



**ACT**  
Government

**Access  
Canberra.**

**Application to  
renew/issue an expired  
licence  
Construction  
Occupation licence  
Corporation or  
Partnership  
Builder and  
Building Surveyor**

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

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

- **renew** a construction occupation licence for a corporation or partnership issued under the *Construction Occupations (Licensing) Act 2004*, or prior to expiry.
- **apply to be reissued** a corporation 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 corporation 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 Corporation 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 corporation 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 the corporation/partnership's licence be renewed/issued I must notify the Construction Occupations Registrar of any changes to licence details within two weeks of the change.**

I understand

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

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

**Yes — add nominees:** please use the **Application for Construction Occupation Licence – Appointment, revocation or resignation of nominee** to add nominees under the corporation/partnership licence.

**Yes — remove nominees:** please use the **Application for Construction Occupation Licence – Appointment, revocation or resignation of nominee** – please note the Construction Occupations Registrar must approve a resignation or revocation or a nominee's appointment.

**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 corporation/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 corporation/partnership in the occupation(s) of \_\_\_\_\_

Please attach additional sections for third and subsequent nominees.

**I understand that the Registrar will write to the nominee to either confirm the appointment, resignation or continuance of appointment as nominee to the corporation/partnership.**

I understand

## Section C — Licence details

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

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

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

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

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

**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.

A partnership agreement must be provided with the application. The partnership agreement must state as a minimum:

- the name of all of the partners entering into the agreement, even if they are not involved in the construction services;
- the ACNs of any partners that are corporations;
- the trading (business) name of the partnership;
- the term of the agreement and partnership;
- primary occupation of the partnership;
- the location where the partnership will be primarily located i.e. the physical address of the partnership;
- for partnerships involving more than 4 individuals, a list of staff within the organisation, which must include names and position held in the organisation (organisational diagrams will suffice for this requirement); and
- a clause surrounding what actions would occur from potential insolvency of the partnership i.e. voluntary termination, bankruptcy, death or missing person.

- I have provided a copy of the partnership agreement meeting the requirements of this section.
- No — I have not provided a partnership agreement meeting the requirements of this section — please note that you may not be eligible for a licence.

## Section F — Financial Probity (all applicants)

Evidence of financial resources is required to help demonstrate your corporation 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 corporation/partnership have access to financial resources adequate to complete works performed under the licence applied for?**

Yes

No — you may not be eligible for a licence

2. **Is the corporation/partnership currently bankrupt, or has it been previously deemed bankrupt or insolvent?**

Yes — please attach details and official documentation of bankruptcy/insolvency — please note you may be refused a licence

No

3. **Are any of the directors or partners currently, or have they previously been, deemed bankrupt or personally insolvent, being any of the following:**

- 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?
- 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 of bankruptcy/insolvency — please note if a partner is bankrupt or personally insolvent you are not eligible for a partnership licence

No

4. **For corporation, are any of the directors aware of any actions being undertaken by them, the corporation or another entity to enter into arrangements, or bring about the bankruptcy, insolvency or closing of the corporation?**

Yes — please attach details and any official documentation

No.

5. **For all applicants, are any of the directors or partners aware of any actions being undertaken by them, the corporation/partnership or another entity to enter into arrangements, or bring about the any of the circumstances described in question 3 in this section?**

Yes — please attach details and any official documentation

No.

6. I understand that it is a requirement under law that should the corporation/partnership licence be issued, I must notify the Construction Occupations Registrar should the corporation, partnership, directors or partners become bankrupt or personally insolvent.

I have read and understand the above statement.

## Section E — Criminal convictions (corporations)

1. Has the corporation been convicted or found guilty of a criminal offence\* that involves fraud, violence 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. Is the corporation currently being prosecuted for a criminal offence\* that involves fraud, violence 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. Have any of the corporation's directors been convicted or found guilty of a criminal offence\* that involves fraud, violence 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*

4. Are any of the corporation's directors 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*

5. I understand that it is a requirement under law that should the corporation be issued a licence, the corporation must notify the Construction Occupations Registrar of any convictions of such offences in the future.

