



COMPANY LICENCE APPLICATION FORM

OFFICE USE ONLY

1. COMPANY DETAILS

Company Name:			
ACN No:		ABN No:	
Postal Address:			Post Code:
Business Address: <small>This CANNOT be a P O Box</small>			Post Code:
Registered Address:			Post Code:
Business Ph:	()	Reg. Office Ph:	()
Fax No:	()	Mobile:	
E-mail:			

2. APPLICATION DETAILS

List the class(es) of licence the company is applying for (eg bricklaying, carpentry etc)

3. FINANCIAL INFORMATION

Choose the company's financial category below.

Tick ONE only.

This option is NOT available to BUILDERS. The company's Annual Turnover WILL NOT exceed \$100,000 for the 12 month period of its licence. The company has at least \$6,000 Net Tangible Assets. (Refer to Queensland Building Services Board Policy).

OR

The company's Annual Turnover WILL NOT exceed \$300,000 for the 12 month period of its licence. The company has at least \$18,000 Net Tangible Assets. (Refer to Queensland Building Services Board Policy).

OR

The company's Annual Turnover WILL exceed \$300,000 for the 12 month period of its licence. NOTE: An Independent Review Report or Audit Report **MUST** be completed by the company's Accountant and submitted with the application. (Refer to Financial Requirements for Licensing)

Some licence classes require Professional Indemnity Insurance. Refer to the Financial Requirements for Licensing or the application checklist for details.

Refer to the Financial Requirements for Licensing which can be obtained from your accountant or downloaded directly from BSA's website at: www.bsa.qld.gov.au

4. ADDITIONAL REQUIREMENTS

Please provide the name and licence number of any director, office holder, major shareholder or person of influence if they currently hold or previously held a BSA licence.

Name:		Licence No:							
Name:		Licence No:							
Name:		Licence No:							

You **MUST** answer all questions.

Tick "Yes" or "No" for each question

Does the company have a registered business or trading name? (eg. ABC Building Solutions Pty Ltd trading as Alpha Builders). *If you answered YES you **MUST** provide a copy of a Queensland issued Business Name extract.*

Yes No

Have any of the directors, secretary, shareholders or nominee been issued with an infringement notice for an offence under the Queensland Building Services Authority Act 1991 or the Domestic Building Contracts Act 2000 for which payment is still outstanding?

Yes No

Have any directors or any intended business partner:

(i) Ever become bankrupt, or entered into a debt agreement under Part IX of the *Bankruptcy Act 1966*? Yes No

(ii) Ever entered into a composition, deed of arrangement or deed of assignment under Part X of the *Bankruptcy Act 1966*? Yes No

(iii) Been convicted of any criminal offence (excluding traffic offences) within the last ten years? Yes No

(iv) Been convicted of an offence under the *Corporations Act 2001* (Commonwealth), section 596 (b) or (c)? Yes No

(v) Had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last ten years? Yes No

(vi) Ever been disciplined by any Tribunal, Board or Authority in relation to building work? Yes No

(vii) Ever had a pending or current disciplinary proceeding by any Tribunal, Board or Authority in relation to building work? Yes No

(viii) Have any directors or any intended business partner been a :-
 Yes No

- Director;
- Secretary;
- Shareholder; or
- A person in a position to control or substantially influence a company's conduct or affairs within twelve 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?

If you have ticked yes to any of these questions you **MUST** provide copies of all relevant documentation (Refer to application checklist on page 3 for required documents)

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. If the nominee ceases to act for the company, the company and nominee **MUST** give notice to the Authority within fourteen (14) days. Failure to comply with this requirement constitutes an offence and may result in prosecution or a fine.

Surname:			
First Name:			
BSA Licence No:		Date of Birth:	/ /
Nominee Consent:	"I hereby accept nomination as nominee for the company described in this application. I understand the responsibilities imposed upon me by the <i>Queensland Building Services Authority Act 1991</i> during the period I am nominee. I undertake to notify the BSA in writing if I cease to act as nominee for this company".		
Signature of Nominee:		Date:	/ /

6. PROOF OF IDENTITY

A company director must satisfy **ONE** of the following criteria

tick one box only

I hold an existing BSA licence and my licence number is:..... OR

I have provided a certified copy of photo identification (eg Driver's licence or passport) OR

If you cannot provide one of the above, contact your nearest BSA office for a 100 point identification form.

7. CHECKLIST

Before you sign the declaration (refer section 8), 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. BSA will ask for missing or incomplete information to allow the application to proceed.

Please provide copies of documents, as originals will not be returned.

