office holder must provide full details of all previous names they have been known by, including any relevant documentation.

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

### LICENCE DETAILS Tick only one option

I have never held a QBCC licence

I currently hold or have previously held a QBCC licence and my licence number is

### CERTIFIED COPY OF ID - Attach relevant documents


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).

### OFFICE HOLDER 2

Family name

Given names

Has the office holder been known by any other 'legal' names?      Yes      No

 **Ticked YES?** The office holder must provide full details of all previous names they have been known by, including any relevant documentation.

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

### LICENCE DETAILS Tick only one option

I have never held a QBCC licence

I currently hold or have previously held a QBCC licence and my licence number is

### CERTIFIED COPY OF ID - Attach relevant documents

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).

### 3. NOMINEE DETAILS – PAGE 1 OF 2

All companies must nominate and maintain an appropriately licensed person to oversee the company's technical building work in order to operate as a QBCC licensed company. Nominees are responsible for ensuring building work undertaken by the company is adequately supervised and meets relevant plans, specifications and standards.

A company can have one or more nominees to cover the classes they currently hold or are applying for.

#### ELIGIBILITY

To be eligible, nominees must:

- hold the **same licence class** that the company currently holds or is applying for. Any conditions or restrictions on their licence will also apply to the company's licence.
- have a **contractor or nominee supervisor licence**. A site supervisor or occupational licence alone is not sufficient.
- provide evidence showing that they are a **current employee or office holder** of the company (including a signed employee agreement, role description and other supporting documents)
- have authority, duties and responsibilities to **ensure personal and adequate supervision** of building work carried out by the company.

Some licence classes require an occupational licence to supervise or perform work in addition to the contractor or nominee supervisor licence. This occupational licence must be maintained. More information can be found on the QBCC website at [qbcc.build/occ-licences](http://qbcc.build/occ-licences).

**NOTE: If the nominee you have chosen:**

**does not hold a contractor or nominee supervisor licence in the same licence class as your company application**

OR →

**is currently applying for a nominee supervisor licence in the same licence classes as the company and their application is not successful**

THEN →

**the company application can not be approved** without an appropriate licensed nominee supervisor in the same licence class as the company.

#### REQUIREMENTS TO NOTIFY THE QBCC OF CHANGES TO NOMINEES

**When changing or replacing a nominee:**

- If the company ceases to have or changes its nominee, the company **MUST** give notice to the QBCC within 14 days.
- If the nominee ceases to either hold their individual licence or to act as a nominee for the company, the company and nominee **MUST** give notice to the QBCC within 14 days.
- A replacement nominee must be nominated by the company and the QBCC must be notified within 14 days.
- Failure to comply with these requirements constitutes an offence, and may result in penalties ranging from a fine or prosecution through to suspension or cancellation of the company licence.

### 3. NOMINEE DETAILS – PAGE 2 OF 2



If the **company has more than one nominee**, please provide additional copies of this page to ensure the correct information is provided for each nominee.

Family name

Given names

QBCC licence  
number

#### What is the nominee's role within the company?

**Nominee is a director or secretary** – a copy of the company's ASIC Current and Historical Company Extract showing the nominee as an office holder of the company is included with this application.

**Nominee is an employee** – documented evidence of the nominee's employment status (e.g. signed employee agreement including commencement date, role description and payslip showing superannuation payments etc.) is included with this application.

#### NOMINEE CONSENT

"As an employee or office holder of the company, I hereby accept nomination as nominee for the company described in this application. I understand the responsibilities imposed upon me by the *Queensland Building and Construction Commission Act 1991* during the period I am nominee. I undertake to notify the QBCC in writing if I cease to act as nominee for this company."

Name of person  
providing the  
consent

Nominee's  
signature

Date 
 

D	D	M	M	Y	Y	Y	Y

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

#### NOMINEE PROOF OF IDENTITY



All nominees 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 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

Has the nominee been known by any other 'legal' names?      Yes      No



**Ticked YES?** The nominee must provide full details of all previous names you have been known by, including any relevant documentation.



