



SITE SUPERVISOR LICENCE APPLICATION FORM

Guide to completing the form

BSA's site supervisor licence was introduced on 21 December 2007 to improve the standard and quality of supervision of building work and to provide an employee with a clear career path to becoming a contractor in the Queensland building industry.

If you already hold an existing BSA licence (either Contractor or Supervisor) you are NOT required to obtain a Site Supervisor licence as you are already able to supervise building work. You are only required to obtain a Site Supervisor licence if you intend on supervising building work outside your existing licence class.

The following table shows what work can be undertaken by BSA's three grades of licence

Grade	Supervise building work	Nominee for a building company	Enter into contracts for building work
Contractor	✓	✓	✓
Nominee Supervisor	✓	✓	
Site Supervisor	✓		

You are required to obtain a site supervisor licence if you are an employee or officer of a contractor who holds a BSA licence and you are personally supervising building work carried out under your employer's licence.

Note: This licence is not available for applicants applying for a licence in Plumbing, Draining, Gas Fitting, Fire Protection or Termite Management Chemical

When you apply for a Site Supervisor licence you must nominate which licence classes you are applying for i.e. Builder Low Rise, Carpentry etc.

What a site supervisor is entitled to do

A site supervisor licence entitles you to personally oversee and direct building work to ensure it is:

- In accordance with the plans and specifications set out in the contract for the work; and
- Of a standard expected of a competent holder of a contractor licence of the relevant class.

A site supervisor licence holder cannot contract or subcontract to carry out building work and cannot be a nominee for a company. A site supervisor must be an employee and cannot contract out his/her supervision. To do this you must hold a Contractor's licence.

How to obtain a site supervisor licence

To apply for a site supervisor licence you must provide the following:

- A completed copy of **this application form**
- Payment of the application fee
- Proof of identity
- Meet the relevant technical requirement:
 - (a) provide a copy of the relevant technical qualification (refer to BSA's website)

OR

(b) until 19 December 2008, provide a completed Employer Site Supervisor Declaration form. If you work for an Individual the declaration must be completed by your employer. If you work for a company, the declaration must be completed by the Company's Nominee. The employer must have held the BSA licence class for at least 12 months. The Declarant **must** agree to both statements (refer to page 3 of the application).

How can I change my site supervisor licence to a nominee supervisor or contractor licence?

To apply for a nominee supervisor or contractor licence you must provide the following:

- A completed Individual Application form – **NOT THIS FORM**
- Payment of the application fee
- A copy of the relevant qualifications for the class.
- Experience and references

For more information on BSA's Site Supervisor licence, including a full list of Frequently Asked Questions, log onto BSA's website: www.bsa.qld.gov.au

ATTACHMENT – SITE SUPERVISOR APPLICATION FORM



SITE SUPERVISOR LICENCE APPLICATION FORM

OFFICE USE ONLY

This licence is not available for applicants applying for a licence in Plumbing, Draining, Gas Fitting, Fire Protection or Termite Management Chemical

1. PERSONAL DETAILS

Surname:			
First Names:			
Preferred Name: (if any)			
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

List the Class(es) of Licence you are applying for (eg Builder-Open, Builder-Low Rise, Carpentry etc)

Site Supervisor Licence in.....

You MUST select one of the following options to satisfy the qualification requirement

Option 1

Transitional Qualification (This option is only available until 19 December 2008)

If you do not have the required technical qualification for the licence class you are applying for, you MUST provide an Employer Site Supervisor Declaration Form completed by your employer. (You are only permitted to apply for the same class of licence as your employer).

I have supplied a completed Employer Site Supervisor Declaration Form (refer to page 3) Yes

The name of my employer is:

OR

Option 2

Technical Qualification

If you have the relevant technical qualification, a copy of the qualification MUST be provided. Refer to the Site Supervisor Fact Sheet for minimum technical qualification requirements. If you are applying for a licence in Plumbing, Draining Gas Fitting or Termite Management Chemical, you MUST supply a copy of the licence issued by the Plumbers & Drainers Board, Department of Natural Resources & Water or Department of Health.

I have supplied a copy of my technical qualification Yes

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

3. ADDITIONAL REQUIREMENTS

You **MUST** answer all questions.

Tick each question

<p>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</p>	<p>I am a Citizen or Permanent Resident</p> <input type="checkbox"/>	<p>I have a current Visa & I have attached a copy</p> <input type="checkbox"/>	<p>I do not have a current Visa</p> <input type="checkbox"/>
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Have you:

<p>Been served with a notice by BSA for carrying out tier 1 defective work under the Queensland Building Services Authority Act 1991? The formal definition of tier 1 defective work is grossly defective work that falls below the standard reasonably expected of a licensed contractor for the type of building work.</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>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?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you have ticked yes to any of these questions you **MUST** provide copies of all relevant documentation

4. PROOF OF IDENTITY

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

tick one box only

<p>I hold an existing individual BSA licence and my licence number is: OR</p>	<input type="checkbox"/>
<p>I have provided a certified copy of photo identification (eg Driver's licence or passport) OR</p>	<input type="checkbox"/>
<p>If you can't provide one of the above, contact your nearest BSA office for a 100 point identification form.</p>	

5. DECLARATION

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 Services Authority Act 1991* and the imposition of a penalty under Section 193 of the *Queensland Criminal Code*.

<p>Applicant's Declaration:</p>	<p>"I declare that the statements contained in this application are true and correct. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the <i>Oaths Act 1867</i>".</p>		
<p>Signature of Applicant:</p>	<p>.....</p>	<p>Date:</p>	<p>/ /</p>

Please ensure your application is not dated more than one (1) month prior to the date the application is submitted to BSA.

PRIVACY NOTICE

The Queensland Building Services Authority is collecting the information on this form to determine whether you are entitled to a site supervisor licence. This is authorised by the *Queensland Building Services Authority Act 1991*. The Queensland Building Services Authority does not usually disclose this information to any third parties other than as required to be included in the statutory licence search. The information contained in this search is in accordance with Section 39 of the *Queensland Building Services Authority Act 1991*. The search is available to anyone free of charge on the BSA website. All information held by the Authority may be subject to application for access under the *Freedom of Information Act 1992*.

