

IMPORTANT NOTICE TO MUTUAL RECOGNITION APPLICANTS

Mutual Recognition

Mutual Recognition is a process whereby an individual who holds a licence in one State, Territory or New Zealand is entitled to be licensed in another State, Territory or New Zealand to perform the same work. Mutual Recognition does not apply to a company or partnership.

If you are applying for a licence in Queensland (QLD), based on a licence you already hold in another State, Territory or New Zealand, please be aware special rules apply. BSA may only issue a licence that is equivalent to the licence you already hold. If your interstate or New Zealand licence is subject to a condition or restriction, BSA must impose the same condition on your QLD licence.

Where there is no BSA licence equivalent to your interstate or New Zealand licence, BSA is required to place a condition on your QLD licence restricting it to the work you were allowed to perform under your interstate or New Zealand licence. Where there is no BSA licence equivalent to your interstate or New Zealand licence, BSA will not be able to issue a licence to you.

Who Can Apply

- Australian Capital Territory
- New South Wales
- Northern Territory
- South Australia
- Tasmania
- Victoria
- Western Australia
- New Zealand

NSW Applicants

Licences issued by the Home Building Service in NSW only apply to “Domestic Building Construction Work”. There is no requirement for a contractor to hold a building licence in NSW if they are performing commercial work. As the NSW licence only applies to domestic work, BSA must restrict your QLD licence to “Domestic Building Construction Work only”.

If you hold a contractor licence in NSW, the equivalent QLD licence would be either a restricted contractor licence or restricted nominee supervisor licence.

If you hold a ‘**Qualified**’ supervisor licence in NSW, the equivalent QLD licence would be a restricted nominee supervisor licence.

If you hold a supervisor licence in NSW, the equivalent QLD licence would be a restricted site supervisor licence. A site supervisor licence would entitle you to supervise domestic building work as an employee only.

If you wish to perform commercial work in QLD or if you hold a NSW supervisor licence, you need to consider your options. It may be more appropriate and easier to apply for the full licence class under Queensland requirements.

As an alternative, if you hold a contractor licence and you already hold the technical qualification required under the QLD licensing regime you can apply for an unrestricted licence enabling you to carry out both domestic and commercial building work.

As a NSW contractor, if your licence is not limited to any work other than its being restricted to “Domestic Building Construction Work” and you wish to apply for an unrestricted licence when you submit your Mutual Recognition application you must provide the following:-

- TRADE CONTRACTOR LICENCE - you are required to meet the minimum technical requirements for the QLD licence; or
- BUILDER LICENCE - you are required to meet the minimum technical requirements for the licence and supply details of your experience in the commercial sector for the full scope of work relevant to the licence class you are applying for.

SA Applicants

Licences issued by Business and Occupational Services in SA could be a supervisor or contractor or both. If you hold a contractor and supervisor licence in SA, the equivalent QLD licence would be either a contractor licence or nominee supervisor licence.

In SA supervisors are not required to satisfy any managerial qualification requirements. Therefore, if you hold a supervisor licence in SA, the equivalent QLD licence would be a conditional contractor or nominee supervisor licence. BSA must place a condition on your QLD licence, requiring you to complete an approved QLD managerial course within a specified timeframe.

If you only hold a contractor licence in SA you are not able to apply under Mutual Recognition as QLD does not have an equivalent licence.

NZ Applicants

In NZ licensees are not required to satisfy any managerial requirements. Therefore, the equivalent QLD licence would be a conditional contractor or nominee supervisor licence. BSA must place a condition on your QLD licence, requiring you to complete an approved QLD managerial course within a specified timeframe.

Company Licensing

If you intend to operate as a company in QLD, the company must hold a licence in its own right. To obtain a licence in QLD, all companies must have a nominated person (the nominee supervisor) who holds the same licence class as the company.

If you intend to be the nominee supervisor for your company, you must submit a QLD company application at the same time you lodge your Mutual Recognition application. This will enable your company to be issued with the same licence held by you.

