



ACT
Government

**Access
Canberra.**

**Application for
Construction
Occupation Licence
Individual
Builder**

*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.

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 licence

Have you previously or do you currently hold an ACT construction occupation licence?

Yes — licence Number _____ expiry date _____

Section C — Occupation class and functions

For this section, all types of building work are defined under the *Building Act 2004*. Classifications of buildings and structures are from the Building Code of Australia (BCA).

What class of builders licence are you applying for?

- Class A** - licence authorises building work other than specialist building work or handling asbestos.
- Class B** - licence authorises building work (other than specialist building work or handling asbestos) in relation to a building that is three storeys or lower and basic building work.
- Class C** - a) licence authorises building work (other than specialist building work or handling asbestos) in relation to a building that is two storeys or lower and is a class 1, class 2 or class 10a building; and
b) building work (other than specialist building work or handling asbestos) in relation to a building that is class 10b structure (other than a swimming pool or swimming pool fence) and is ancillary to a building that is class 1, class 2 or class 10a; and
c) basic building work.
- Class D** - licence authorises non-structural basic building work, other than specialist building work or handling asbestos

Section D — Evidence of qualifications/eligibility – Class A Builder

Complete this section only if you are applying for a Class A builder licence.

Before completing this section you must obtain a copy of the *Construction Occupations (Licensing) Regulation 2004 Mandatory Qualifications Schedule*. This Schedule can be found at www.legislation.act.gov.au. This Schedule will outline what type of experience is accepted for a Class A Builders licence.

Qualification: a tertiary qualification in building, civil engineering or structural engineering that the Australian Qualifications Framework Advisory Board has determined is a bachelor degree, graduate certificate, graduate diploma, masters degree or doctoral degree in the Australian Qualifications Framework System.

Yes — please attach a certified copy of the qualification.

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

Experience: not less than **2 years full time building work experience** where **1 year full time building work experience** was undertaken post the date the qualification was issued.

- Yes — please use the **Applicant Statement – Building Work Experience – ACT Experience** form if your building work experience was undertaken in the ACT or **Applicant Statement – Building Work Experience – Interstate Experience** form if your experience was undertaken in any other state/territory. These forms can be found at www.accesscanberra.act.gov.au.
- No — please note that you may not be eligible for a licence.

Verification Your experience must be verified through written references.

- Yes — please use the **Verification Statement Building Work Experience – All Classes**. You will need to fill this form in for each referee you are requiring to verify your building work experience. This form can be found at www.accesscanberra.act.gov.au.
- No — please note that you may not be eligible for a licence.

Section D — Evidence of qualifications/eligibility – Class B Builder

Complete this section only if you are applying for class B builder licence.

Before completing this section you must obtain a copy of the *Construction Occupations (Licensing) Regulation 2004 Mandatory Qualifications Schedule*. This Schedule can be found at www.legislation.act.gov.au. This Schedule will advise of the type of experience required to be demonstrated for a Class B Builders.

Qualification: a qualification in building, architecture, civil engineering or structural engineering that is a diploma or an advanced diploma in the Australian Qualification Framework system; or

a tertiary qualification in building, civil engineering or structural engineering that the Australian Qualifications Framework Advisory Board has determined is a bachelor degree, graduate certificate, graduate diploma, masters degree or doctoral degree in the Australian Qualifications Framework System.

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

Experience: not less than **2 years full time building work experience** where 1 year full time building work experience was undertaken post the date the qualification was issued.

- Yes — please use the **Applicant Statement – Building Work Experience – ACT Experience** form if your building work experience was undertaken in the ACT or **Applicant Statement – Building Work Experience – Interstate Experience** form if your experience was undertaken in any other state/territory. These forms can be found at www.accesscanberra.act.gov.au.
- No — please note that you may not be eligible for a licence.

Verification Your experience must be verified through written references.

