



**ACT**  
Government



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

**Individual**

**Builder and Building  
Surveyor**

*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 builder or building surveyor 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 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 — 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 licence details within two weeks of the change.**

Approved Form AF2019-34 - I, Ben Green, ACT Construction Occupations Registrar make this form an approved form under section 128 of the *Construction Occupations (Licensing) Act 2004*. Date 28 June 2019

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 meeting all qualifications and experience.

**Option 1:** If you were licensed as a Builder (Class D) 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, if your licence was not, or is not the subject of cancellation, suspension or refusal to renew, or surrendered or lapsed to avoid occupational discipline or another regulatory action including an assessment of eligibility.

Did you hold one of the above ACT Construction Occupation licences listed in Option 1 that expired less than five (5) years prior to making the application, and the licence was not, or is not the subject of cancellation, suspension or refusal to renew, or surrendered or lapsed to avoid occupational discipline or another regulatory action including an assessment of eligibility, against you as a licensee?

**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.

**Option 2:** If you were licensed as a Building Surveyor (if the building surveyor is applying before 1 September 2019) you are able to apply for the licence again without providing qualification/experience evidence up to twelve (12) months from expiry, if your licence was not, or is not the subject of cancellation, suspension or refusal to renew, or surrendered or lapsed to avoid occupational discipline or another regulatory action including an assessment of eligibility.

Did you hold an ACT Construction Occupation licences in one of the ACT Construction Occupation licences listed in Option 2, which expired less than twelve (12) months prior to making the application, and the licence was not, or is not the subject of cancellation, suspension or refusal to renew, or surrendered or lapsed to avoid occupational discipline or another regulatory action including an assessment of eligibility, against you as a licensee?

**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.

**Option 3:**

If you were licensed as a class A, B or C Builder, or Building Surveyor (if the building surveyor is applying from 1 September 2019) within 12 months you may not need to provide evidence of experience or academic qualifications, but will need to meet additional qualification requirements (for example a written examination, completion of a course or an assessment as outlined in the Qualifications Declaration).

This applies only if the licence was not, or is not the subject of cancellation, suspension or refusal to renew, or surrendered or lapsed to avoid occupational discipline or another regulatory action including an assessment of eligibility, against the licensee (however described).

**Did you hold an ACT Construction Occupation licences in the occupations listed in Option 3 which expired less than twelve (12) months prior to making the application?**

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

For additional qualification requirements you must provide evidence of completion.

For assessments and written examinations, the Licensing Team will contact you to make the arrangements.

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

## Section D — Financial Probity

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, journeyman 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? (applicants for journeyman plumber, drainer, gasfitter, electrical permit holder or licences need not complete this question)**

Yes

No — complete question 4 in this section

**2. Are you currently, or previously have been, deemed bankrupt or personally insolvent, being any of:**

- a. Bankrupt or party to a debt agreement as a debtor under Bankruptcy Act 1966 (Commonwealth);
- b. A party to a personal insolvency agreement as a debtor under the Bankruptcy Act 1966 (Commonwealth);
- c. Have authorised a controlling trustee to control the individual's property, whether or not the individual has entered into a personal insolvency agreement as a debtor under the Bankruptcy Act 1966 (Commonwealth);
- d. Having a status under a law of a foreign country substantially similar to a circumstance in (a) to (d);
- e. Otherwise has applied to take the benefit of any law for the relief of bankrupt or insolvent debtors; or
- f. The director of a company that was an externally administered body corporate within the meaning of the *Corporations Act 2001* (Commonwealth).

Yes — please attach details and official documentation

No.

3. **Are you aware of any actions being undertaken by you or another entity to enter into arrangements, or bring about any of the circumstances described in question 2 in this section?**

Yes — please attach details and any official documentation

No.

4. **If you answered 'no' to question 1 or 'yes' to either 2 or 3 in this section, do you wish to only operate as an employee or nominee under another licence?**

Yes — I understand a condition may be imposed on the licence if issued

licence Number \_\_\_\_\_ expiry date \_\_\_\_\_

occupation \_\_\_\_\_ class \_\_\_\_\_

No — please note that if you do not wish to have a licence restricted to employee only, you may be ineligible for a licence.

5. **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 within 24 hours.**

I have read and understand the above statement.

## Section E — Criminal convictions

Individuals are not eligible for a construction occupations licence if they have been convicted of an offence involving fraud or dishonesty that is punishable by imprisonment for at least one year.

1. **Have you been convicted or found guilty of a criminal offence\* that involves fraud or dishonesty and is punishable by imprisonment of 1 year or more anywhere in Australia or in another country?**

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

*\*Please note: Spent convictions under the Spent Convictions Act 2000 do not need to be included in this declaration*

2. **Are you currently being prosecuted for a criminal offence\* that involves fraud or dishonesty and is punishable by imprisonment of 1 year or more anywhere in Australia or in another country?**

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

*\*Please note: Spent convictions under the Spent Convictions Act 2000 do not need to be included in this declaration*

3. **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.

4. **Do you authorise Access Canberra to obtain a criminal history check in relation to your licence application?**

Yes – I authorise Access Canberra to obtain a criminal history check

- No – I do not authorise Access Canberra to obtain a criminal history check in relation to my licence application – please note that if you do not provide authorisation to confirm your criminal history you may be ineligible for a licence.

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

1. **Have you previously held a licence in the same occupation elsewhere in Australia or in another country?**

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, or a licence application, in the same occupation cancelled, refused or suspended in Australia or another country?**

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 in another country.**

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, or have you even been, 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 ever been, or are you currently a nominee (or equivalent), director or partner of a licensee that has been disciplined or been the subject of other regulatory action by any Tribunal, Board, Commission, Court or Authority, whether in the ACT or outside the ACT, in relation to any construction services?**

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

9. **Do you have any outstanding debts in relation to a rectification order (or equivalent) or regulatory action or as a result of a decision of a Tribunal, Board, Commission, Court or Authority in the ACT or another jurisdiction in relation to a construction service you have provided?**

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

10. I understand that it is a requirement under law that should I be issued a licence 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 I be issued a licence 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, 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 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.

## 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 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 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 8096  
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