



<b>Building Services Provider Fees</b>
\$372.00 (1 year)
\$999.75 (3 year)
<b>Architects Fees</b>
\$302.25 (1 year)
\$813.75 (3 year)

# Application for Licence as a Building Services Provider

This form expires on 17 November 2017. Apply, renew or change details **ONLINE** after that date at [www.justice.tas.gov.au/licensing](http://www.justice.tas.gov.au/licensing)

## 1. Personal Details

Title	Given Names	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred Name	Date of Birth	Town and Country of Birth
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2. Business and Contact Details

Business Name	Australian Business Number	
<input type="text"/>	<input type="text"/>	
Trading Name		
<input type="text"/>		
Phone Number	Mobile Number	Fax Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Postal Address	Suburb/Town/Locality	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Street Address	Suburb/Town/Locality	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address	Your Position in business (Sole practitioner, Partner, Director, Employee)	
<input type="text"/>	<input type="text"/>	

## 3. Experience

Years of experience in the building industry:	<input type="text"/>
Tasmanian Category/Class (see the form: Categories Applied For on page 2)	Years of Experience in Category/Class
<input type="text"/>	<input type="text"/>

Please attach written references to verify your years of experience

Referee Name	Referee Address	Referee Phone Numbers
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tasmanian Licence Number (if you have one)

## Building Services Provider Category/Class Experience

Please tick the boxes of the categories applied for and return this page with the main application form. Note that a building services provider licensed at a higher level can perform the duties of the lower levels of that category.

<b>Categories applied for</b>	
Builder - Open (Unrestricted) <input type="checkbox"/>	Building Services Designer - Hydraulic Restricted <input type="checkbox"/>
Builder - Medium Rise (3 storeys) <input type="checkbox"/>	Building Services Designer - Hydraulic Limited <input type="checkbox"/>
Builder - Low Rise <input type="checkbox"/>	Building Services Designer - Hydraulic Domestic <input type="checkbox"/>
Fire Protection Services Builder - Open <input type="checkbox"/>	Building Services Designer - Fire Restricted <input type="checkbox"/>
Fire Protection Services Builder - Medium Rise <input type="checkbox"/>	Building Services Designer - Fire Limited <input type="checkbox"/>
Fire Protection Services Builder - Low Rise <input type="checkbox"/>	Building Services Designer - Fire Domestic <input type="checkbox"/>
Building Surveyor <input type="checkbox"/>	Construction Manager - Open <input type="checkbox"/>
Building Surveyor - Limited <input type="checkbox"/>	Construction Manager - Medium Rise <input type="checkbox"/>
Engineer - Fire Safety <input type="checkbox"/>	Construction Manager - Low Rise <input type="checkbox"/>
Engineer - Building Services <input type="checkbox"/>	Demolisher - Open <input type="checkbox"/>
Engineer - Civil <input type="checkbox"/>	Demolisher - Medium Rise <input type="checkbox"/>
Building Services Designer - Mechanical Restricted <input type="checkbox"/>	Demolisher - Low Rise <input type="checkbox"/>
Building Services Designer - Mechanical Limited <input type="checkbox"/>	Architect <input type="checkbox"/>
Building Services Designer - Mechanical Domestic <input type="checkbox"/>	Building Designer - Architectural Restricted <input type="checkbox"/>
Building Services Designer - Electrical Restricted <input type="checkbox"/>	Building Designer - Architectural Limited <input type="checkbox"/>
Building Services Designer - Electrical Limited <input type="checkbox"/>	Building Designer - Architectural Domestic <input type="checkbox"/>
Building Services Designer - Electrical Domestic <input type="checkbox"/>	Civil Designer <input type="checkbox"/>

#### 4. Insurance Details

Business insurance cover provided by Self  Employer

Public Liability Insurer (provide copy Certificate of Currency)

Expiry Date

Amount of Cover

Contract Works Insurer

Expiry Date

Amount of Cover

Professional Indemnity Insurance (provide copy Certificate of Currency)

Expiry Date

Amount of Cover

#### 5. Qualifications

Your highest qualification relating to the category applied for

Year Awarded

Name of Issuing Institution

AQF Level

Additional Relevant Qualifications

Year Awarded

Name of Issuing Institution

AQF Level

#### 6. Relevant Professional Registration/Memberships

Organisation

Level of Registration

Registration Number

#### 7. Relevant Interstate Registration

Are you applying under the *Mutual Recognition Act 1992*?  Yes - Please complete pages 1-5 only of application form

