



INDIVIDUAL LICENCE APPLICATION FORM

OFFICE USE ONLY

1. PERSONAL DETAILS

Surname:			
First Names:			
Preferred Name: <small>(If any)</small>			
Date of Birth:	/ /	ABN No:	
Postal Address:			Post Code:
Business Address: <small>This CANNOT be a P O Box</small>			Post Code:
Residential Address:			Post Code:
Business Ph:	()		Residential Ph:
Fax:	()		Mobile:
E-mail:			

2. APPLICATION DETAILS

Tick the Grade of Licence you are applying for:

Contractor

Contractors are able to contract for "building work" and must meet the Financial Requirements

Nominee

Supervisor

Supervisors are only permitted to supervise "building work" and are not required to meet the Financial Requirements

List the Class(es) of Licence you are applying for (eg bricklaying, carpentry, painting etc)

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Technical Qualifications

A copy of your technical qualification **MUST** be provided. Refer to the Scope of Work for minimum technical requirements. If you are applying for a licence in Plumbing & Draining, Gas Fitting, Fire Certification or Pest Controlling, you **MUST** supply a copy of the licence issued by the Plumbers & Drainers Examination & Licensing Board, Gas Operations Board, Fire Protection Industry Board or Department of Health.

I have supplied a copy of my technical qualification Yes

Managerial Qualifications (Not applicable for Builders applications)

A copy of your managerial qualification **MUST** be attached.

I have supplied a copy of my managerial qualification Yes

Experience

You **MUST** provide a completed Resume (refer section 5) which details the minimum number of years experience as outlined in the Scope of Work.

I have provided my completed resume Yes

If any of the above documents are not provided your application cannot be approved and its processing will be delayed.

3. FINANCIAL INFORMATION

NOTE: If you are applying for a Supervisor licence – you do not need to complete this section.

Choose your financial category below.

Tick ONE only.

This option is NOT available to BUILDERS. My Annual Turnover WILL NOT exceed \$100,000 for the 12 month period of my licence. I have at least \$6,000 Net Tangible Assets. (Refer to Queensland Building Services Board Policy). **OR**

My Annual Turnover WILL NOT exceed \$300,000 for the 12 month period of my licence. I have at least \$18,000 Net Tangible Assets. (Refer to Queensland Building Services Board Policy). **OR**

My Annual Turnover WILL exceed \$300,000 for the 12 month period of my licence. NOTE: An Independent Review Report or Audit Report **MUST** be completed by your Accountant and submitted with your 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

You **MUST** answer all questions.

Tick each question

Are you an Australian citizen, permanent resident or do you have a current visa issued under the Migration Act 1958, entitling you to work in Australia?

If you are working under a Visa you **MUST** supply a copy of the visa and any relevant conditions that apply

I am a Citizen or Permanent Resident

I have a current Visa & I have attached a copy

I do not have a current Visa

Do you have a registered business or trading name? (Eg John Smith trading as Smith Builders) If you answered YES you **MUST** provide a copy of a Queensland issued Business Name extract.

Yes

No

Have you 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 you 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 you OR any intended business partner been a:-

- 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?

Yes

No

If you have ticked yes to any of these questions you **MUST** provide copies of all relevant documentation (Refer to application checklist on page 8 for required documents)

6. PROOF OF IDENTITY

You 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 can't 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 you have provided all the required information. If documentation or information is missing or incomplete, your 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.

I have completed all questions on the application form

Yes

I have provided a copy of my technical qualifications (refer section 2)

Yes

If you are applying for a licence in either:-

- Plumbing;
- Drainage;
- Gas Fitting;
- Fire Certification or
- Pest Controlling

Yes

I have provided a copy of my other relevant licences held in Queensland eg occupational or accreditation licence

I have provided a copy of an Authority approved managerial qualification (refer section 2)
(Not applicable for builders)

Yes

I have provided my financial information (refer section 3)

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

Yes

If you are 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

I have provided a certificate of currency evidencing my current PI insurance policy

If I am a person working in Australia under a Visa, I have provided a copy of the visa and any relevant conditions that apply (refer section 4)

Yes

If I have a registered business name (Eg Smith Builders) I have provided a copy of the Certificate of Registration of a Business name from Dept Tourism, Fair Trading & Wine Industry Development (refer section 4)

Yes

If you answered yes to any of the questions in section 4,

I have 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

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

Nominee or Site Supervisor Grade		
Total Application Fee		\$298.70
Application Fee if you hold a current individual BSA licence and are applying for another Licence Class		\$149.35
Builder or Trade Contractor Grade		
Total Application Fee Determined by the Financial Information Supplied	SC 1	\$460.95
	SC2	\$548.50
	Category 1-3	\$710.70
	Category 4-8	\$1010.65
Application Fee if you hold a current individual BSA licence and are applying for another Licence Class. NOTE: If you hold a current BSA licence and you are applying for another licence class and you are increasing your allowable annual turnover, you will also be required to pay the difference in renewal fees. Contact BSA for details of the amount payable.	SC 1	\$261.40
	SC2	\$298.75
	Category 1-3	\$411.95
	Category 4-8	\$561.30
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

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

Renewal Fees	
Supervisor	\$149.35
SC1	\$199.55
SC2	\$249.75
Category 1-3	\$298.75
Category 4-8	\$449.35

Applications

Your initial application fee includes the first year renewal fee. If your application is unsuccessful you 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

