



**ACT**  
Government

**Access  
Canberra.**

**Application to renew/issue  
an expired licence  
Construction  
Occupation licence  
Company or  
Partnership**

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

This form is to be used for companies and partnerships to:

- **renew** a construction occupation licence for a company or partnership issued under the *Construction Occupations (Licensing) Act 2004*, or prior to expiry.
- **apply to be reissue** a company or partnership construction occupation licence that was issued under the *Construction Occupations (Licensing) Act 2004* and has now expired.

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

This form can only be completed by a director of a company or a partner of a partnership.

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 — Licence Details**

Entity Name \_\_\_\_\_

Australian Company Number/Australian Business Number (ACN/ABN) \_\_\_\_\_

Business 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.*

Contact Person\*\*:

\*\*Please note licence applications for a company or partnership will only be discussed with the relevant contact person for the application or a director or partner.

Given Name \_\_\_\_\_ Surname \_\_\_\_\_

Mobile Number\* \_\_\_\_\_ Email\* \_\_\_\_\_

**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.**

I understand

## Section B — Nominees appointed for the Company / Partnership

Please note, the Registrar will write to the nominee to either confirm the appointment, resignation or continuance of appointment as nominee to the company/partnership.

Do you wish to make any changes to the nominees under the company/partnership licence?

**Yes — add nominees:** please use the **Application for Construction Occupation Licence - Update Nominees** to add nominees under the company/partnership licence.

**Yes — remove nominees:** please write to the Construction Occupations Registrar setting out the reasons in accordance with the *Construction Occupations (Licensing) Act 2004*.

**No** — the nominee/s previously appointed will remain. Please have current nominee appointed complete below:

### Nominee 1

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Names \_\_\_\_\_ Date of Birth \_\_\_\_\_

Licence \_\_\_\_\_ Expiry Date \_\_\_\_\_

Mobile Number \_\_\_\_\_

Pursuant to section 28 of the *Construction Occupations (Licensing) Act 2004* I agree to remain the nominee for the company/partnership in the occupation(s) of \_\_\_\_\_.

### Nominee 2

Title \_\_\_\_\_ Surname \_\_\_\_\_

Given Names \_\_\_\_\_ Date of Birth \_\_\_\_\_

Licence \_\_\_\_\_ Expiry Date \_\_\_\_\_

Mobile Number \_\_\_\_\_

Pursuant to section 28 of the *Construction Occupations (Licensing) Act 2004* I agree to remain the nominee for the company/partnership in the occupation(s) of \_\_\_\_\_.

## Section C — Licence details

Licence Number \_\_\_\_\_ Expiry date \_\_\_\_\_

Occupation \_\_\_\_\_ Class \_\_\_\_\_

- Has this licence expired?**       **Yes** - proceed to section D for Companies or section E for partnerships
- No** - proceed to section F

## Section D — Historical Company Extract (only expired company licences)

Complete this section only if you are applying for a company licence which has expired.

**Requirement:**                      Historical company extract issued from the Australian Securities and Investment Commission [www.asic.gov.au](http://www.asic.gov.au) within the last three months.

- Yes — please attach a copy of the historical company extract.
- No — please note that you may not be eligible for a licence.

## Section E — Partnership Agreement (only expired partnership licences)

Complete this section only if you are applying for a partnership licence which has expired.

**Requirement:**                      The partnership agreement must state, in the least, the name of the partners entering into the agreement; the ACNs if the partners are companies; the name of the business; the term of the agreement; the principal occupation of the partnership; the location where the partnership will be primarily located; and a clause surrounding what actions would occur from potential insolvency of the partnership i.e. voluntary termination, death or missing person.

- Yes — please attach a copy of the partnership agreement.
- No — please note that you may not be eligible for a licence.

## Section F — Evidence of Financial Resources (all applicants)

Evidence of financial resources is required to help demonstrate your company or partnership's ability to fulfil contractual obligations when providing construction services. Failure to provide information below may result in your licence being refused.

- 1. Does the company/partnership have access to financial resources adequate to complete works performed under the licence applied for?**

Yes — please skip the next question

No — you may not be eligible for a licence
- 2. Is the company/partnership currently bankrupt, or has it been previously deemed bankrupt or insolvent?**

Yes — please attach details and official documentation of bankruptcy/insolvency       No

3. Are any of the directors or partners currently, or have they previously 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 the company/partnership licence be issued, I must notify the Construction Occupations Registrar should the company, partnership, directors or partners become bankrupt or personally insolvent.

I have read and understand the above statement.

## Section G — Licence History Declarations (all applicants)

1. Have any of the directors/partners previously held a company or partnership licence in the relevant construction occupation in the ACT or elsewhere in Australia or overseas for this or another company or partnership?

Yes — provide details of the company/partnership including name, licence details and company/partnership status

No

2. Is your licence as a company or partnership, in Australia or overseas, currently suspended or cancelled?

Yes — you must attach details  No

3. Have you or any of the directors/partners previously had a company or partnership licence cancelled, refused or suspended in Australia or overseas for this or another company or partnership?

Yes — you must provide comprehensive details in an attachment to this application  No

4. I understand that I should notify the Construction Occupations Registrar if my company or partnership licence is cancelled, refused or suspended in Australia or overseas.

I have read and understand the above statement.

5. Has your company or partnership 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 any of the directors/partners 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 any of the directors/partners ever been, or are 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 any of the directors/partners 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  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 the licence be issued I must notify the Construction Occupations Registrar if any of the directors/partners are 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 the licence be issued then the company or partnership must not perform any licensable 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 the licence be issued then evidence must be given to clients of the insurance the company may hold in relation to any relevant licensable construction service the company intends 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 the licence be issued the company/partnership must only advertise licensable construction services with the full name of the licensed entity (as it appears on the licence) and the licence number.\*

I have read and understand the above statement.

*\*Please note: It is an offence to advertise licensable construction services without including the above.*

13. I understand that it is a requirement under law that should the licence be issued, all licensable services performed under the licence must comply with all relevant legislation, codes and standards.

I have read and understand the above statement.

*Please note: Licensed services may be audited by the Construction Occupations Registrar in the ACT for compliance against the relevant laws. Licensed entities identified performing non-compliant services may be subject to occupational discipline or other licensing action.*

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

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

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

**Building Surveyor:** Current certificate of currency for Professional Indemnity insurance required at renewal and application. 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.

**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.

**Section I — 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 J — 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 K — 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](mailto:cwpl@act.gov.au)