Keep Your Interstate Licence Active

Your interstate licence must remain active until your QLD licence is approved. If your interstate licence is cancelled or suspended prior to approval of your QLD licence, you will not be entitled to a QLD licence based on Mutual Recognition.

If you have any questions regarding your Mutual Recognition application, please contact your local BSA office or log onto www.bsa.qld.gov.au



MUTUAL RECOGNITION LICENCE APPLICATION FORM

(For individuals who hold a current licence in another State, Territory or New Zealand)

OFFICE USE ONLY

1. PERSONAL DETAILS

Surname:											
First Names:											
Preferred Name: <small>(if any)</small>											
Date of Birth:	/	/	ABN No:								
Postal Address:									Post Code:		
Business Address: <small>This CANNOT be a P O Box</small>									Post Code:		
Residential Address:									Post Code:		
Business Ph:	()										
Fax:	()										
Email:											

2. APPLICATION DETAILS

Your interstate business licence **MUST** remain current until your Queensland licence is approved.
Please provide details of your current Interstate business licence.

State/Territory licence held:		Licence No:		Expiry Date:	/	/
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<input checked="" type="checkbox"/> Tick the Grade of Licence you are applying for:	Contractor	<input type="checkbox"/>	Contractors are able to contract for "building work" and must meet the Financial Requirements
	Nominee Supervisor	<input type="checkbox"/>	Supervisors are only permitted to supervise "building work" and are not required to meet the Financial Requirements
	Site Supervisor	<input type="checkbox"/>	

Please list the Class(es) of Licence you are applying for (eg bricklaying, carpentry, painting etc)

OFFICE USE ONLY				Date:				-			-			Urgent	Yes	No:	
Participant No:														Licence No:			
Receipt Amount:	\$													Receipt No:			
Application ID:										Data Ent:	ATFO	HD	SC				

3. FINANCIAL INFORMATION

- (a) If you are applying for a **Nominee Supervisor** licence – **do not complete this section**
- (b) If you are applying for a
- *Builder – Project Management Services*
 - *Building Design,*
 - *Hydraulic Services Design* or
 - *Site Classifier* licence
 - **AND** you DO NOT hold any other contractor licence requiring financial information, you have two options. You must either:
 - i. provide professional indemnity insurance AND also complete an **Estimated Annual Turnover Declaration Form* which you must attach to your application – **do not complete this section; OR**
 - ii. if you DO NOT hold professional indemnity insurance, **complete this section.**
 - You must also complete the **Declaration – Professional Indemnity Insurance* form which you must attach to your application.
 - Project Management Services only need to complete the section below. They are not required to also complete the **Declaration – Professional Indemnity Insurance* form.
- (c) **If you are applying for a contractor licence in any other licence class - complete this section**

**Forms can be obtained by contacting BSA or downloading from BSA's website*

Choose your financial category below and go to Section 5.

Tick **ONE** only

This option is NOT available to BUILDERS. My Annual Turnover WILL NOT exceed \$100,000 for the 12 month period of my licence. I have at least \$6,000 Net Tangible Assets. (Refer to Queensland Building Services Board Policy).

OR

My Annual Turnover WILL NOT exceed \$300,000 for the 12 month period of my licence. I have at least \$18,000 Net Tangible Assets. (Refer to Queensland Building Services Board Policy).

OR

My Annual Turnover WILL exceed \$300,000 for the 12 month period of my licence. NOTE: An Independent Review Report or Audit Report **MUST** be completed by your Accountant and submitted with your application. (Refer to Financial Requirements for Licensing)

Some licence classes require Professional Indemnity Insurance (PI). Refer to the Financial Requirements for Licensing or the application checklist for details.

4. ESTIMATED ANNUAL TURNOVER

Complete this section ONLY if you meet ALL three of the following conditions.

