



**ACT**  
Government

**Access  
Canberra.**

**Application to renew/issue  
an expired licence  
Construction  
Occupation licence**

**Individual**

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

This form is to be used for individuals to:

- **renew** a construction occupation licence for an individual issued under the *Construction Occupations (Licensing) Act 2004*

This application will not be considered unless it is complete and all supporting documentation provided. Please complete only the sections relevant to your application.

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 [http://cmd.act.gov.au/legal/privacy\\_statement](http://cmd.act.gov.au/legal/privacy_statement).

**Section A — Applicant 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 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 renewed/issued I must notify the Construction Occupations Registrar of any changes to my details within two weeks of the change.**

Approved form AF2015-136 approved by David Middlemiss, Construction Occupations Registrar on 15 September 2015 under section 128 of the *Construction Occupations (Licensing) Act 2004* and revoke AF2015-113.

I understand

## Section B — Licence that has not expired

**Do you currently hold an ACT Construction Occupation licence that has not expired?**

**Yes** — licence Number \_\_\_\_\_ expiry date \_\_\_\_\_  
occupation \_\_\_\_\_ class \_\_\_\_\_

**No** — proceed to the next section if your licence has expired.

## Section C — Licence that has expired

Only in certain circumstances can your licence be issued again without the requirement of providing evidence of qualifications/experience.

**Option 1:** If you were licensed as a Builder, Electrician, Drainer, Gasfitter, Plumber or Gas Appliance Worker you are able to apply for the licence again without being required to provide evidence such as qualifications or experience for up to five (5) years from expiry.

**Did you hold one of the above ACT Construction Occupation licences that expired less than five (5) years prior to making the application?**

**Yes** — licence Number \_\_\_\_\_ expiry date \_\_\_\_\_  
occupation \_\_\_\_\_ class \_\_\_\_\_

**No** — you will need to complete a new application for that occupation and provide the relevant qualifications/experience again.

**N/A**

**Option 2:** If you were licensed as a Building Assessor, Building Surveyor, Plumbing Plan Certifier or Works Assessor, you are able to apply for the licence again without providing qualification/experience evidence up to twelve (12) months from expiry.

**Did you hold an ACT Construction Occupation licences (other than the occupations referenced above) which expired less than twelve (12) months prior to making the application?**

**Yes** — licence Number \_\_\_\_\_ expiry date \_\_\_\_\_  
occupation \_\_\_\_\_ class \_\_\_\_\_

**No** — you will need to complete a new application for that occupation and provide the relevant qualifications/experience again.

**N/A**

## Section D — Evidence of Financial Resources (all applicants except journeyperson plumber, drainer, gasfitter, electrical permit holder or building surveyor employee)

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. Please note, individuals who are renewing or applying for a licence in the occupation class of employee, journeyperson or permit will not need to answer the following questions.

- 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 E — Licence History Declarations (all applicants)

- 1. Have you previously held a licence in the same occupation 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 in Australia or overseas, currently suspended or cancelled?**  
 Yes — you must attach details  No
- 3. Have you previously had your licence in the same occupation 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 I have a licence that is cancelled, refused or suspended in Australia or overseas.**  
 I have read and understand the above statement.
- 5. Has your 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 or accreditation 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 or accreditation authorises.**

I have read and understand the above statement.

11. **I understand that it is a requirement under law that should my licence or accreditation 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 or accreditation be issued I must only advertise licensable construction services with my full name (as it appears on the licence) and my individual licence or accreditation 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 or accreditation, all licensable construction services I may perform must comply with all relevant legislation, codes and standards.**

I have read and understand the above statement.

## Section F — Specific Documentary Evidence by Occupation (all applicants)

Please include with your renewal/application the following documentary evidence:

**Builder:** No further documentary evidence required.

**Building Assessor:** Current certificate of currency for Professional Indemnity insurance required at renewal and application. Certificate must adequately state you are covered for building assessment work. If not able to be provided at the time of renewal, please provide it as soon as you obtain it. Your licence will not be renewed until it is received and you will not be contacted.

NOTE: if your PI insurance is in the name of a company or partnership, then you will be required to provide a letter from the director of the company, or partner of the partnership, confirming your employment and insurance coverage.

**Building Surveyor:**

For individuals –

Current certificate of currency for Professional Indemnity insurance required at renewal and application. Certificate must adequately state you are covered for building surveyor work. If supplying insurance in a company/partnership name, that company/partnership must be licensed in the ACT and the certificate of currency must also mention your name as being covered for the work. If not able to be provided at the time of renewal, please provide it as soon as you obtain it. Your licence will not be renewed until it is received and you will not be contacted.

For employee class –

Current certificate of currency for Professional Indemnity insurance in the name of your employer required at renewal and application. A statement from your employer identifying that you (the applicant) are employed by them and will be covered under their insurance is also required. Certificate must adequately state that the company/partnership is covered for building surveyor work. If not able to be provided at the time of renewal, please provide it as soon as you obtain it. Your licence will not be renewed until it is received and you will not be contacted

**Drainer:**

No further documentary evidence required.

**Electrician:**

No further documentary evidence required.

**Gasfitter:**

No further documentary evidence required.

**Plumber:**

No further documentary evidence required.

**Plumbing Plan Certifier:**

Current certificate of currency for Professional Indemnity insurance required at renewal and application. Certificate must adequately state you are covered for plumbing plan certification work. If not able to be provided at the time of renewal, please provide it as soon as you obtain it. Your licence will not be renewed until it is received and you will not be contacted.

NOTE: if your PI insurance is in the name of a company or partnership, then you will be required to provide a letter from the director of the company, or partner of the partnership, confirming your employment and insurance coverage.

**Works Assessor:**

Current certificate of currency for Professional Indemnity insurance required at renewal and application. Certificate must adequately state you are covered for works assessment work. If not able to be provided at the time of renewal, please provide it as soon as you obtain it. Your licence will not be renewed until it is received and you will not be contacted.

NOTE: if your PI insurance is in the name of a company or partnership, then you will be required to provide a letter from the director of the company, or partner of the partnership, confirming your employment and insurance coverage.

## Section G — Consent and Application Declarations (all applicants)

I,

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

make the following declaration:

**1. I declare:**

- a) that I make this renewal/application to the Construction Occupations Registrar for a construction occupation 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 in my relevant occupation 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 renewal/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 H — Payment Details

Upon lodgement of your application to renew your licence, you are required to pay a term fee. To renew for a period of 1 year the term fee is **\$231.00**, to renew for a period of 3 years the term fee is **\$520.00**.

Please note, occupations which require insurance (Building Surveyor, Building Assessor and Plumbing Plan Certifier) can only be renewed for a maximum period of 12 months.

Any licence that has expired will be charged an application fee in addition to the term fee. The fee to reissue an expired licence is **\$59.00**.

## 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)