#### 4. LICENCE CLASSES AVAILABLE

Before answering the next question, review the scope of work for the licence classes the company wishes to apply for and ensure it covers all work the company intends to undertake. This information can be found on the QBCC website at [qbcc.build/available-licences](http://qbcc.build/available-licences). All companies must have a nominee supervisor that holds the same licence classes as the company.

**LICENCE CLASSES** – Tick the box for the trade licence classes the company is applying for (from the list below):

<b>Builder, Builder restricted and Builder—project management services</b>	<b>Design and Inspection</b>	<b>Mechanical Services</b>	
Builder—low rise	Building design—low rise	Mechanical services—plumbing	
Builder—medium rise	Building design—medium rise	Mechanical services—air-conditioning and refrigeration (unlimited design)	
Builder—open	Building design—open	Mechanical services—air-conditioning and refrigeration (limited design)	
Builder—project management services	Hydraulic services design	Mechanical services—medical gas	
Builder restricted to kitchen, bathroom and laundry installation	Hydraulic services design excluding design of on-site domestic waste water management		
Builder restricted to shopfitting	Completed residential building inspection		
Builder restricted to structural landscaping			
Builder restricted to special structures (shade sails)			
Builder restricted to special structures (signs)			
<b>Fire protection</b>			
Passive stream—certify	Special hazard fire system—certify	Water-based fire system—install and maintain—restricted to commercial and industrial types	Electrical—certify—fire alarm systems
Passive stream—install and maintain—fire doors and fire shutters	Special hazard fire system—install and maintain	Water-based fire system—install and maintain—restricted to domestic and residential types	Electrical—certify—emergency lighting
Passive stream—install and maintain—fire collars, fire-rated penetrations and fire-rated joint sealing	Water-based fire system—design	Portables stream—certify	Electrical—install and maintain—fire alarm systems
Passive stream—install and maintain—fire and smoke walls and fire-rated ceilings	Water-based fire system—certify	Portables—install and maintain	Electrical—inspect and test—emergency lighting
Passive stream—inspect and test	Water-based fire system—install and maintain	Electrical—design—fire alarm systems	Fire safety professional
<b>Other trade licences</b>			
Air handling duct installation	Gasfitting*	Plastering solid, excluding applying paint for decorative, protective or technical purposes	Swimming pool construction, installation and maintenance (construction)
Brick and segmental paving	Glass, glazing and aluminium	Plumbing and drainage*	Swimming pool construction, installation and maintenance (installation)
Bricklaying and blocklaying	Irrigation	Roof and wall cladding	Swimming pool construction, installation and maintenance (maintenance and accessories)
Cabinetmaking	Joinery	Roof tiling	Termite management—chemical*
Carpentry	Metal fabrication and erection—structural	Site classifier	Termite management—physical
Concreting	Metal fabrication and installation—non-structural	Site classifier excluding on-site domestic waste water management	Wall and floor tiling
Drainage*	Metal fascias and gutters	Sheds, carports and garages	Waterproofing
Drainage—on-site sewage facility maintenance*	Painting and decorating	Shopfitting (trade)	
Drainage—on-site sewage facility maintenance and installation*	Painting and decorating, excluding applying cement render	Steel fixing	
Floor finishing and covering (hard sector)	Plastering drywall	Stonemasonry	
Foundation work (piling and anchors)	Plastering solid	Structural landscaping (trade)	

\* These licence classes require the company's nominee to hold an occupational licence to supervise or perform work in addition to a contractor or nominee supervisor licence. This occupational licence must be maintained. More information can be found on the QBCC website at [qbcc.build/occ-licences](http://qbcc.build/occ-licences).


