



The purpose of this statement is to accurately verify an individual’s building work experience.

### Verifier Details

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

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

Licence Number(s) \_\_\_\_\_ State(s) Licence is Held \_\_\_\_\_

Phone Number (Business Hours) \_\_\_\_\_ Preferred time to be contacted \_\_\_\_\_

Email \_\_\_\_\_

**I understand that I must be available to take Access Canberra’s call to verify statements made in this form.**

I have read and understand the above statement.

### Applicant Details

Surname \_\_\_\_\_

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

Professional Relationship with Applicant \_\_\_\_\_

### Project Details

Block	Section	Street/Suburb	Building Code of Australia Class/s	Number of storeys

Approved form AF2020-50 approved by Gabrielle Barnes, Deputy Construction Occupations Registrar on 27 May 2020 under section 128 of the *Construction Occupations (Licensing) Act 2004*.

This approved form revokes AF2015-133.

## Mandatory Building Work Experience Verification

On the job site/s listed above, the applicant you are verifying is competent in:

1. Reviewing building laws, building codes and related standards and applying them to the construction site.  
 Yes     No
2. Identifying and producing estimated costs for the building projects.  
 Yes     No
3. Creation, update and preparation of labour and material plans to assist in ordering materials for the job sites.  
 Yes     No
4. Planning the construction job site from start to finish, including organising legal approvals and tradesman.  
 Yes     No
5. Selection and management of construction contractors for the job site.  
 Yes     No
6. Creation, maintenance and review of building contracts and administration paperwork on the job sites.  
 Yes     No
7. Receiving and applying technical advice from a private certifier or engineer in relation to the structural elements on the job sites.  
 Yes     No
8. Reading and interpretation of plans on the job site.  
 Yes     No
9. Quality assurance reviews to verify that building work was built correctly and complied with standards under the law.  
 Yes     No
10. Is competent with the **Building Technologies** listed in the Construction Occupations (Licensing) (Qualifications— Builder and Building Surveyor Licences) Declaration 2019 (No 2).  
 Yes     No

If you answered no to any of the above statements please provide further detail below:

Approved form AF2020-50 approved by Gabrielle Barnes, Deputy Construction Occupations Registrar on 27 May 2020 under section 128 of the *Construction Occupations (Licensing) Act 2004*.  
This approved form revokes AF2015-133.

## Verifier Questionnaire

The following information will be used by the Registrar to determine if you are a competent person to verify the applicant's experience.

**1. Is your builder licence currently, or has it previously been cancelled in Australia or overseas?**

Yes — you must attach details       No

**2. Have you previously had a builder licence cancelled, refused or suspended in Australia or overseas?**

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

**3. Has your builder 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 statement       No

**4. 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 are not finalised?**

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

## Verifier Declaration

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

make the following declaration:

**1. I declare:**

- a) that all statements, and documents/information I have provided to the Construction Occupations Registrar on behalf of the Applicant above are accurate, true and correct.
- b) that building work I have performed under my licence complies with all relevant legislation, codes and standards.
- c) that building work performed by the Applicant under my supervision complied with all relevant legislation, codes and standards.
- d) that my individual licence/registration and the company's licence (if applicable) was valid at the time of the Applicant's experience.

**2. I authorise and consent:**

- a) to being contacted by Access Canberra for further information relevant to the statements I have made.
- b) to any information I provide being made available to the Applicant and other relevant organisations.
- c) to any information I have provided on this form being verified by Access Canberra.

**3. I acknowledge:**

- a) that by making false or misleading statements I am committing an offence under Section 337 of the *Criminal Code 2002*, which is a punishable offence.
- b) the information I provide may result in an individual being offered or refused a licence.
- c) I must be in a position to adequately verify the Applicant's experience.

Approved form AF2020-50 approved by Gabrielle Barnes, Deputy Construction Occupations Registrar on 27 May 2020 under section 128 of the *Construction Occupations (Licensing) Act 2004*.

This approved form revokes AF2015-133.



Verification Statement  
Building Work Experience – All Classes

4. I believe that the statements (1 - 3) in this declaration are true and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved form AF2020-50 approved by Gabrielle Barnes, Deputy Construction Occupations Registrar on 27 May 2020 under section 128 of the *Construction Occupations (Licensing) Act 2004*.  
This approved form revokes AF2015-133.