1. You are applying for a contractor licence in one or more of the following licence classes:
 - Builder – Project Management Services (with \$1 million PI);
 - Building Design class (with \$500,000 PI);
 - Hydraulics Services Design (with \$1 million PI) ; or
 - Site Classifier (with \$1 million PI);
2. you hold no other contractor licence classes; AND
3. you have provided the required professional indemnity insurance.

Contractors who do not meet all three conditions above MUST complete Section 3.

Choose your Estimated Annual Turnover below

Select ONE option

Your Estimated Annual Turnover WILL NOT exceed \$100,000 for the 12 month period of your licence.

Your Estimated Annual Turnover WILL NOT exceed \$300,000 for the 12 month period of your licence.

Your Estimated Annual Turnover WILL NOT exceed \$12,000,000 for the 12 month period of your licence.

Your Estimated Annual Turnover WILL exceed \$12,000,000 for the 12 month period of your licence.

These licence classes require Professional Indemnity Insurance. Refer to the Financial Requirements for Licensing which can be downloaded directly from BSA's website at: www.bsa.qld.gov.au

5. PARTNERSHIP

Do you intend to carry out business under the licence in partnership with an unlicensed person?

Yes

No

If you ticked **Yes** you must provide a copy of relevant documentation. (Refer to the Checklist below)

6. ADDITIONAL REQUIREMENTS

You MUST answer all questions. BSA regularly cross checks this information with external agencies. Information from those agencies is publicly available information. Tick each question

Have you ever been refused a BSA licence or had a BSA licence cancelled?

Yes

No

Are you an Australian citizen, permanent resident or do you have a current visa issued under the Migration Act 1958, entitling you to work in Australia? If you are working under a Visa you **MUST** supply a copy of the visa and any relevant conditions that apply

I am a Citizen or Permanent Resident

I have a current Visa & I have attached a copy

I do not have a current Visa

Do you have a registered business or trading name? (eg. John Smith trading as Smith Builders) If you answered YES you **MUST** provide a copy of a Queensland issued Business Name extract.

Yes

No

Have you been issued with an infringement notice for an offence under the Queensland Building Services Authority Act 1991 or the Domestic Building Contracts Act 2000 for which payment is still outstanding?

Yes

No

Have you OR any intended business partner:

i. Ever become bankrupt or entered into a debt agreement under Part IX of the *Bankruptcy Act 1966*?

Yes

No

ii. Ever entered into a composition, deed of arrangement or deed of assignment under Part X of the *Bankruptcy Act 1966*?

Yes

No

iii. Been convicted of any criminal offence (excluding traffic offences) within the last ten years?

Yes

No

iv. Been Convicted of an offence under the *Corporations Act 2001* (Commonwealth), section 596 (b) or (c)?

Yes

No

v. Had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last ten years?

Yes

No

vi. Ever been disciplined by any Tribunal, Board or Authority in relation to building work?

Yes

No

vii. Ever had a pending or current disciplinary proceeding by any Tribunal, Board or Authority in relation to building work?

Yes

No

viii. You OR any intended business partner been a:-

- Director;
- Secretary;
- Shareholder; or
- A person in a position to control or substantially influence a company's conduct or affairs

within twelve months of a company being placed in receivership, administration, official administration, under a deed of company arrangement, in liquidation or wound up for the benefit of creditors?

Yes

No

If you have ticked yes to any of these questions you **MUST** provide copies of all relevant documentation (Refer to application checklist on page 4 for required documents)

7.CHECKLIST

Before you sign the declaration, ensure you have provided all required information. BSA will ask for any missing or incomplete information and your application will take longer to process.

Please provide copies of documents, as originals will not be returned.