I have read and understand the above statement.

6. 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 criminal history check in relation to the corporation – please note that if you do not provide authorisation to confirm your criminal history, you may be ineligible for a licence.

## Section F — Criminal convictions (partnerships)

Partnerships are not eligible for a construction occupations licence if any of the partners have been convicted of an offence involving fraud, violence or dishonesty that is punishable by imprisonment for at least one year.

1. **Have any of the partners been convicted or found guilty of a criminal offence\* that involves fraud, violence 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 any of the partners 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 the corporation be issued a licence, the corporation must notify the Construction Occupations Registrar of any convictions of such offences in the future.**

I have read and understand the above statement.

4. **Do all partners authorise Access Canberra to obtain a criminal history check for each partner 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 the corporation – please note that if you do not provide authorisation to confirm your criminal history, you may be ineligible for a licence.

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

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

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

No

2. **Is your licence as a corporation 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 corporation or partnership licence cancelled, refused or suspended in Australia or overseas for this or another corporation 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 corporation or partnership licence is cancelled, refused or suspended in Australia or overseas.
- I have read and understand the above statement.
5. Has your corporation 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, or have they ever 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 either personally or part of a licensed business?
- 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, or a director or partner of a licensed entity under the *Construction Occupations (Licensing) Act 2004*, a corresponding prior Act, or the law of another jurisdiction in Australia or overseas?
- Yes — you must provide comprehensive details in an attachment to this application  No
8. Does the corporation/partnership or any director/partner 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

*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 corporation/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 I — Consent and Application Declarations (all applicants)

I,

\_\_\_\_\_

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

make the following declaration on behalf of the corporation/partnership:

**1. I declare:**

- a) that I make this renewal/reissue application to the Construction Occupations Registrar for a construction occupation licence and that I have confirmed with all directors/partners 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 their construction occupation licence and practice in the relevant occupation or otherwise regarding matters relevant to this application.
- b) to receiving information from the Construction Occupations Registrar relevant to the 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 or the identities of other directors/partners.
- b) that the Construction Occupations Registrar and Access Canberra may request more information from the corporation or partnership to help it decide whether to grant this application for a corporation licence.
- c) 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*.
- d) that the Construction Occupations Registrar has the legal right to refuse the renewal/reissue if not satisfied that the corporation/partnership is eligible to hold a licence or impose a condition on the licence if it is deemed necessary or desirable to protect the public.
- e) that it is an offence to make any false or misleading statement or provide any false or misleading information

**4. Should the corporation/partnership be issued with a construction occupations licence the corporation/partnership undertakes:**

- 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 understand that the corporation/partnership must advise the registrar within 1 business day after any change in directors or nominee, or changes in eligibility requirements.**

**6. I understand that it is a requirement under law that should the licence be issued the corporation or partnership must not perform any licensable work that is outside the scope of what the licence authorises.**

**7. I understand that it is a requirement under law that should the licence be issued evidence must be given to clients of the insurance the corporation may hold in relation to any relevant licensable construction service the corporation intends to undertake prior to providing the services.**

**8. I understand that it is a requirement under law that should the licence be issued the corporation/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.**

**9. 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.**



10. I understand that a licensed corporation or partnership commits an offence if its nominees fail to adequately supervise the relevant construction services or the relevant construction services fail to comply with the Construction Occupations (Licensing) Act or an operational Act.
11. I understand that a nominee may give the corporation/partnership a written requirement that the corporation/partnership do something, or not do something, in compliance with, or to achieve compliance with the Construction Occupations (Licensing) Act or an operational Act (a mandatory requirement), and that failing to comply with a mandatory requirement is grounds for the nominee seeking resignation as a nominee.
12. I understand that if more than one licensed nominee is appointed to the corporation/partnership, the corporation must retain records that document the work each nominee was responsible for.
13. I understand that if there is a sole nominee for the construction services for the corporation/partnership and they stop being a nominee, the corporation/partnership licence will be automatically suspended.
14. I believe that the statements (1 - 13) 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)