



ACT
Government

**Access
Canberra.**

**Application for
Construction
Occupation Licence
Individual
Owner 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 an owner builder licence 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 by Access Canberra then Access Canberra cannot process your application. The personal information you provide may be disclosed to the other areas of ACT Government 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 on <http://www.cmd.act.gov.au/legal/privacy>.

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

Approved form AF2016-52 approved by Ben Green, Deputy Construction Occupations Registrar on 27 June 2016 under section 128 of the *Construction Occupations (Licensing) Act 2004* and revokes AF2015-132.

Section B — Owner Builder

An Owner Builder licence authorises the licensee to undertake building work (other than specialist building work) in relation to a Class 1, 2 or 10a building that is, or is to be, the licensee's main home or ancillary to it.

Section C — Site Details

Block _____ Section _____ Suburb _____

Section D — Description of Building work

Description of Building Work: _____

Section E — Appointed Building Certifier and Building Approval Details

Building Certifier Name: _____ Licence Number _____

Building Approval Issue Date: _____

Please attach a copy of the building approval to this application ensuring that the Building Approval stamp is clear and the type of work being undertaken is clear. A Building Approval must be obtained from a Private Certifier prior to submitting this application.

Section F — Evidence of qualifications/eligibility

Complete this section only if you are applying for an Owner Builder licence to construct a building that is classified as a Class 1 or 2 building under the Building Code of Australia.

Requirement: An Owner Builder course certificate completed within five years prior to the application

or

An ACT Class A, B or C Builder's licence or interstate equivalent.

Yes — please attach certified copies of requirements to this application.

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

Section F — Evidence of qualifications/eligibility — BCA Class 10a Structure

Complete this section only if you are applying for an Owner Builder licence to construct a structure that is classified as a class 10a structure under the Building Code of Australia.

Requirement: An Owner Builder course certificate completed within five years prior to the application

or

An ACT Class A, B or C Builder's licence or interstate equivalent.

Yes — please attach certified copies of requirements to this application.

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

Section G — Licence History Declarations

1. Are you a lessee of the land where the proposed construction is to take place?

Yes

No — Please note you may not be eligible for a licence only an individual lessee of the land can be issued with an Owner Builder licence.

2. Have you previously held an Owner Builder licence in the ACT within the last five years on a different block of land?

Yes — You may not be eligible for a licence. Owner Builder licences cannot be issued to an individual who has been granted an Owner Builder licence within the last five years prior to making this application unless it was for the same parcel of land.

No

3. Is the building work in relation to your main home or ancillary to that home?

Yes

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

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

2. I authorise and consent:

- a) to the Construction Occupations Registrar and Environment 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 (lessee) _____ Date ____/____/____

All other lessees of the land where the building work is to be undertaken must authorise this application for an Owner Builder licence:

Name _____

Signature _____ Date ____/____/____

Name _____

Signature _____ Date ____/____/____

Name _____

Signature _____ Date ____/____/____

Section I — Payment Details

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. View the [Access Canberra Website](#) for licence application fee and charges.

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 8096
Email: cwpl@act.gov.au