No

If licensed in other States/Jurisdictions, please provide the following details:

State

Scope of Work

Licence Number

Expiry Date

State

Scope of Work

Licence Number

Expiry Date

State

Scope of Work

Licence Number

Expiry Date

## 8. Declaration

Your attention is drawn to the *Occupational Licensing Act 2005* which allows the Administrator of Occupational Licensing to cancel your licence should it be found that it was obtained by fraud or the making of a false declaration.

In order to assist the Administrator of Occupational Licensing in determining whether you meet the prescribed personal probity requirements for licensing, tick yes or no in the relevant box for the following questions.

1. Have you in the last 10 years been convicted of a criminal offence (other than a minor traffic offence) or are any court proceedings pending?  No  Yes
2. Have you ever been disqualified from holding a licence or registration as a building services provider or have you had any occupational licence or certificate cancelled or suspended (including interstate licences, certificates or registrations)?  No  Yes
3. In respect of any work you have done in an equivalent position, have you ever been fined, reprimanded or cautioned for any breach of rules, professional conduct or code of ethics?  No  Yes
4. Have you been declared bankrupt or entered into an arrangement with creditors in the last 10 years?  No  Yes
5. Have you, in the past 10 years, been a Director, Secretary or a person in a position to control or substantially influence a company's conduct or affairs within 12 months of that company being placed in receivership, administration, official administration, under a deed of company arrangement, in liquidation or wound up for the benefit of creditors?  No  Yes

If you have ticked YES to any of these questions you MUST provide details and copies of all relevant documentation.

### Declaration statement

I state that the information provided in this application is true and correct. I understand that it is an offence to provide false and misleading information or to leave out information that is required. Penalties may apply.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Applicant's Checklist Please attach:

- Certified copy of Driver licence
- Copies of insurance certificates, qualifications, professional registrations / memberships
- Statement of Experience (builders only) or CV (for other categories)
- Two Referee Statements (builders only) or two written references (for other categories)
- I have read the Personal Information Protection Statement as part of this application form
- Payment of Licence Fee to Service Tasmania
  - Building Services Provider - \$372.00 (1 year) or \$999.75 (3 years)
  - Architects - \$302.25 (1 year) or \$813.75 (3 years)
- Architects must attach a copy of their registration with the Tasmanian Architects Board

**Please do not supply photographs of building works**

### Interstate and New Zealand Applicants

MUST mail this application form along with a quality passport photo and payment (cheque, money order or credit card) to:  
Consumer, Building and Occupational Services, PO Box 56, ROSNY PARK, TAS, 7018

# Proof of Identity Requirements

You can establish identity by providing an Australian photo driver licence with your correct name and address details on it. The licence can be expired up to two (2) years. If the name and/ or address details are not correct, then you must also provide Evidence of Residential Address and/ or Evidence of Change of Name documents.

If you cannot provide the above, you must provide at least three (3) documents, either:

One (1) document from Category A and two (2) from Category B

**OR**

Two (2) documents from Category A and one (1) from Category B

Category A
Australian Driver Licence
Tasmanian Government Personal Information Card
Australian Passport
Overseas Passport
Australian Citizenship Papers
Firearm Licence
Birth Certificate (not an extract or commemorative)
Australian Tertiary Student Identification Card (current)
Department of Immigration and Border Protection issued travel documents, including a Visa
Department of Immigration and Border Protection Certificate of Evidence of Resident Status

Category B
Department of Veterans Affairs/Centrelink Pensioner Concession Card
Medicare Card
Plastic Bank or Credit Card with signature
Bank Statement
Utility Account (with evidence of payment)
Tertiary Student Identity Card

## Personal Information Protection Statement

Personal information we collect from you for licensing processes will be used by the Consumer, Building and Occupational Services division of the Department of Justice for that purpose and may be used for other purposes permitted by the *Occupational Licensing Act 2005* and associated laws. Your personal information may be disclosed to contractors and agents of Consumer, Building and Occupational Services; law enforcement agencies, courts and other public sector bodies or organisations authorised to collect it. This information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by you on request to this Department. You may be charged a fee for this service. Failure to provide this information may result in your application not being processed or records not being properly maintained.

