



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 legislation 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 on the [CMTEDD website, under the "Privacy" menu](#).

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 s5 of the Construction Occupations (Licensing) Regulation 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

Approved form AF2016-13 approved by Ben Green, Deputy Construction Occupations Registrar on 19 April 2016 under section 128 of the Construction Occupations (Licensing) Act 2004 and revokes AF2015-129.

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 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.legislation.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.legislation.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 Diploma of Building and Construction (Building) with a course code of CPC50210, CPC50208 or BCG50206; or

a tertiary qualification in Building 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.legislation.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.legislation.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 a Certificate IV in Building and Construction (Building) with a course code of CPC40110, CPC40108, or BCG40106; or

a Diploma of Building and Construction (Building) with a course code of CPC50210, CPC50208 or BCG50206; or

a tertiary qualification in Building 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.legislation.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.legislation.act.gov.au.

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

Examination Examination set by the Construction Occupations Registrar *

**Please note should you be deemed eligible by satisfying the qualification, experience and verification requirements, you will be contacted by a delegate of the Construction Occupations Registrar to undertake a written examination.*

I have read and understand the above statement.

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.legislation.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.legislation.act.gov.au.
- No — please note that you may not be eligible for a licence.

Section E – Endorsements/Conditions

The Construction Occupations Registrar may endorse a licence holder to perform building work (in addition to what the scope of licence already authorises) if satisfied that licensee can safely and competently perform the additional works.

Are you seeking an Endorsement?

- Yes No – Proceed to Section F

If yes, please indicate what you wish to be endorsed for:

- Swimming pools * (All licence classes) Demolition* (All licence classes)
- Other _____

Qualifications Any qualification completed in the field which you wish to be endorsed for.

- Yes – please attach evidence of any additional qualifications/training
- No — please note that you may not be eligible for an endorsement.

Experience The experience must attest to your skill and ability to undertake the type of work relevant to the endorsement. You must attach a signed resume or logbook detailing relevant building work experience for specific projects where you were performing the work you wish be endorsed in (include dates (*please note that this is not the project timeframe it is the time you spent on each project*), block details and type of building service provided). Make sure sufficient detail of your

individual involvement in building work is provided against each project. You must demonstrate on site experience where you were involved in the actual carrying out of building work.

- Yes – please provide a separate signed resume or logbook detailing experience for each endorsement
- No – please note that you may not be eligible for an endorsement.

Verification

References must be from at a minimum an individual licensed to perform the work you wish to be endorsed for and that has supervised you personally performing this scope of work. Your referees must attest to your skill, knowledge, experience and competence as a Builder relevant to the class of licence you are applying for.

- Yes – please provide a signed reference letter, including contact details
- No – the Construction Occupations Registrar may seek to verify your experience by obtaining references. Please note that you may not be eligible for an endorsement.

The Construction Occupations Registrar will take into consideration any demerit activity or disciplinary action recorded against the applicant under the *Construction Occupations (Licensing) Act 2004* when assessing an endorsement to licence.

**Please note that additional information may be required for endorsements to undertake specialist building work at the discretion of the Construction Occupations Registrar. You will be notified if additional information is required. For more information please access the specialist building work licensing fact sheet on the EPD website.*

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

Email: epdcustomerservices@act.gov.au