- Yes — please use the **Verification Statement Building Work Experience – All Classes**. You will need to fill this form in for each referee you are requiring to verify your building work experience. This form can be found at www.accesscanberra.act.gov.au.

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

Section D — Evidence of qualifications/eligibility – Class C Builder

Complete this section only if you are applying for a class C builder licence.

Before completing this section you must obtain a copy of the *Construction Occupations (Licensing) Regulation 2004 Mandatory Qualifications Schedule*. This Schedule can be found at www.legislation.act.gov.au. This Schedule will outline what type of experience is accepted for a Class C Builders licence.

Qualification	<p>a qualification in building that the Australian Qualifications Framework Advisory Board has determined is a certificate IV in the Australian Qualification Framework system; or</p> <p>a qualification in building, civil engineering or structural engineering that the Australian Qualifications Framework Advisory Board has determined is a diploma or an advanced diploma in the Australian Qualification Framework system; or</p> <p>a tertiary qualification in building, civil engineering or structural engineering that the Australian Qualifications Framework Advisory Board has determined is a bachelor degree, graduate certificate, graduate diploma, masters degree or doctoral degree in the Australian Qualifications Framework System.</p>
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Yes — please attach a certified copy of the qualification.

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

Experience:	not less than 2 years full time building work experience where 1 year full time building work experience was undertaken post the date the qualification was issued.
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Yes — please use the **Applicant Statement – Building Work Experience – ACT Experience** form if your building work experience was undertaken in the ACT or **Applicant Statement – Building Work Experience – Interstate Experience** form if your experience was undertaken in any other state/territory. These forms can be found at www.accesscanberra.act.gov.au.

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

Verification	Your experience must be verified through a written reference.
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Yes — please use the **Verification Statement Building Work Experience – All Classes**. You will need to fill this form in for each referee you are requiring to verify your building work experience. This form can be found at www.accesscanberra.act.gov.au.

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

Section D — Evidence of qualifications/eligibility – Class D Builder

Complete this section only if you are applying for a class D builder licence.

Before completing this section you must obtain a copy of the *Construction Occupations (Licensing) Regulation 2004 Mandatory Qualifications Schedule*. This Schedule can be found at www.legislation.act.gov.au. This Schedule will outline what type of experience is accepted for a Class D Builders licence.

Experience: 3 years full time building work experience.

- Yes — please use the **Applicant Statement – Building Work Experience – ACT Experience** form if your building work experience was undertaken in the ACT or **Applicant Statement – Building Work Experience – Interstate Experience** form if your experience was undertaken in any other state/territory. These forms can be found at www.accesscanberra.act.gov.au.
- No — please note that you may not be eligible for a licence.

Verification Your experience must be verified through a written reference.

- Yes — please use the **Verification Statement Building Work Experience – All Classes**. You will need to fill this form in for each referee you are requiring to verify your building work experience. This form can be found at www.accesscanberra.act.gov.au.
- No — please note that you may not be eligible for a licence.

Section F — 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.

- 1. 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
- 2. 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 — please note that 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.
- 3. Are you currently, or previously have been, deemed bankrupt or personally insolvent?**
 - Yes — please attach details and official documentation of bankruptcy/insolvency
 - No.
- 4. 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 G — Licence History Declarations

- 1. Have you previously held a builder 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 builder, in Australia or overseas, currently suspended or cancelled?**

Yes — you must attach details No

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

I have read and understand the above statement.

5. **Has your builder 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 No
and a recent criminal history check (issued in the last three months)

**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 building work that is 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 building services I may perform under my builders licence must comply with all relevant legislation, codes and standards.**

I have read and understand the above statement.

Please note: Building 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 H — Consent and Application Declarations

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 documents/information provided in support of the application, are accurate, true and correct.

2. I authorise and consent:

- a) to the Construction Occupations Registrar and Access Canberra 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 a builder or otherwise regarding matters relevant to this application.
- b) to receiving 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 Access Canberra 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 occupations 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 I — 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 J — 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

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