

COMPLETING THIS FORM

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

1. COMPANY DETAILS

Company name																									
ACN									ABN																
Postal address																									
																			Postcode						
Business address: (This cannot be a PO Box)																									
																			Postcode						
Registered address																									
																			Postcode						
Business ph																									
Mobile ph											Fax														
Email																									

The Company has provided:

a copy of an Australian Securities and Investments Commission (ASIC) **Historical Company Extract** YES ☐

The Historical Company Extract cannot be older than 30 days from the date submitted to QBCC. If this document is not provided, the application cannot be approved and processing will be delayed.

2. APPLICATION DETAILS

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

PRIVACY NOTICE: The QBCC is collecting information on this form to determine whether you are entitled to a licence. This is authorised by the *Queensland Building and Construction Commission Act 1991*. Some of this information collected will be included in the licensee register.

You may receive some related information from us for the purposes of marketing and communications. You will be able to opt-out/unsubscribe to receiving this information. Please refer to our [Privacy Policy](#) for full use and disclosure details.

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

OFFICE ONLY	CRN:											Licence No:										
	Receipt Amount	\$											Receipt No:									

3. FINANCIAL INFORMATION

Does the company have a Court or Tribunal Order or BCIPA adjudication decision requiring you to pay a debt which you have not yet paid in full?

NO

☐

YES

☐

If yes, provide copies of all relevant documentation.

a) If you are applying for a:

- Builder – Project Management Services
- Building Design,
- Hydraulic Services Design or
- Site Classifier licence
- and you do not hold any other contractor licence requiring financial information, you have two options.

You must either:

- provide professional indemnity insurance and attach a completed *Estimated Maximum Revenue Declaration form with your application - do not complete part b below, or
 - if you do not hold professional indemnity insurance, attach a completed *Declaration - Professional Indemnity Insurance form with your application AND complete part b below.
- You must also complete the *Declaration - Professional Indemnity Insurance form and attach it to your application.
 - For Project Management Services, provide professional indemnity insurance and attach a completed *Estimated Maximum Revenue Declaration form with your application - do not complete part c below, OR if you do not hold professional indemnity insurance, complete part b below.

**Forms can be obtained by contacting the QBCC or downloading from QBCC's website.*

b) If you are applying for a contractor licence in any other licence class - complete the following section.

Are you operating under a trust structure?

NO

☐

YES

☐

(You cannot use the assets of the Trust to meet the MFR requirements)

Choose the company's financial category below

Tick ONE only

This option is not available to builders

The company's Revenue WILL NOT exceed \$200,000 for its next financial year. The company has at least \$12,000 Net Tangible Assets. (Refer to Minimum Financial Requirements)

YES

☐

OR

The company's Revenue WILL NOT exceed \$600,000 for its next financial year. The company has at least \$36,000 Net Tangible Assets. (Refer to Minimum Financial Requirements)

YES

☐

OR

The company's Revenue will exceed \$600,000 for its next financial year.

An MFR Report and signed financial statements MUST be completed by your accountant and submitted with your application.

(Refer to Minimum Financial Requirements)

YES

☐

Some licence classes require Professional Indemnity Insurance. Refer to the Minimum Financial Requirements (MFR) or the Checklist attachment for details.

The MFR can be found on QBCC's website at www.qbcc.qld.gov.au.

4. PROOF OF IDENTITY

One or more directors must provide the following information

I hold/held a QBCC licence and my licence number is/was: YES ☐

OR

I have provided a certified copy of photo identification (e.g. driver's licence or passport) YES ☐

Place of birth (Town/City e.g. Brisbane, London)

Country of birth (e.g Australia, England)

I hold/held a QBCC licence and my licence number is/was: YES ☐

OR

I have provided a certified copy of photo identification (e.g. driver's licence or passport) YES ☐

Place of birth (Town/City e.g. Brisbane, London)

Country of birth (e.g Australia, England)

I hold/held a QBCC licence and my licence number is/was: YES ☐

OR

I have provided a certified copy of photo identification (e.g. driver's licence or passport) YES ☐

Place of birth (Town/City e.g. Brisbane, London)

Country of birth (e.g Australia, England)

5. NOMINEE DETAILS

The nominee must hold the same class of licence the company is applying for and have authority, duties and responsibilities to ensure the adequate supervision of building work. The nominee must be an employee or officer of the company and provide evidence as per section 5. If the nominee ceases to act for the company, the company and nominee MUST give notice to QBCC within fourteen (14) days. Failure to comply with this requirement constitutes an offence and may result in prosecution or a fine.

