



**ACT**  
Government

**Access  
Canberra.**

**Application for  
Construction  
Occupation Licence  
Individual  
Drainer**

*Construction Occupations (Licensing)  
Act 2004, s128 and s17*

This approved form is to be used for individuals applying under the *Construction Occupations (Licensing) Act 2004* to the Construction Occupations Registrar for a builder licence to provide building services in the ACT. This application will not be considered unless it is complete and all supporting documentation provided.

All supporting documentation must:

- be originals or certified true copies of original documents where relevant; and
- be in English. If original documents are not in English, you must provide a certified copy of the original document and an official translation of the document.

**Privacy Notice**

The personal information on this form is provided to Access Canberra of the ACT Government to enable the processing of your application. If all or some of the personal information is not collected, Access Canberra cannot process your application. The personal information you provide may be disclosed to the other ACT Government Directorates, and third parties external to the ACT Government, as required by specific legislations administered by Access Canberra. The [Information Privacy Policy Annex](#) contains information in regard to what information Access Canberra collects and to whom it is disclosed. The policy also contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. The Information Privacy Policy can be found at [http://cmd.act.gov.au/legal/privacy\\_statement](http://cmd.act.gov.au/legal/privacy_statement).

**Section A — Personal Details**

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Names \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Business Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Residential Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Postal Address \_\_\_\_\_

Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Phone Number (Business Hours) \_\_\_\_\_ Fax \_\_\_\_\_

Mobile Number\* \_\_\_\_\_ Email\* \_\_\_\_\_

*\*Please note that under S170 of the Construction (Occupations) Licensing Act 2004 it is a requirement to provide a valid mobile telephone number and email address.*

**I understand that it is a requirement under law that should my licence be issued I must notify the Construction Occupations Registrar of any changes to my details within two weeks of the change?**

I understand

## Section B — Existing Drainer Licence

Have you previously held or do you currently hold an ACT Drainer licence?

- Yes – licence number \_\_\_\_\_ Expiry date \_\_\_\_\_
- No – proceed to Section C — Occupation class and functions.

## Section C — Occupation class and functions

A Drainer is an entity that provides, has provided or proposes to provide a drainage service. A sanitary drainage service is the doing or supervision of sanitary drainage work. For the definition of sanitary drainage work see the *Water and Sewerage Act 2000*.

What class of licence are you applying for?

- Sanitary Drainer** — licence authorises sanitary drainage work without supervision.
- Journeyman Drainer** — licence authorises sanitary drainage work under supervision of licensee with an Advanced Sanitary Drainers licence
- Operative Drainer** — licence authorises sanitary drainage work under supervision of licensee with an Advanced Sanitary Drainers licence

## Section D — Evidence of qualifications/eligibility — Advanced Sanitary Drainer

Complete this section only if you are applying for an Advanced Sanitary Drainer licence.

**Qualification:** provide evidence of completion, or partial completion, of one of the following Certificate IV qualifications in Plumbing and Services issued within five (5) years prior to making the application:

CPC40912  
CPC40911  
CPC40909  
CPC40908

The Certificate IV, or partial Certificate IV, must include all the following units of competency, or their superseded equivalent:

BSBSMB401A - Establish legal and risk management requirements of small business  
CPCBC4012B - Read and interpret plans and specifications  
CPCPCM4011A - Carry out work-based risk control processes  
CPCPCM4012A - Estimate and cost work  
CPCPDR4011B – Design and size sanitary drainage systems  
CPCPDR4012B – Design and size stormwater drainage systems  
CPCPDR4013B – Design and size domestic treatment plant disposal systems

- Yes — please attach a certified copy of the qualification or units of competency.
- No — please note that you may not be eligible for a licence.

**Requirement:** currently holds, or has held within 12 months prior to application, a Journeyperson Drainer licence for over 12 months.

Yes — please provide licence number \_\_\_\_\_ expire date \_\_\_\_\_

No — please note that you may not be eligible for a licence.

**Experience:** 12 months full-time experience in draining while licensed as a Journeyperson Drainer under the supervision of a licensed Advanced Sanitary Drainer.

Yes — please provide details of the supervisor below and attach a copy of the reference from the licensed Advanced Sanitary Drainer. Please note that this supervisor will be contacted to verify any written reference provided.

No — please note that you may not be eligible for a licence.

Supervisor (Licensee) Name \_\_\_\_\_ Licence Number \_\_\_\_\_

## Section D — Evidence of qualifications/eligibility — Journeyperson Drainer

Complete this section only if you are applying for a Journeyperson Drainer licence.

**Qualification:** provide evidence of completion of one of the following Certificate III qualifications in Plumbing issued within five (5) years prior to making the application:

CPC32408  
CPC32411  
CPC32412  
CPC32413

and the Drainage Stream was completed to attain this qualification.

Yes — please attach a certified copy of the qualification including transcripts.

No — please note that you may not be eligible for a licence.

## Section D — Evidence of qualifications/eligibility — Operative Drainer

Complete this section only if you are applying for an Operative Drainer licence.

**Qualification:** a Certificate II in Drainage issued within five (5) years prior to making the application.

Yes — please attach a certified copy of the qualification.

No — please note that you may not be eligible for a licence.

## Section E — Evidence of Financial Resources

Evidence of financial resources is required to help demonstrate your ability to fulfil contractual obligations when providing construction services. Failure to provide information below may result in your licence being refused.

**Do you have access to financial resources adequate to complete works performed under the licence applied for?**

Yes – please skip the next question.

No – complete next question.

**If 'No' to the above, do you wish to only operate as an employee under the licence applied for?**

Yes – I understand a condition may be imposed on the licence if issued.

No— if you do not wish to have a licence restricted to employee only, then you must ensure you have financial resources as requested above or you may be ineligible for a licence).

