



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.

For detailed information on eligibility criteria please refer to [Builders Licensing](#)

Privacy Notice

The personal information on this form is provided to the ACT Environment and Planning Directorate (EPD) to enable the processing of your application. If all or some of the personal information is not collected EPD 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 EPD. The [Information Privacy Policy Annex](#) contains information in regard to what information EPD 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 EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found on the [EPD website, under the "About Us" 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 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 Builder licence

Have you previously or do you currently hold an ACT Builder licence?

Yes — licence Number _____ expiry date _____

No — proceed to Section C – Occupation class and functions.

If the licence expired within the last five years, do you wish to apply for the same licence again?

Yes — proceed to Section F — Evidence of Financial Resources.

No — proceed to Section C – Occupation class and functions.

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). For detailed information on building terms/definitions please refer to the [builders licensing section of the EPD website](#)

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) licence authorises 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) licence authorises 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.

Qualification

Qualification Type: must be in Architecture, Civil Engineering, Structural Engineering or Building.

Qualification Level: must be 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.

If your qualification is not from Australia, please attach an official statement of academic equivalence from [Vetassess](#).

Experience

You must demonstrate not less than two years of full time relevant practical building work experience other than building work of the kind an unconditional Class C Builder licence authorises, specialist building work and basic building work. This experience must be within the last five years from the date of making this application and must demonstrate experience in the type of work a Class A Builder licence authorises.

Building work experience does not include quantity surveying, administering contracts, designing, drafting and off-site fabricating.

Yes — you must attach a signed resume and/or logbook detailing relevant building work experience for specific projects where you were performing the work. You must include dates (*please note that this is not the project timeframe it is the time you spent on each project*), site details, and the type of building work undertaken. You must provide sufficient detail about your individual involvement in the building work for each project. You must demonstrate on site experience where you were involved in the actual carrying out of building work.

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

Verification

Your experience must be verified through a written reference.

Yes — references must be from, at minimum, a Class A Builder licence holder or a Principal Building Surveyor licence holder that you have worked with on site. Your referees must attest to your skill, knowledge, experience and competence as a Builder relevant to the class of licence you are applying for.

No — the Construction Occupations Registrar may seek to verify your experience by obtaining references. 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.

Qualification

Qualification Type: must be in Architecture, Civil Engineering, Structural Engineering or Building.

Qualification Level: must be a minimum of Diploma or Advanced Diploma 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.

If your qualification is not from Australia, please attach an official statement of academic equivalence from [Vetassess](#).

Experience

You must demonstrate not less than two years of full time relevant practical building work experience other than specialist building work and basic building work. This experience must be within the last five years from the date of making this application and must demonstrate experience in the type of work a Class B Builder licence authorises.

Building work experience does not include quantity surveying, administering contracts, designing, drafting and off-site fabricating.

Yes — you must attach a signed resume and/or logbook detailing relevant building work experience for specific projects where you were performing the work. You must include dates (*please note that this is not the project timeframe it is the time you spent on each project*), site details, and the type of building work undertaken. You must provide sufficient detail about your individual involvement in the building work for each project. You must demonstrate on site experience where you were involved in the actual carrying out of building work.

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

Verification

Yes — references must be from at minimum a Class B Builder licence holder or a General Building Surveyor licence holder that you have worked with on site. Your referees must attest to your skill, knowledge, experience and competence as a Builder relevant to the class of licence you are applying for.

No — the Construction Occupations Registrar may seek to verify your experience by obtaining references. 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.

Qualification

Qualification Type: must be in Building

Qualification Level: must be a minimum of Certificate IV 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.

If your qualification is not from Australia, please attach an official statement of academic equivalence from [Vetassess](#).

Experience

You must demonstrate not less than two years of full time relevant practical building work experience other than specialist building work. This experience must be within the last five years from the date of making this application and must demonstrate experience in the type of work a Class C Builder licence authorises.

Building work experience does not include quantity surveying, administering contracts, designing, drafting and off-site fabricating.

Yes — you must attach a signed resume and/or logbook detailing relevant building work experience for specific projects where you were performing the work. You must include dates (*please note that this is not the project timeframe it is the time you spent on each project*), site details, and the type of building work undertaken. You must provide sufficient detail about your individual involvement in the building work for each project. You must demonstrate on site experience where you were involved in the actual carrying out of building work.

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

Verification

Yes — references must be from at minimum a Class C Builder licence holder or a General Building Surveyor licence holder that you have worked with on site. Your referees must attest to your skill, knowledge, experience and competence as a Builder relevant to the class of licence you are applying for.

- No — the Construction Occupations Registrar may seek to verify your experience by obtaining references. Please note 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.

Experience

Relevant Practical Building experience required for a Class D Builder means that the building work was undertaken by the applicant within the previous five years. Building works that include undertaking specialist building work or handling asbestos is not relevant to a Class D Builder licence application. Experience must be in the type of work a Class D Builder licence authorises. You must demonstrate that you have carried out basic building work for a period that is at least three years full time.

Building work experience does not include quantity surveying, administering contracts, designing, drafting and off-site fabricating.

- Yes — you must attach a signed resume or logbook detailing relevant building work experience for specific projects where you were performing the work (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.
- No — please note that you may not be eligible for a licence.

Verification

- Yes — references must be from at minimum a Class D Builder licence holder or a General Building Surveyor licence holder that you have worked with on site. Your referees must attest to your skill, knowledge, experience and competence as a Builder relevant to the class of licence you are applying for.
- No — the Construction Occupations Registrar may seek to verify your experience by obtaining references. 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 _____

**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.*

Qualifications

- 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 performed 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

- Yes — references must be from at minimum a licence holder who has the endorsement being applied for or a General Building Surveyor that you have worked with on site. Your referees must attest to your skill, knowledge, experience and competence as a Builder relevant to the class of licence you are applying for.
- 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.

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.

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 — 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.

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 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 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 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 Environment and Planning Directorate 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 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 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 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

View the [fees and charges booklet](#) for licence applications for more information.

Upon lodgement of your application you will be required to pay an application assessment fee. This fee 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.

Section J — Lodgement and Contact Information

[Environment and Planning Directorate website](#)

Customer Service Centre

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