Surname:

First Name:

QBCC Licence No:

NOMINEE CONSENT: "As an employee or officer 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."

NOMINEE'S SIGNATURE: _____ **DATE:** / /

6. ATTACHMENTS

I have attached a copy of

ASIC historical extracts, no older than 30 days, showing my nominee supervisor/s listed as an officer of the company ☐

OR

Documented evidence of my nominee supervisor's employment status with the company (e.g. signed employee agreement, PAYG payment summary, payslips showing superannuation payments) ☐

7. FIT AND PROPER

You must answer ALL questions in the following section. The QBCC regularly cross-check information provided herein with external agencies. This information is publicly available.

Have any directors, office holders, major shareholders, nominees, persons of influence or any intended business partner:

- | | | | | | |
|-------|--|----|--------------------------|-----|--------------------------|
| i. | ever become bankrupt or entered into a debt agreement under Part IX of the <i>Bankruptcy Act 1966</i> ? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| ii. | ever entered into a composition, deed of arrangement or deed of assignment under Part X of the <i>Bankruptcy Act 1966</i> ? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| iii. | been convicted of any criminal offence (excluding traffic offences) within the last 10 years? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| iv. | ever been convicted of an offence under the <i>Corporations Act 2001</i> (Commonwealth) section 596 (b) or (c)? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| v. | had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| vi. | ever been disciplined by any Tribunal, Board, Commission or Authority in relation to building work? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| vii. | ever had a pending or current disciplinary proceeding by any Tribunal, Board, Commission or Authority in relation to building work? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |
| viii. | ever been a: <ul style="list-style-type: none">• director;• secretary;• shareholder; OR• a person in a position to control or substantially influence a company's conduct or affairs within 12 months of a company being placed in receivership, administration, official administration, under a deed of company arrangement, in liquidation or wound up for the benefit of creditors? | NO | <input type="checkbox"/> | YES | <input type="checkbox"/> |

If you have ticked YES to any of these questions, you MUST provide copies of all relevant documentation. (Refer to the Checklist attachment for required documents.)

8. PARTNERSHIP

Do you intend to carry out business under the licence in partnership with an unlicensed person? If YES, you must provide a copy of relevant documents (see Checklist attachment).

NO ☐ YES ☐

Does the company have a registered business or trading name? (e.g. ABC Building Solutions Pty Ltd trading as Alpha Builders.) If you answered YES, you must provide a copy of the Current Business Names Extract from the Australian Securities and Investment Commission, ASIC).

NO ☐ YES ☐

9. FEES

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

Do you require a licence certificate?

NO		YES	
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If a certificate is required, you will be required to pay the additional fee - *refer to attached fee schedule.*

I will be paying

by cheque ☐ by credit card ☐ (QBCC cannot accept American Express or Diners Club)

Credit card number

Expiry date / VISA ☐ Mastercard ☐

Amount paid \$

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[illegible]

Cardholder's
signature

10. DIRECTOR'S DECLARATION

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

WARNING: Incorrect or misleading information may lead to a review and possible cancellation of the licence, prosecution and up to two years imprisonment under the *Queensland Building and Construction Commission Act 1991* and the imposition of a penalty under Section 193 of the Queensland Criminal Code.

For a Sole Director Company: Only the sole director is required to sign this declaration.

For a two or more director company: Either two directors OR one director and one registered secretary must BOTH sign the declaration.

DECLARATION

I declare:

- the statements contained in this application are true and correct
- at the date of this declaration I am not aware of anything which gives me reason to know or suspect that the company does not satisfy the Minimum Financial Requirements
- I have read the Privacy Notice (page 1).

DIRECTOR'S SIGNATURE:

DATE*:			/			/			
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DIRECTOR OR
SECRETARY'S SIGNATURE:

DATE*: / /

* Please ensure the Director's Declaration and the Nominee Consent (question 5) are not dated more than one (1) month prior to the date the application is submitted to QBCC.

Send all mail to: Queensland Building and Construction Commission, GPO Box 5099, Brisbane QLD 4001

Checklist

IMPORTANT - read this before signing the Director's Declaration

Before you sign the Director's Declaration (refer to section 10), use this checklist to ensure the company has provided all the required information. If 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 proceed.

Please note, original documents will not be returned.