## Credit Card Payment

MasterCard  Visa

Credit Card Number

Expiry date (mm/yy)

Amount Paid \$

Cardholder's Name

Phone number

Signature

# Application for Licence as a Building Services Provider

## 1. Purpose of Referee's Statement

When applying for a licence as a builder, construction manager, fire protection services builder or demolisher, an application must be accompanied by supporting statements verifying the applicant's experience in carrying out building work in accordance with relevant legislation, codes and standards.

## 2. Eligibility criteria for referees

The person providing this statement must:

- be an industry professional, for example an engineer, architect, building surveyor or senior manager or supervisor from an established building firm or;
- be licensed at the same, or higher, level as that applied for by the applicant; and
- have overseen the applicant carrying out the work that is the basis of the reference.

## 3. Required Experience and Competence

Consumer, Building and Occupational Services must assess the experience and competence of an applicant before issuing a licence. The *Scheme for the Accreditation of Building Practitioners* outlines the experience and competence requirements for the various classes of builder. A vital part of the assessment of the experience and competence of an applicant will be the referee statements provided by knowledgeable and experienced third parties.

These reports should include information about:

- the type of work or tasks the applicant has engaged in;
- the level of competency displayed by the applicant in particular types of work;
- the level of experience of the applicant or approximately how many sites, or for how long the applicant has worked on particular classes of buildings.

The experience and competence requirements for each licence class are outlined below:

Class	Experience and Competence
Builder - Open Construction Manager - Open Fire Protection Services Builder - Open	Three years in the scope of work for applicants with a building trade qualification (carpentry, bricklaying etc). Six years in the scope of work for applicants without a trade qualification.
Builder - Medium Rise and Low Rise Construction Manager - Medium Rise and Low Rise Fire Protection Services Builder - Medium Rise or Low Rise Demolisher - Low, Medium or Open	Two years in the scope of work for applicants with a building trade qualification (carpentry, bricklaying etc). Four years in the scope of work for applicants without a trade qualification.

## 4. Referee Details

Surname of Referee  Given Names (full legal name)

Date of Birth  Licence Number (if licensed)  Class of Work

Address (Not PO Box)  Post Code

Contact Phone Number  Mobile Phone  Email

## 5. Referee Company, Partnership or Sole Trader

Name of Employer

Address (Not PO Box) if different to above  Post Code

## 6. Applicant Details

Surname of Applicant

Given Names (full legal name)

### Term of Employment

Full Time

Part Time

Period for which you have examined the applicant's work:

If part time, provide details of part time arrangement, (eg. 2 days pw over 12 months, which equates to 20 weeks overall experience).

## APPLICANT'S BUILDING EXPERIENCE

### Summary of Building Work

It is important that your statements about the applicant's experience and competence directly relate to the class of building\* associated with the class of building licence sought by the applicant. This information will be used to assess whether the applicant has knowledge and experience of the issues associated with construction of the various class of building associated with this category of licence.

Class	Scope of work
Builder - Low Rise	1 and 10 buildings as well as class 2 to 9 buildings of Type C construction with a gross floor area not exceeding 2000m <sup>2</sup> .
Builder - Medium Rise	1 and 10 buildings as well as building work up to 3 storeys (but not including Type A construction on classes 5 to 9 buildings).
Builder - Open	All classes of building.

\* For building class definitions please refer to the National Construction Code of Australia.

I certify that the applicant has demonstrated a level of knowledge and experience in a wide range of building work which would allow the person to competently perform the roles and responsibility of a licensed builder. This includes the majority of the following: (please tick)

- Applying building codes and standards to the construction process in accordance with the National Construction Code.
- Communicating effectively with Sub-contractors, consumers and other parties.
- Reading and interpreting plans and specifications.
- Planning building or construction projects and work.
- Organising site surveys and set-out procedures to building and construction projects.
- Applying structural principals to residential constructions.
- Conducting on-site supervision of building and construction projects.
- Applying legal requirements to building and construction projects.
- Managing occupational health and safety in a building and construction workplace and apply work health and safety legislation principles.

List the roles you know the applicant has worked in, in a building capacity.

