

IMPORTANT NOTICE TO MUTUAL RECOGNITION APPLICANTS

Mutual Recognition

Mutual Recognition is a process whereby the holder of a licence in one State is entitled to be licensed in another State to perform the same work.

If you are applying for a licence in QLD, based on a licence you already hold in another State, please be aware special rules apply. BSA can only issue a licence that is equivalent to the licence you already hold. In some instances, this may not be the licence you have applied for.

Where there is no BSA licence equivalent to your interstate licence, BSA is required to place a condition on your QLD licence restricting it to the work you were allowed to perform under your interstate licence.

If your interstate licence is subject to a condition or restriction, BSA must impose the same condition on your QLD licence.

NSW Applicants

Licences issued by the Home Building Service in NSW only apply to “Domestic Building Construction Work”. There is no requirement for a contractor to hold a building licence in NSW if they are performing commercial work. As the NSW licence only applies to domestic work, BSA must restrict your QLD licence to “Domestic Building Construction Work only”.

If you hold a contractor licence in NSW, the equivalent QLD licence would be either a restricted contractor licence or restricted nominee supervisor licence.

If you hold a ‘**Qualified**’ supervisor licence in NSW, the equivalent QLD licence would be a restricted nominee supervisor licence.

If you hold a supervisor licence in NSW, the equivalent QLD licence would be a restricted site supervisor licence. A site supervisor licence would entitle you to supervise domestic building work as an employee only.

If you wish to perform commercial work in QLD or if you hold a NSW supervisor licence, you need to consider your options. It may be more appropriate and easier to apply for the full licence class under Queensland requirements.

As an alternative, if you hold a contractor licence and you already hold the technical qualification required under the QLD licensing regime you can apply for an unrestricted licence enabling you to carry out both domestic and commercial building work.

As a NSW contractor, if you are applying for an unrestricted licence when you submit your Mutual Recognition application you must provide the following:-

- **TRADE CONTRACTOR LICENCE** - you are required to meet the minimum technical requirements for the QLD licence; or
- **BUILDER LICENCE** - you are required to meet the minimum technical requirements for the licence and supply details of your experience in the commercial sector.

SA Applicants

Licences issued by Business & Occupational Services in SA could be a supervisor or contractor or both.

If you hold a contractor & supervisor licence in SA, the equivalent QLD licence would be either a contractor licence or nominee supervisor licence.

In SA supervisors are not required to satisfy any managerial qualification requirements. Therefore, if you hold a supervisor licence in SA, the equivalent QLD licence would be a conditional contractor or nominee supervisor licence. BSA must place a condition on your QLD licence, requiring you to complete an approved QLD managerial course within a specified timeframe.

If you only hold a contractor licence in SA you are not able to apply under Mutual Recognition as QLD does not have an equivalent licence.

Company Licensing

If you intend to operate as a company in QLD, the company must hold a licence in its own right. To obtain a licence in QLD, all companies must have a nominated person (the nominee supervisor) who holds the same licence class as the company.

If you intend to be the nominee supervisor for your company, you must submit a company application at the same time you lodge your Mutual Recognition application. This will enable your company to be issued with the same licence held by you.

Keep Your Interstate Licence Active

Your interstate licence must remain active until your QLD licence is approved. If your interstate licence is cancelled or suspended prior to approval of your QLD licence, you will not be entitled to a QLD licence based on Mutual Recognition.

If you have any questions regarding your Mutual Recognition application, please contact your local BSA office or log onto www.bsa.qld.gov.au



MUTUAL RECOGNITION

LICENCE APPLICATION FORM

(For individuals who hold a current licence in another State)

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:	
Email:			

2. APPLICATION DETAILS

Your interstate business licence **MUST** remain current until your Queensland licence is approved.
Please provide details of your current Interstate business licence.

State/Territory licence held:		Licence No:		Expiry Date:	/	/
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<input checked="" type="checkbox"/> Tick the Grade of Licence you are applying for:	Contractor	<input type="checkbox"/>	Contractors are able to contract for "building work" and must meet the Financial Requirements
	Nominee Supervisor	<input type="checkbox"/>	Supervisors are only permitted to supervise "building work" and are not required to meet the Financial Requirements
	Site Supervisor	<input type="checkbox"/>	

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

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 3 for required documents)

5. PROOF OF IDENTITY

You must satisfy **ONE** of the following criteria only

tick one box

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.

6. CHECKLIST

Before you sign the declaration (refer section 7), 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 Interstate licence (refer section 2)

(Your interstate licence **MUST** remain current until your Queensland licence is approved)

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

(An occupational or accreditation licence is required before your licence can be approved)

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 my current 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

8. BSA OFFICE LOCATIONS























PHONE BSA ON 1300 272 272

OR



VISIT OUR WEBSITE AT www.bsa.qld.gov.au

BRISBANE	CAIRNS
<p>299 Montague Road West End QLD 4101</p> <p> FAX: (07) 3225 2929</p> <p> MAIL: PMB 84 Coorparoo DC 4151</p>	<p>181 Aumuller Street Westcourt, Cairns QLD 4870</p> <p> FAX: (07) 4048 1124</p> <p> MAIL: PO Box 211B, Bungalow QLD 4870</p>
GOLD COAST	INNISFAIL
<p>Suite 7, 86 Robina Town Centre Drive Robina QLD 4230</p> <p> FAX: (07) 5575 7666</p> <p> MAIL: PO Box 3186 Robina Town Centre QLD 4230</p>	<p>1/56 Rankin Street Innisfail QLD 4860</p> <p> FAX: (07) 4048 3386</p> <p> MAIL: P O Box 933 Innisfail QLD 4860</p>
MACKAY	MARYBOROUGH
<p>25 River Street Mackay QLD 4740</p> <p> FAX: (07) 4953 4151</p> <p> MAIL: PO Box 1254, Mackay QLD 4740</p>	<p>208 Lennox Street Maryborough QLD 4650</p> <p> FAX: (07) 4122 3814</p> <p> MAIL: PO Box 796, Maryborough QLD 4650</p>
ROCKHAMPTON	SUNSHINE COAST
<p>164 Berserker Street Cnr Elphinstone Street North Rockhampton QLD 4701</p> <p> FAX: (07) 4926 1377</p> <p> MAIL: PO Box 6337, Central QLD Mail Centre QLD 4702</p>	<p>Credit Union Australia Plaza Cnr Baden Powell St & Maroochydore Rd Maroochydore QLD 4558</p> <p> FAX: (07) 5459 9655</p> <p> MAIL: PO Box 218, Maroochydore QLD 4558</p>
TOOWOOMBA	TOWNSVILLE
<p>Clestrain Mall 131A Herries Street Toowoomba QLD 4350</p> <p> FAX: (07) 4638 1917</p> <p> MAIL: PO Box 107, Toowoomba QLD 4350</p>	<p>287 Ross River Road Aitkenvale QLD 4814</p> <p> FAX: (07) 4725 3401</p> <p> MAIL: PO Box 140, Aitkenvale QLD 4814</p>

**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	\$1,010.65
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 – MUTUAL RECOGNITION

Following is a flow chart to show you the application process for a Mutual Recognition licence application