<p>I have completed all questions on the application form</p>	<input type="checkbox"/> Yes
<p>I have provided a copy of my Interstate licence (refer section 2) (Your interstate licence MUST remain current until your Queensland licence is approved)</p>	<input type="checkbox"/> Yes
<p>If you are applying for a licence in :-</p> <ul style="list-style-type: none"> ▪ Plumbing; ▪ Drainage; ▪ Gas Fitting; ▪ Fire Certification; or ▪ Pest Controlling, <p>I have provided a copy of my other relevant licences held in Queensland eg occupational or accreditation licence (An occupational or accreditation licence is required before your licence can be approved)</p>	<input type="checkbox"/> Yes
<p>I have provided my financial information (refer section 3) (Self Certification, an Independent Review Report or an Audit Report)</p>	<input type="checkbox"/> Yes
<p>If:</p> <ul style="list-style-type: none"> ▪ you are applying for a contractor licence in one or more of the following licence classes: <ul style="list-style-type: none"> ○ Builder – Project Management Services (\$1 million PI); ○ Building Design class (\$500,000 PI); ○ Hydraulics Services Design (\$1 million PI); or ○ Site Classifier (\$1 million PI), and ▪ you do not hold any other contractor licence classes; ▪ you are eligible for the exemption of providing PI instead of financial information (refer FRL), <p>I have provided my Estimated Annual Turnover in Section 4 and have not provided financial information in Section 3.</p>	<input type="checkbox"/> Yes
<p>If you are applying for a licence in:-</p> <ul style="list-style-type: none"> ▪ Building Design; ▪ Hydraulics Services Design; ▪ Site Classifier; ▪ Completed Residential Building Inspection; ▪ Termite Management Chemical; ▪ Fire Equipment - Passive Fire (Wall & Ceiling or Penetration & Joint Ceiling); or any ▪ Fire Certification licence, <p>I have provided a certificate of currency evidencing my current PI insurance policy</p>	<input type="checkbox"/> Yes
<p>If I am a person working in Australia under a Visa, I have provided a copy of my current visa and any relevant conditions that apply (refer section 6)</p>	<input type="checkbox"/> Yes
<p>If you answered yes to any of the questions in section 6, I have enclosed copies of the following:-</p> <ul style="list-style-type: none"> ▪ All reports to creditors issued by the trustee in bankruptcy, administrator, deed administrator, receiver or liquidator; ▪ Confirmation of discharge from bankruptcy from the trustee in bankruptcy or a copy of an ITSA search showing the date of discharge from bankruptcy; ▪ Debt agreement, composition, deed of arrangement or deed of assignment; ▪ Evidence from the trustee that the debt agreement, composition, deed of arrangement or deed of assignment has been fully complied with, released or carried out; ▪ Minutes of conviction, court or tribunal order and a Criminal History Report issued by the Police; ▪ Australian Securities & Investment Commission Order preventing an individual from managing a corporation; ▪ Any documentation relating to court proceedings that are still pending 	<input type="checkbox"/> Yes
<p>If I have a registered business name (Eg Smith Builders) I have provided a copy of the Certificate of Registration of a Business name from Dept Tourism, Fair Trading & Wine Industry Development (refer section 6)</p>	<input type="checkbox"/> Yes
<p>If I am an individual carrying out business under the licence in partnership with an unlicensed person (refer section 5).</p> <ul style="list-style-type: none"> ▪ I have provided a copy of the partnership agreement which states the names of all parties involved and conditions of the business partnership. <p>If required:</p> <ul style="list-style-type: none"> ▪ I have provided relevant details regarding the unlicensed partner 	<input type="checkbox"/> Yes