The company has completed all questions on the application form

 Yes

The company has provided its financial information (refer section 3)

(Self Certification, an Independent Review Report or an Audit Report)

 Yes

If the company is applying for a licence in either:-

- Building Design;
- Hydraulics Services Design;
- Site Classifier;
- Completed Residential Building Inspection;
- Termite Management Chemical;
- Fire Equipment - Passive Fire (Wall & Ceiling or Penetration & Joint Ceiling) or any Fire certification licence

 Yes

The company has provided a certificate of currency evidencing its current PI insurance policy

The company has provided a copy of an Australian Securities and Investment Commission Historical Company Extract

(This document cannot be older than 30 days from the date the application was lodged) (See attachment for list of providers)

 Yes

The company has provided a copy of the Certificate of Registration of a Business or Trade name from Dept Tourism, Fair Trading & Wine Industry on 1300 658 030 (refer section 4)

 Yes

If the company answered yes to any of the questions in section 4

The company has enclosed copies of the following:-

- All reports to creditors issued by the trustee in bankruptcy, administrator, deed administrator, receiver or liquidator;
- Confirmation of discharge from bankruptcy from the trustee in bankruptcy or a copy of an ITSA search showing the date of discharge from bankruptcy;
- Debt agreement, composition, deed of arrangement or deed of assignment;
- Evidence from the trustee that the debt agreement, composition, deed of arrangement or deed of assignment has been fully complied with, released or carried out;
- Minutes of conviction, court or tribunal order and a Criminal History Report issued by the Police;
- Australian Securities & Investment Commission Order preventing an individual from managing a corporation;
- Any documentation relating to court proceedings that are still pending.

 Yes

The company has provided all details in relation to its nominee (refer section 5)

 Yes

The nominee has signed and dated the consent (refer section 5)

 Yes

A company director has provided proof of identity (refer section 6)

 Yes

Does the company require a licence certificate?

(If a certificate is required, the company will be required to pay the additional fee. Refer to Schedule of Fees attached)

 No

 Yes

**Queensland Building Services Authority Act 1991
Company Application Fees from 1 July 2008 to 30 June 2009**

Company Licence		
Total Application Fee Determined by the Financial Information Supplied	SC 1	\$835.60
	SC2	\$996.60
	Category 1-3	\$1,283.70
	Category 4-8	\$1,832.25
Application Fee if the company holds a current BSA licence and is applying for another Licence Class NOTE: If the company holds a current BSA licence and it is applying for another licence class and it is increasing its allowable annual turnover, the company will also be required to pay the difference in renewal fees. Contact BSA for details of the amount payable.	SC 1	\$436.45
	SC2	\$498.30
	Category 1-3	\$685.05
	Category 4-8	\$934.80
Certificate		
\$20.95		

Financial Information

The applicable fee is determined by the financial information provided with your application. There are 5 different types of financial information:

- | | |
|-----------------|--|
| 1) Supervisor | - Financial information not required; |
| 2) SC1 | - \$100,000 Declaration (Allowable annual turnover of less than \$100,000); |
| 3) SC2 | - \$300,000 Declaration (Allowable annual turnover between \$100,000 & \$300,000); |
| 4) Category 1-3 | - Independent Review Report (Allowable annual turnover between \$300,001 & \$12M); |
| 5) Category 4-8 | - Independent Review Report (1st Year Only) or Audit Report (Allowable annual turnover of more than \$12M) |

Renewals

The renewal will be mailed approximately 30 days prior to the renewal due date (one year from the date the company licence was originally issued). The renewal fee is determined by the company's Allowable Annual Turnover as stated in the previous renewal or as varied by the company throughout the year.

Company Renewal Fees	
SC1	\$399.15
SC2	\$498.30
Category 1-3	\$598.65
Category 4-8	\$897.45

