



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 3 years 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
<input type="checkbox"/> Class 1 <input type="checkbox"/> Class 6 <input type="checkbox"/> Class 2 <input type="checkbox"/> Class 7 <input type="checkbox"/> Class 3 <input type="checkbox"/> Class 8 <input type="checkbox"/> Class 4 <input type="checkbox"/> Class 9 <input type="checkbox"/> Class 5 <input type="checkbox"/> Class 10		

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Mandatory Building work Experience	
<p><b>1. <u>On this job site, I reviewed building laws, building codes and related standards and have applied this to the construction site.</u></b></p> <p style="text-align: center;"> <input type="checkbox"/>                      <input type="checkbox"/>            Yes                              No         </p>	
<p><u>If yes, please provide an example:</u></p>	
<p><b>2. <u>I was involved with identifying and producing estimated costs for this building project.</u></b></p> <p style="text-align: center;"> <input type="checkbox"/>                      <input type="checkbox"/>            Yes                              No         </p>	
<p><u>If yes, please provide an example:</u></p>	
<p><b>3. <u>I created, updated, and prepared labour and material plans to assist in ordering materials for this job site.</u></b></p> <p style="text-align: center;"> <input type="checkbox"/>                      <input type="checkbox"/>            Yes                              No         </p>	
<p><u>If yes, please provide an example:</u></p>	
<p><b>4. <u>I planned the construction job site from start to finish, including organising legal approvals and tradesman.</u></b></p> <p style="text-align: center;"> <input type="checkbox"/>                      <input type="checkbox"/>            Yes                              No         </p>	
<p><u>If yes, please provide an example:</u></p>	
<p><b>5. <u>I was involved in the selection and management of construction contractors for this job site. Please provide an example of how you selected contractors.</u></b></p> <p style="text-align: center;"> <input type="checkbox"/>                      <input type="checkbox"/>            Yes                              No         </p>	
<p><u>If yes, please provide an example:</u></p>	

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6. 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:

7. 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:

8. I have read and interpreted plans on this job site.

Yes

No

9. 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

Install underlay sheeting for tiles

Establish and implement site set-out

Install architraves, skirting boards, moulding, trims and the like

Excavate land

Set out and install/replace/assemble windows and doors

Levelling operations

Concreting works

Install reflective foil to walls and roofs/vapour barriers under slab membranes

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- |   |   |
|---|---|
| <input type="checkbox"/> Place and fix reinforcement materials  | <input type="checkbox"/> Install flooring systems   |
| <input type="checkbox"/> Erect and dismantle formwork for footings and slabs  | <input type="checkbox"/> Frame and fit wet area fixtures  |
| <input type="checkbox"/> Erect and dismantle formwork/false work for stairs, ramps, suspended slabs, columns, beams and walls | <input type="checkbox"/> Install trench support   |
| <input type="checkbox"/> Construct bulkheads  | <input type="checkbox"/> Mix, test, place, finish and cure concrete                               |
| <input type="checkbox"/> Install timber/concrete slabs  | <input type="checkbox"/> Repair, rectify and resurface concrete                                   |
| <input type="checkbox"/> Construct sub-floor and second floor framing   | <input type="checkbox"/> Construct tilt panels  |
| <input type="checkbox"/> Install timber/manufactured flooring such as tongue and groove, sheet and parquetry                  | <input type="checkbox"/> Place and fix reinforcement materials and apply reinforcements schedule  |
| <input type="checkbox"/> Construct wall and ceiling frames including pre-fabricates systems                                   | <input type="checkbox"/> Establish datum for levelling  |
| <input type="checkbox"/> Construct/install pitched, flat, cathedral style timber roofs  | <input type="checkbox"/> Prepare masonry walls for damp proof course                              |
| <input type="checkbox"/> Erect roof trusses and roof battens  | <input type="checkbox"/> Install damp proof courses   |
| <input type="checkbox"/> Construct eaves, fascias and barges  | <input type="checkbox"/> Lay all types of brickwork including cutting, pointing and tuck pointing |
| <input type="checkbox"/> Construct and install timber external in internal stairs, steps, landings, handrails and balustrades | <input type="checkbox"/> Carry out masonry veneer and cavity brick construction                   |
| <input type="checkbox"/> Install exterior claddings such as weatherboards, manufactured boards, sheeting and eaves lining     | <input type="checkbox"/> Construct masonry stairs, steps and arches                               |
| <input type="checkbox"/> Install interiors claddings/linings such as timber, plywood, manufactured sheets                     | <input type="checkbox"/> Lay masonry walls and corners  |
| <input type="checkbox"/> Assemble partitions  | <input type="checkbox"/> Lay multi-thickness walls and piers                                      |
|   | <input type="checkbox"/> Install flashing and damp proof courses                                  |
|   | <input type="checkbox"/> 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:**

- |  |  |
|--|--|
| <input type="checkbox"/> Read and Interpret plans and specifications | <input type="checkbox"/> Carry out joinery works e.g. decks, pergolas and the like                       |
| <input type="checkbox"/> Measure and calculate                       | <input type="checkbox"/> Install exterior claddings/linings such as timber, plywood, manufactured sheets |
| <input type="checkbox"/> Establish and implement site set-out        |  |

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Applicant Statement  
Building Work Experience – All Classes

- |  |  |
|--|--|
| <input type="checkbox"/> Excavate land                         | <input type="checkbox"/> Install interior claddings/linings such as timber, plywood, manufactured sheets |
| <input type="checkbox"/> Levelling operations                  | <input type="checkbox"/> Assemble partitions   |
| <input type="checkbox"/> Concreting works                      | <input type="checkbox"/> Install underlay sheeting for tiles   |
| <input type="checkbox"/> Place and fix reinforcement materials | <input type="checkbox"/> Install architraves, skirting boards, moulding, trims and the like              |
| <input type="checkbox"/> Install timber/concrete stumps        |  |

**Total hours you were involved in performing the above tasks on this jobsite (to be expressed in hours):**

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### 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 \_\_\_\_/\_\_\_\_/\_\_\_\_

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