11. BSA OFFICE LOCATIONS





















PHONE BSA ON 1300 272 272

OR



VISIT OUR WEBSITE AT www.bsa.qld.gov.au

BRISBANE	CAIRNS
<p>299 Montague Road West End QLD 4101</p> <p> FAX: (07) 3225 2929</p> <p> MAIL: GPO Box 5099, Brisbane Qld 4001</p>	<p>181 Aumuller Street Westcourt, Cairns QLD 4870</p> <p> FAX: (07) 4048 1124</p> <p> MAIL: GPO Box 5099, Brisbane Qld 4001</p>
GOLD COAST	MACKAY
<p>Suite 26, 86 Robina Town Centre Drive Robina QLD 4230</p> <p> FAX: (07) 5575 7666</p> <p> MAIL: GPO Box 5099, Brisbane Qld 4001</p>	<p>42 East Gordon Street Mackay QLD 4740</p> <p> FAX: (07) 4953 4151</p> <p> MAIL: GPO Box 5099, Brisbane Qld 4001</p>
MARYBOROUGH	ROCKHAMPTON
<p>208 Lennox Street Maryborough QLD 4650</p> <p> FAX: (07) 4122 3814</p> <p> MAIL: GPO Box 5099, Brisbane Qld 4001</p>	<p>194 Alma Street Rockhampton QLD 4700</p> <p> FAX: (07) 4927 1551</p> <p> MAIL: GPO Box 5099, Brisbane Qld 4001</p>
SUNSHINE COAST	TOOWOOMBA
<p>6 Pikki Street Maroochydore QLD 4558</p> <p> FAX: (07) 5459 9655</p> <p> MAIL: GPO Box 5099, Brisbane Qld 4001</p>	<p>Clestrain Mall 131A Herries Street Toowoomba QLD 4350</p> <p> FAX: (07) 4638 1917</p> <p> MAIL: GPO Box 5099, Brisbane Qld 4001</p>
TOWNSVILLE	
<p>287 Ross River Road Aitkenvale QLD 4814</p> <p> FAX: (07) 4725 3401</p> <p> MAIL: GPO Box 5099, Brisbane Qld 4001</p>	

**Queensland Building Services Authority Act 1991
Individual Application Fees from 1 July 2011 to 30 June 2012**

Nominee or Site Supervisor Grade		
Total Application Fee		\$328.60
Application Fee if you hold a current individual BSA licence and are applying for a new Nominee or Site Supervisor Licence Class		\$164.30
Builder or Trade Contractor Grade		
Total Application Fee Determined by the Financial OR Estimated Annual Turnover Information Supplied	SC 1	\$507.15
	SC2	\$603.40
	Category 1-3	\$781.85
	Category 4-8	\$1,111.90
Application Fee if you hold a current individual BSA licence and are applying for a new Builder or Trade Licence Class. NOTE: If you hold a current BSA licence and you are applying for another licence class and you are increasing your allowable annual turnover, you will also be required to pay the difference in licence fees. Contact BSA for details of the amount payable.	SC 1	\$287.60
	SC2	\$328.65
	Category 1-3	\$453.20
	Category 4-8	\$617.50
Certificate		
\$23.05		

Financial Information

The applicable fee is determined by the financial information provided with your application. There are 5 different types of financial information:

- | | |
|-----------------|--|
| 1) Supervisor | - Financial information not required; |
| 2) SC1 | - \$100,000 Declaration (Allowable annual turnover of less than \$100,000); |
| 3) SC2 | - \$300,000 Declaration (Allowable annual turnover between \$100,000 & \$300,000); |
| 4) Category 1-3 | - Independent Review Report (Allowable annual turnover between \$300,001 & \$12M); |
| 5) Category 4-8 | - Independent Review Report (1st Year Only) or Audit Report (Allowable annual turnover of more than \$12M) |

Renewals

Your renewal will be mailed to you approximately 30 days prior to your renewal due date (one year from the date your licence was originally issued). Your renewal fee is determined by your Allowable Annual Turnover as stated in your previous renewal or as varied by you throughout the year.

Licence Fees	
Supervisor	\$164.30
SC1	\$219.55
SC2	\$274.75
Category 1-3	\$328.65
Category 4-8	\$494.40

Applications

Your initial application fee includes the first year renewal fee. If your application is unsuccessful you will be refunded the renewal fee portion.

GST Requirements

Please be advised the Authority's licence renewal and application fees are exempt from GST in accordance with Division 81 of the new Tax legislation and therefore GST is not applicable to these fees.

CUSTOMER FLOW CHART – MUTUAL RECOGNITION

Following is a flow chart to show you the application process for a Mutual Recognition licence application