The company has completed all the questions on the application form	YES <input type="checkbox"/>
The company has provided its financial information (refer to section 3) (Self Certification, MFR Report and signed financial statements, or an Estimated Maximum Revenue declaration)	YES <input type="checkbox"/>
Only for companies with an unsatisfied judgment debt. The company has provided a copy of the stamped Judgment Certificate supplied by the court (refer to section 3).	YES <input type="checkbox"/>
Only for companies applying for a licence in: <ul style="list-style-type: none"> • Building Design • Hydraulics Services Design • Site Classifier • Completed Residential Building Inspection • Termite Management - Chemical • Fire Equipment - Passive Fire (Wall and Ceiling or Penetration and Joint Ceiling) or any Fire Certification licence The company has provided a certificate of currency evidencing its current Professional Indemnity Insurance policy.	YES <input type="checkbox"/>
The company has provided a copy of an Australian Securities and Investment Commission HISTORICAL Company Extract. (See attachment for list of providers.) (This document cannot be older than 30 days from the date the application was lodged)	YES <input type="checkbox"/>
The company has provided a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (ASIC)	YES <input type="checkbox"/>
Only for companies that answered 'YES' to any of the questions in section 7. The company has enclosed copies of the following: <ul style="list-style-type: none"> • all reports to creditors issued by the trustee in bankruptcy, administrator, deed administrator, receiver or liquidator • confirmation of discharge from bankruptcy from the trustee in bankruptcy or a copy of an ITSA search showing the date of discharge from bankruptcy • debt agreement, composition, deed of arrangement or deed of assignment • evidence from the trustee that the debt agreement, composition, deed of arrangement, or deed of assignment has been fully complied with, released or carried out • minutes of conviction, court or tribunal order and a National Police Certificate no older than 30 days • Australian Securities and Investment Commission (ASIC) Order preventing an individual from managing a corporation • any documentation relating to court proceedings that are still pending 	YES <input type="checkbox"/>
The company has provided all details and evidence in relation to its nominee (refer to section 5 & 6)	YES <input type="checkbox"/>
The nominee has signed and dated the consent (refer to section 5)	YES <input type="checkbox"/>
A company director has provided proof of identity (refer to section 4)	YES <input type="checkbox"/>
Only for a company carrying out business under the licence in partnership with an unlicensed person. The company has provided a copy of the partnership agreement that states the names of all parties involved and conditions of the business partnership.	YES <input type="checkbox"/>

ASIC Historical Company Extract Providers

The Company Historical Extract can be obtained from Information Brokers or ASIC Service Centres.

A Current Company Extract will not be acceptable, you must supply a Historical Extract for your company application or at any time your company changes its key personnel. This document cannot be older than 30 days from the date the Company application is lodged.

GlobalX Legal Solutions	Phone: Website:	13 56 69 https://payg.globalx.com.au/company.castle
ASIC Service Centre	Phone: Website:	1300 300 630 www.asic.gov.au
SAI Global	Phone: Website:	1300 730 000 www.saiglobal.com/property/eProperty/Search/ASIC-BusinessNames/
Australian Business Research	Phone: Website:	1300 366 402 https://www.abr.com.au/site/live/oneoffs.php
CITEC Confirm	Phone: Website:	(07) 3222 2700 or 1800 773 773 (toll free) www.confirm.citec.com.au/citecConfirm/elearning/corporate/asic_businessname_search
Dun and Bradstreet	Phone: Website:	(07) 3360 0600 http://dnb.com.au/Credit_Reporting/Buy_a_company_credit_report/ASIC_Historical_Extract/index.aspx
eSearch	Phone: Website:	1300 655 413 www.esearch.net.au/ASIC_searches.html
Financial Review ASIC Search	Phone: Website:	1800 646 990 http://tools.afr.com/asic/
InfoTrack	Phone: Website:	1800 738 532 www.infotrack.com.au/tour/company-searching.htm
National Data Centre	Phone: Website:	1300 655 760 www.ndc.com.au/payg/company.castle
Reckon Docs Databroker	Phone: Website:	1300 139 001 www.databroker.com.au/home/home.cfm
Tri Search	Phone: Website:	(02) 9232 2411 www.trisearch.com.au/site/ASIC.html
Veda Advantage	Phone: Website:	1300 921 621 www.veda.com.au/businesscreditexpress/report/asic-company-report.dot

