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 |  |  |

|  |  |  |
| --- | --- | --- |
| **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 / /**