**Are you currently, or previously have been, deemed bankrupt or personally insolvent?**

Yes – please attach details and official documentation of bankruptcy/insolvency.

No.

**I understand that it is a requirement under law that should my licence be issued, I must notify the Construction Occupations Registrar should I become bankrupt or personally insolvent?**

I have read and understand the above statement.

## Section F — Licence History Declarations

**1. Have you previously held a Drainer licence elsewhere in Australia or overseas?**

Yes —provide details below of most recent licence/s (attach an additional page if required)  No

State/Territory/Country \_\_\_\_\_ Expiry date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**2. Is your licence as a Drainer, in Australia or overseas, currently suspended or cancelled?**

Yes — you must attach details  No

**3. Have you previously had a Drainer licence cancelled, refused or suspended in Australia or overseas?**

Yes — you must provide comprehensive details in an attachment to this application  No

**4. I understand that I must notify the Construction Occupations Registrar if my Drainer licence is cancelled, refused or suspended in Australia or overseas.**

I have read and understand the above statement.

**5. Has your Drainer licence ever been subject to conditions, undertakings, limitations or restrictions in Australia or overseas?**

Yes — you must provide comprehensive details in an attachment to this application  No

6. Are you disqualified under the Construction Occupations (Licensing) Act 2004, or a corresponding prior Act, from applying for licence, or being licensed, in a construction occupation?

Yes – you must provide comprehensive details in an attachment to this application  No

7. Have you ever been, or are you currently, the subject of complaints, occupational discipline, demerit activity or rectification orders whilst licensed under the Construction Occupations (Licensing) Act 2004, a corresponding prior Act, or the law of another jurisdiction in Australia or overseas, where those proceedings were not finalised?

Yes – you must provide comprehensive details in an attachment to this application  No

8. Have you been convicted or found guilty of a criminal offence\* that involves fraud, dishonesty or violence and is punishable by imprisonment of 1 year or more?

Yes — you must provide comprehensive details in an attachment to this application and a recent criminal history check (issued in the last three months)  No

*\*Please note: Spent convictions under the Spent Convictions Act 2000 do not need to be included in this declaration*

9. I understand that it is a requirement under law that should my licence be issued I must notify the Construction Occupations Registrar if I am convicted of such an offence in the future.

I have read and understand the above statement.

10. I understand that it is a requirement under law that should my licence be issued I must not perform any licensable drainage services that are outside the scope of what the licence authorises.

I have read and understand the above statement.

11. I understand that it is a requirement under law that should my licence be issued I must give evidence to clients of the insurance I hold as a licensed individual in relation to any relevant licensable construction service I intend to undertake prior to providing the services.

I have read and understand the above statement.

12. I understand that it is a requirement under law that should my licence be issued I must only advertise licensable construction services with my full name (as it appears on the licence) and my individual licence number.\*

I have read and understand the above statement.

*\*Please note: It is an offence to advertise licensable construction services as an individual without including the above.*

13. I understand that it is a requirement under law that should I be granted a licence, all licensable drainage services I may perform under my Drainers licence must comply with all relevant legislation, codes and standards.

I have read and understand the above statement.

*Please note: Drainage work may be audited by the Construction Occupations Registrar in the ACT for compliance against the relevant laws. Individual licence holders identified performing non-compliant services may be subject to occupational discipline or other licensing action.*

## Section G — Consent and Application Declaration

I,

\_\_\_\_\_  
*Insert name, address and occupation of person making the declaration*

make the following declaration:

**1. I declare:**

- a) that I make this application to the Construction Occupations Registrar for a construction occupations licence and that all statements, and the information/documents provided in support of the application, is/are accurate, true and correct.

**2. I authorise and consent:**

- a) to the Construction Occupations Registrar and EPD to make enquiries of, and exchange information with, the relevant regulatory authorities of any Australian State or Territory, or other country, regarding my construction occupation licence and practice as an electrician or otherwise regarding matters relevant to this application.
- b) to receive information from the Construction Occupations Registrar relevant to my construction occupation licence or the construction industry electronically.

**3. I acknowledge:**

- a) that the Construction Occupations Registrar and EPD may validate documents provided in support of this application or wish to confirm my identity.
- b) that failure to complete all relevant sections of this application and enclose all supporting documentation may result in this application not being accepted or additional fees being applied as per the statutory instrument authorising fees to be taken under the *Construction Occupations (Licensing) Act 2004*
- c) that the Construction Occupations Registrar has the legal right to refuse my application if not satisfied that I am eligible to hold a licence or impose a condition on my licence if it is deemed necessary or desirable to protect the public.

**4. Should I be issued with a construction occupation licence I undertake:**

- a) to comply with the *Construction Occupations (Licensing) Act 2004* (and its operational Acts) and the codes, standards and guidelines relevant to my construction occupation licence when providing, or offering to provide, a relevant construction service.

**5. I believe that the statements (1 - 4) in this declaration are true and correct.**

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Section H — Payment Details

Upon lodgement of your application you will be required to pay an application assessment fee. This fee is **\$223.00** and is **non-refundable**.

You will be provided with a notice of decision in relation to your application. If your application is approved a licence term fee will be payable prior to the issue of your licence. Please note that additional fees may apply if you submit an incomplete application without required supporting documents. The licence term fee for one year is **\$231.00** or for three years the licence term fee is **\$520.00**.

## Section I — Lodgement and Contact Information

**Access Canberra Environment Planning and Land Shopfront**

GPO Box 1908, Canberra City 2601

16 Challis Street, Dickson ACT 2602

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

Phone: (02) 6207 1923

Email: [epdcustomerservices@act.gov.au](mailto:epdcustomerservices@act.gov.au)