## 5. BUSINESS STRUCTURE

**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)

### REGISTERED BUSINESS NAME

Does the company have a registered business name (e.g. ABC Building Solutions Pty Ltd trading as Alpha 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

Does the company 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 the company's 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 the company to supply an **MFR report** to demonstrate you meet the minimum financial requirements. The QBCC will contact the company 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

Is the company 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, the QBCC may need the company to supply an **MFR Report and signed financial statements** to demonstrate that it meets the minimum financial requirements. The QBCC will contact the company directly and inform them if this situation applies. 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, the company can use a **Deed of Covenant and Assurance** if it does not have sufficient net tangible assets (NTA) to meet the level of maximum revenue it needs. More information can be found on the QBCC website at [qbcc.build/deed-cov-assurance](http://qbcc.build/deed-cov-assurance).

## 6. PROFESSIONAL INDEMNITY (PI) INSURANCE

Some classes of licence require that the company obtains 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) Is the company applying for a 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 7 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) Is the company applying for a licence in any of these 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

**Does the company currently hold PI insurance?**

**Yes – the company holds professional indemnity insurance.**

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

**1. You must provide the following 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**

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

→ **AND** →

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

**2. Does the company currently hold a QBCC Contractor type licence in another class?**

**Yes –** The company currently holds 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 7 Financial Category. Go to section 8 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 7 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 7 Financial Category. Go to section 8 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 7 Financial Category.**

**Questions C) and D) continued on next page.**


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

### C) Is the company applying for a licence in either of these 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

#### Does the company currently hold PI Insurance?

**Yes – the company holds professional indemnity insurance.**

 You must provide the following 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**

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


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

**Complete section 7 Financial Category.**

**OR**

**Only if the company is applying for the licence class Fire protection—electrical—certify—fire alarm systems.**

**Yes – I hold or am covered by a policy of public and products liability insurance for at least \$5 million or more.**

 You must provide the following 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**

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

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

**Complete section 7 Financial Category.**

**No – I would like QBCC to waive the requirements for the company 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 the company 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 7 Financial Category.**

### D) Is the company applying for a Builder—project management services licence?

#### 1. Does the company currently have another QBCC contractor type licence?

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


It is not required to have PI insurance. **Complete section 7 Financial Category.**

**No – PI Insurance is optional** for this licence class.

You can either provide proof of PI insurance (go to question 2) **or** complete Section 7 Financial Category.

#### 2. Does the company currently hold PI Insurance?

**Yes – the company holds professional indemnity 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

**AND**

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

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

**Go to section 8 Legal Eligibility and Suitability.** You do not need to complete Section 7 Financial Category.

**No – The company does not hold professional indemnity insurance** nor wishes to provide this insurance for this application.

**Complete section 7 Financial Category.**

## 7. FINANCIAL CATEGORY

To determine the company's financial reporting obligations, you need to declare the company's financial category. Choose the financial category from the options below based on the company's 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 the company to meet its 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 the company does 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** – SC1 is not available to Builder, Builder restricted or Builder - project management services applicants

The company's Maximum Revenue **WILL NOT exceed \$200,000** this financial reporting year (to 30 June) **AND** The company has **at least \$12,000** of Net Tangible Assets

The company's 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.**

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

OR

#### SELF CERTIFY CATEGORY 2 (SC2)

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

The company's Maximum Revenue **WILL NOT exceed \$800,000** this financial reporting year (to 30 June) **AND** The company has **at least \$46,000** of Net Tangible Assets

The company's 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.**

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

OR

#### CATEGORIES 1-7

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

The company's Maximum revenue **WILL exceed \$800,000** this financial reporting year (to 30 June)

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

The company is a new applicant with no QBCC licence

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

The company DOES NOT currently hold a QBCC licence

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

The company currently holds a QBCC licence

**Will the company exceed its current maximum revenue this financial reporting year?**

**Yes**

The company will need to **submit an MFR report and signed financial statements** to demonstrate that it meets the minimum financial requirements.

**No**

QBCC will contact the company if it needs 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.

## 8. 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 a director, secretary or influential person 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).

