The purpose of this form is for individuals to outline their building work experience in accordance with the *Construction Occupations (Licensing) (Qualifications – Builder and Building Surveyor Licences) Declaration 2019 (No 2)* (the Declaration).

To be eligible for builders licence in the ACT, the Declaration requires Class A, B and C builder applicants provide not less than 2 years full time building work experience where 1 year full time building work experience was undertaken after the applicant’s qualification was issued.For Class D builder applicants the requirement is 3years full time building work experience**.** The Declaration outlines what the Construction Occupations Registrar deems to be acceptable building work experience for the purposes of obtaining a licence. To view the Declaration please go to [www.legislation.act.gov.au](http://www.legislation.act.gov.au).

Please note: all applicant statements must be accompanied by a verification statement completed by an appropriately licensed builder who supervised the work undertaken by the Applicant.

## Applicant Details

**Title Surname Given Names** \_\_\_

## Project Details

|  |  |  |
| --- | --- | --- |
| **Block**  | **Section** | **Suburb** |
|  |  |  |
| **Address** |
|  |
| **State** | **Building Approval Number (if applicable)** |
|  |  |

|  |  |
| --- | --- |
| **Project Start Date** | **Project End Date** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Building Code of Australia Class (tick all that apply)** | **Project Description** | **Number of storeys** |
| [ ]  Class 1[ ]  Class 2[ ]  Class 3[ ]  Class 4[ ]  Class 5 | [ ]  Class 6[ ]  Class 7[ ]  Class 8[ ]  Class 9[ ]  Class 10 |  |  |

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| --- |
| **Mandatory Building work Experience** |
| 1. **On this job site, I reviewed building laws, building codes and related standards and have applied this to the construction site.**
 |
| [ ]  Yes | [ ]  No  |  |
| If yes, please provide an example: |
| 1. **I was involved with identifying and producing estimated costs for this building project.**
 |
| [ ]  Yes | [ ]  No |  |
| If yes, please provide an example: |
| 1. **I created, updated, and prepared labour and material plans to assist in ordering materials for this job site.**
 |
| [ ]  Yes | [ ]  No  |  |
| If yes, please provide an example: |
| 1. **I planned the construction job site from start to finish, including organising legal approvals and tradesman.**
 |
| [ ]  Yes | [ ]  No  |  |
| If yes, please provide an example: |
| 1. **I was involved in the selection and management of construction contractors for this job site. Please provide an example of how you selected contractors.**
 |
| [ ]  Yes | [ ]  No  |  |
| If yes, please provide an example: |

|  |
| --- |
| 1. **I was involved in creating, maintaining and reviewing building contracts and administrative paperwork for this job site.**
 |
| [ ]  Yes | [ ]  No  |  |
| If yes, please provide an example: |
| 1. **I supervised/was physically involved with/or engaged technical advice from a private certifier or engineer in relation to the structural elements on this job site.**
 |
| [ ]  Yes | [ ]  No  |  |
| If yes, please provide an example: |
| 1. **I have read and interpreted plans on this job site.**
 |
| [ ]  Yes | [ ]  No  |  |
| 1. **I carried out quality assurance reviews, verified that the building work to ensure it was built correctly and complied with standards under the law.**
 |
| [ ]  Yes | [ ]  No  |  |
| If yes, please provide an example: |
| **Total hours you were involved in performing the above tasks on this jobsite (to be expressed in hours):** |
|  |

|  |
| --- |
| **Building Technology** |
| **For Class A, B and C applications only****On this job site I physically carried out/directly supervised the following tasks:**  |
| [ ]  Measure and calculate [ ]  Establish and implement site set-out[ ]  Excavate land[ ]  Levelling operations[ ]  Concreting works[ ]  Place and fix reinforcement materials[ ]  Erect and dismantle formwork for footings and slabs[ ]  Erect and dismantle formwork/false work for stairs, ramps, suspended slabs, columns, beams and walls[ ]  Construct bulkheads[ ]  Install timber/concrete slabs[ ]  Construct sub-floor and second floor framing[ ]  Install timber/manufactured flooring such as tongue and groove, sheet and parquetry[ ]  Construct wall and ceiling frames including pre-fabricates systems[ ]  Construct/install pitched, flat, cathedral style timber roofs[ ]  Erect roof trusses and roof battens[ ]  Construct eaves, fascias and barges[ ]  Construct and install timber external in internal stairs, steps, landings, handrails and balustrades[ ]  Install exterior claddings such as weatherboards, manufactured boards, sheeting and eaves lining[ ]  Install interiors claddings/linings such as timber, plywood, manufactured sheets[ ]  Assemble partitions | [ ]  Install underlay sheeting for tiles[ ]  Install architraves, skirting boards, moulding, trims and the like[ ]  Set out and install/replace/assemble windows and doors[ ]  Install reflective foil to walls and roofs/vapour barriers under slab membranes[ ]  Install flooring systems[ ]  Frame and fit wet area fixtures[ ]  Install trench support[ ]  Mix, test, place, finish and cure concrete[ ]  Repair, rectify and resurface concrete[ ]  Construct tilt panels[ ]  Place and fix reinforcement materials and apply reinforcements schedule[ ]  Establish datum for levelling[ ]  Prepare masonry walls for damp proof course[ ]  Install damp proof courses[ ]  Lay all types of brickwork including cutting, pointing and tuck pointing[ ]  Carry out masonry veneer and cavity brick construction[ ]  Construct masonry stairs, steps and arches[ ]  Lay masonry walls and corners[ ]  Lay multi-thickness walls and piers[ ]  Install flashing and damp proof courses[ ]  Install fire-rated masonry construction  |
| **Total hours you were involved in performing the above tasks on this jobsite (to be expressed in hours):** |
|  |
| **For Class D applications only****On this job site I physically carried out/directly supervised the following tasks:**  |
| [ ]  Read and Interpret plans and specifications[ ]  Measure and calculate[ ]  Establish and implement site set-out[ ]  Excavate land[ ]  Levelling operations[ ]  Concreting works[ ]  Place and fix reinforcement materials[ ]  Install timber/concrete stumps | [ ]  Carry out joinery works e.g. decks, pergolas and the like[ ]  Install exterior claddings/linings such as timber, plywood, manufactured sheets[ ]  Install interior claddings/linings such as timber, plywood, manufactured sheets[ ]  Assemble partitions[ ]  Install underlay sheeting for tiles[ ]  Install architraves, skirting boards, moulding, trims and the like  |
| **Total hours you were involved in performing the above tasks on this jobsite (to be expressed in hours):** |
|  |

## Applicant Declaration

**I declare that all statements and information provided in this form or in support of this form are accurate, true and correct to the best of my knowledge.**

**Applicant Signature Date / /**