Company Application Fees

from 1 July 2016 to 30 June 2017

Queensland Building and Construction Commission Act 1991

Company Licence		
Total Application Fee Determined by the financial information supplied.	SC 1	\$1,091.85
	SC 2	\$1,302.10
	Category 1-2	\$1,677.35
	Category 3-7	\$2,394.00
Application Fee if the company holds a current QBCC licence and is applying for another Licence Class. <i>NOTE: If the company holds a current QBCC licence and it is applying for another licence class and it is increasing its Maximum Revenue, the company will also be required to pay the difference in renewal fees. Contact QBCC for details of the amount payable.</i>	SC 1	\$570.35
	SC 2	\$651.05
	Category 1-2	\$895.15
	Category 3-7	\$1,221.45
Certificate \$27.40		

Financial Information

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

1. SC1 - \$200,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$200,000)
2. SC2 - \$600,000 Declaration or Estimated Maximum Revenue declaration (Maximum Revenue of up to \$600,000)
3. Category 1-2 - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of between \$600,001 and \$12M)
4. Category 3-7 - MFR Report or Estimated Maximum Revenue declaration (Maximum Revenue of more than \$12M)

Renewals

The renewal will be mailed to you approximately 30 days prior to the renewal due date (one year from the date the company licence was originally issued). The licence fee is determined by the company's Maximum Revenue as stated in the last financial information you provided to the Commission.

Company Licence Fees	One year	Three years
SC1	\$521.50	\$1329.75
SC2	\$651.05	\$1660.30
Category 1-2	\$782.20	\$1994.60
Category 3-7	\$1,172.55	\$2990.00

Applications

The initial application fee covers one or more licence classes and includes the first year renewal fee. If the company application is unsuccessful you may be refunded the licence fee portion.

GST Requirements

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

Privacy Policy

The Queensland Building and Construction Commission manages personal information in line with the *Information Privacy Act 2009*.

This Privacy Policy describes the personal information that may be collected and used by the QBCC. We collect and manage your personal information from you when you:

- complete and submit a form electronically or by mail
- you deal with us over the telephone
- you register for My QBCC
- email us
- provide us with feedback

ask us to contact you, and you consent to us collecting, storing, using, maintaining and disclosing your personal information.

Information we may request

We may ask you to provide personal information if you submit feedback to QBCC or lodge a form, electronically or otherwise.

We will only do this:

- to meet your needs (e.g. answer a question)
- to meet our needs (e.g. demographic analysis, updating our records)
- if required by law.

'Personal information' includes your name, address, phone number, email address, age, gender, your employer.

Use of personal information

Depending upon the type of enquiry, application or form you have submitted. If you're a QBCC licensee, your personal details may be used to send you important updates regarding new legislation or amendments, changes to policies and other such information related or connected to your licence.

Marketing

We will also send (whether by phone, email, SMS, post or facsimile), updates to keep you abreast of industry news, opportunities to submit surveys or feedback on discussion papers, educational information and professional development opportunities including seminars and events. We may also send you information on behalf of Queensland Government departments including Department of Housing and Public Works.

You may opt out at any time if you no longer wish to receive specific types, or all, marketing information. You can make this request by emailing digitalsupport@qbcc.qld.gov.au, or by "unsubscribe" from the email or other marketing messages you no longer wish to receive.

Disclosure of personal information

If you have submitted an application or complaint, we may provide all or some of this information (if applicable) to you:

- contractor/client
- members of our panel of technical consultants (includes licensed contractors, registered engineers, and industry specialists)
- rectifying builders
- external legal consultants
- external financial consultants
- reinsurers/actuaries.

We may also disclose your personal information to third parties, including advisors and consultants and with third party service providers we use in connection with conducting our business and always subject to confidentiality provisions we deem appropriate.

Some of the third parties to whom we disclose your personal information may be located outside Australia. For example, we may disclose your personal information to external facilities in the course of data processing services from third parties.

The countries in which these third parties are located will depend on the circumstances. However, in the course of our ordinary business operations we commonly disclose personal information to third parties located in the United States of America.

We will not give your personal information to third parties without your consent, unless as set out above or required by law.

Access to personal information

If you would like to access any of your personal information that is held by QBCC you can make an Information Privacy application.

Amending your Personal Information

You may apply to amend documents containing your personal information held by QBCC, where you believe relevant information is inaccurate, misleading, out of date or incomplete.

Making a privacy complaint

If you believe there has been a breach of your personal information involving QBCC you may lodge a privacy complaint.

Right to Information

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

More information

Email us if you would like to know more about information privacy or visit the guidelines for community members on the website of the Office of the Information Commissioner Queensland.