The QBCC is authorised by the QBCC Act to request information to determine whether the directors, secretary and influential persons for the company are fit and proper persons. This may include sensitive information, such as details about past criminal convictions.

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

### CRIMINAL OFFENCES

**Does any director, secretary or influential person 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

**Has any director, secretary or influential person:**

- **had** any infringement notices issued to you in the last 10 years in relation to building work, or **do they 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

**Does any director, secretary or influential person:**

- **currently** have a court or tribunal order or adjudication decision requiring them to pay a debt, or SPER debt for a QBCC fine, for which they 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

**Has any director, secretary or influential person:**

- **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 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.

- **Has any director, secretary or influential person 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?**

Yes No

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

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

## 9. INTERSTATE AND NEW ZEALAND LICENCES

Do the company office holders, influential persons or nominees currently hold a licence permitting them to undertake or supervise building work that was issued by another Australian state or territory, or New Zealand? Yes No

Have the company, office holders, influential persons or nominees held a licence permitting them 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 they 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 the 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
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 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.

## 10. NOMINATED REPRESENTATIVE – AUTHORITY TO ACT – OPTIONAL


 Company directors have the option to authorise nominated representatives to complete different actions in some scenarios. By completing the nominated representative form, the people authorised will be able to act on the company's behalf to make enquiries to the QBCC or complete specific functions for the licence.

**To register and authorise a nominated representative, download and complete the nominated representative form from the QBCC website at [qbcc.build/nom-rep-company](http://qbcc.build/nom-rep-company).**

If the Company already holds a QBCC licence the company director can also remove and alter the nominated representative's authorisation and the functions they can perform online through myQBCC. For more information on how to add or change nominated representatives through your myQBCC company account, please visit the QBCC website at: [qbcc.build/3EBfRyj](http://qbcc.build/3EBfRyj).



## 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
- whether you are a current licence holder or a new applicant.

New applicants pay an application fee and their first year's licence fees.

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.

<b>OPTIONAL</b> - Do you require a QBCC licence certificate? Additional fee of \$34.03	Yes	No
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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

	M	M		Y	Y
Expiry			/		

**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.**



**COMPANY APPLICATION FEES SCHEDULE**
**Effective 1 July 2025 – 30 June 2026**
**Which fee do I pay?**

The application fee payable will depend on whether the company holds a current licence with the QBCC or not and the maximum revenue selected.

**APPLYING FOR A COMPANY LICENCE**

Applicant scenario	Financial Category	Application Fee	Licence fee for first 12 months	Total Application Fee
New applicant	SC1 – Maximum revenue of up to \$200,000 <i>SC1 is not available to Builder, Builder restricted or Builder - project management services applicants.</i>	\$708.84*	\$648.17	\$1,357.01
	SC2 – Maximum revenue of \$200,001 to \$800,000	\$809.23*	\$809.23	\$1,618.46
	Category 1-2 – Maximum revenue between \$800,001 and up to \$12M	\$1,112.49*	\$972.15	\$2,084.64
	Category 3-7 – Maximum revenue of more than \$12M	\$1,518.12*	\$1,457.24	\$2,975.36
<b>Current contractor</b> adding a licence class to existing contractor licence and with the same Maximum Revenue  <i>A change in Maximum Revenue might mean an adjustment to your licence fees. QBCC will contact you with these details when assessing your application</i>	SC1 – Maximum revenue of up to \$200,000 <i>SC1 is not available to Builder, Builder restricted or Builder - project management services applicants.</i>	\$708.84*	N/A	\$708.84
	SC2 – Maximum revenue of up to \$200,001 to \$800,000	\$809.23*	N/A	\$809.23
	Category 1-2 – Maximum revenue between \$800,001 and up to \$12M	\$1,112.49*	N/A	\$1,112.49
	Category 3-7 – Maximum revenue of more than \$12M	\$1,518.12*	N/A	\$1,518.12



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

**CERTIFICATE**

Printed hard copy	\$34.03
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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 the company prior to its renewal due date (one year from the date your licence was originally issued).

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