Identify the classes of buildings the applicant has undertaken work on in a building capacity.

Give examples of the **type of work** or tasks the applicant has engaged in when working in a building capacity.

Explain the **level of competency** of the applicant in particular types of work or tasks undertaken in a building capacity.

Explain the level of **experience**, or approximately how many sites, or for how long the applicant has worked in a building capacity.

Provide any other comments to support the application.

Signature of Referee

Date



# Application for Licence as a Building Services Provider

## 1. Purpose of Referee Statement

When applying for licence as a builder, construction manager, fire protection services builder or demolisher, an application must be accompanied by supporting statements verifying the applicant's experience in carrying out building work in accordance with relevant legislation, codes and standards.

## 2. Eligibility criteria for referees

The person providing this statement must:

- be an industry professional, for example an engineer, architect, building surveyor or senior manager or supervisor from an established building firm or;
- be licensed at the same, or higher, level as that applied for by the applicant; and
- have overseen the applicant carrying out the work that is the basis of the reference.

## 3. Required Experience and Competence

Consumer, Building and Occupational Services must assess the experience and competence of an applicant before issuing a licence. The *Scheme for the Accreditation of Building Practitioners* outlines the experience and competence requirements for the various classes of builder. A vital part of the assessment of the experience and competence of an applicant will be the referee statements provided by knowledgeable and experienced third parties.

These reports should include information about:

- the type of work or tasks the applicant has engaged in;
- the level of competency displayed by the applicant in particular types of work;
- the level of experience of the applicant or approximately how many sites, or for how long the applicant has worked on particular classes of buildings.

The experience and competence requirements for each class of licence are outlined below:

Class	Experience and Competence
Builder - Open Construction Manager - Open Fire Protection Services Builder -Open	Three years in the scope of work for those applicants with a building trade qualification (carpentry, bricklaying etc). Six years in the scope of work for those applicants without a trade qualification.
Builder - Medium Rise and Low Rise Construction Manager - Medium Rise and Low Rise Fire Protection Services Builder - Medium Rise or Low Rise Demolisher - Low, Medium or Open	Two years in the scope of work for those applicants with a building trade qualification (carpentry, bricklaying etc). Four years in the scope of work for those applicants without a trade qualification.

## 4. Referee's Details

Surname of Referee

Given Names (full legal name)

Date of Birth

Accreditation Number (if accredited)

Class of Work

Address (Not PO Box)

Post Code

Contact Phone Number

Mobile Phone

Email

## 5. Referee's Company, Partnership or Sole Trader Details

Name of Employer

Address (Not PO Box) if different to above

Post Code

## 6. Applicant Details

Surname of Applicant

Given Names (full legal name)

### Term of Employment

Full Time  Part Time

Period for which you have examined the applicant's work:

If part time, provide details of part time arrangement, (eg. 2 days pw over 12 months, which equates to 20 weeks overall experience).

## APPLICANT'S BUILDING EXPERIENCE

### Summary of Building Work

It is important that your statements about the applicant's experience and competence directly relate to the class of building\* associated with the class of building licence sought by the applicant. This information will be used to assess whether the applicant has knowledge and experience of the issues associated with construction of the various class of building associated with this licence category.

Class	Scope of work
Builder - Low Rise	1 and 10 buildings as well as class 2 to 9 buildings of Type C construction with a gross floor area not exceeding 2000m <sup>2</sup> .
Builder - Medium Rise	1 and 10 buildings as well as building work up to 3 storeys (but not including Type A construction on classes 5 to 9 buildings).
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- Applying structural principals to residential constructions.
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Explain the **level of competency** of the applicant in particular types of work or tasks undertaken in a building capacity.

Explain the level of **experience**, or approximately how many sites, or for how long the applicant has worked in a building capacity.

Provide any other comments to support the application.

Signature of Referee

Date

**Statement of Experience - Builders ONLY**

Job Title and Site Location	Start Date	Finish Date	Size in Sqm and storeys	Your role in detail	Builders Name and Licence Number	Contact Phone Number	Class of Work

### Statement of Experience continued - Builders ONLY

Job Title and Site Location	Start Date	Finish Date	Size in Sqm and storeys	Your role in detail	Builders Name and Licence Number	Contact Phone Number	Class of Work