Applications

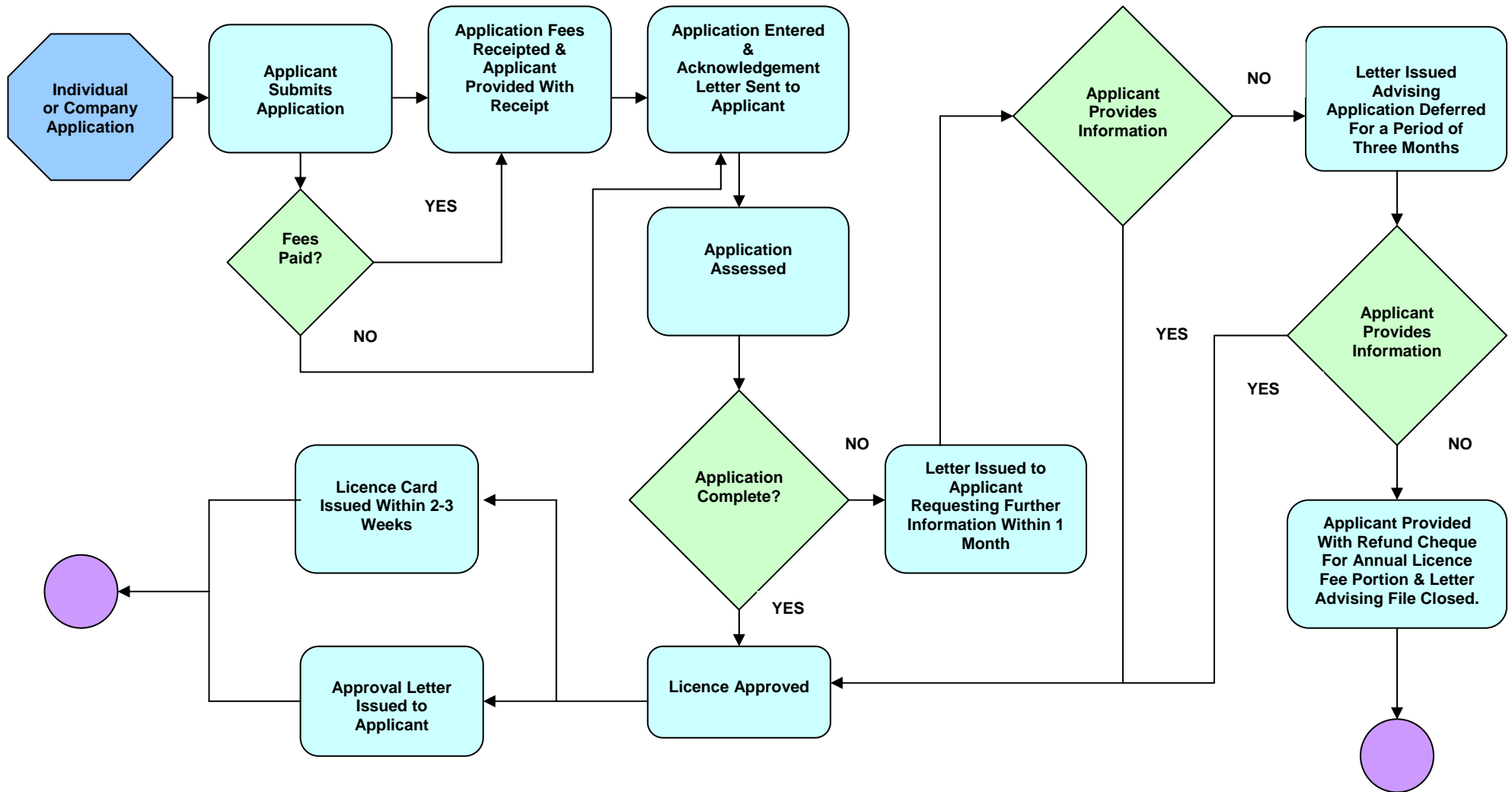
The initial application fee includes the first year renewal fee. If the application is unsuccessful the company will be refunded the renewal fee portion.

GST Requirements

Please be advised the Authority's licence renewal and application fees are exempt from GST in accordance with Division 81 of the new Tax legislation and therefore GST is not applicable to these fees.

CUSTOMER FLOW CHART – INDIVIDUAL & COMPANY

Following is a flow chart to show you the application process for Individual & Company licence applications



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)

PROVIDER	CONTACT DETAILS
ASIC Service Centre, Brisbane	Phone: (07) 3867 4900 Fax: (07) 3867 4727
Absolute Databroker	Phone: 1800 002 605 Fax: (07) 3236 2605 Email: admin@shelco.com.au Website: www.shelco.com.au
Anstat Property Information	Phone: (03) 9278 1172 Email: oscar@anstat.com.au Website: www.anstat.com.au
Australian Business Research Pty Ltd	Phone: (07) 3837 1333 or 1300 366 402 Fax: (07) 3236 3422 Email: abrdata@abr.com.au Website: www.abr.com.au
CITEC Confirm	Phone: (07) 3222 2700 or 1800 773 773 (outside Brisbane) Fax: (07) 3227 7841 Email: confirm@citec.com.au Website: www.confirm.com.au
Espreon Property Services Pty Ltd	Phone: 1300 305 205 Fax: 1300 553 030 Website: www.espreon.com
Lawpoint	Phone: 1800 814 336 or (02) 9239 4999 Fax: (02) 9239 4900 Email: Lawpoint.Lawsales@thomson.com.au Website: www.lawpoint.com.au
LEAP Legal Software	Phone: (02) 9247 7533 Fax: (02) 9247 7544 Email: Sales@leap.com.au Website: www.leap.com.au
National Data Centre Pty Ltd	Phone: 1300 655 760 Email: info@natdata.net Website: www.natdata.net
Shelco Databroker	Phone: 1800 002 605 Website: www.databroker.com.au
TRI-SEARCH Pty Ltd	Phone: (02) 9232 2411 Fax: (02) 9221 4647 Email: support@trisearch.com.au Website: www.trisearch.com.au