



C 12
011209

BRISBANE

299 Montague Rd
West End QLD 4101

GPO Box 5099

Brisbane QLD 4001

Facsimile 3225 2999

CAIRNS

Facsimile 4048 1124

GOLD COAST

Facsimile 5575 7666

MACKAY

Facsimile 4953 4151

ROCKHAMPTON

Facsimile 4927 1551

SUNSHINE COAST

Facsimile 5459 9655

MARYBOROUGH

Facsimile 4122 3814

TOOWOOMBA

Facsimile 4638 1917

TOWNSVILLE

Facsimile 4725 3401

TELEPHONE STATEWIDE
1300 BSA BSA

WEBSITE

www.bsa.qld.gov.au

*Helping
Queenslanders
Build Better*

fact: n. 1. an event or thing known to have
applied. 2. a truth or principle
applied or observed. 3. a piece
information, get me all the facts of this case.

FACT SHEET

HOW TO APPLY FOR A TRADE CONTRACTOR OR BUILDING DESIGNER LICENCE

BSA licenses Trade Contractors and Building Designers in many different licence classes. Each licence class has a Scope of Work describing the work able to be performed under that class. It is important the work you intend to perform is covered in the scope of work. You may need to obtain a licence in more than one class. Ask your nearest BSA office or visit BSA's website at www.bsa.qld.gov.au for the scope of work for the class or classes you are interested in.

What types of licences are there?

Trade Contractor or Building Design licence

For contractors who want to contract or subcontract to carry out building work.

Supervisor Licence

A supervisor cannot contract or subcontract to carry out building work, but can supervise and perform the physical work while employed by another licensee.

Who needs a licence?

An individual or company who wants to carry out, undertake to carry out, or supervise building work valued at over \$3,300 (including labour and materials) must hold the appropriate licence. Licensees who do not contract with builders or the public and only contract to trade contractors (ie sub-trade contractors) do not require a BSA licence. However, if you perform any building work within one of the following classes, regardless of the value, you must hold the appropriate licence:

- Plumbing and Drainage
- Building Design Medium Rise
- Building Design Low Rise
- Termite Management - Chemical
- Completed Residential Building Inspection
- Fire Protection
- Gasfitting
- Site Classifier
- Building Design Open

Hydraulic services design work can be performed up to \$1,100 without a licence. A full list of BSA's licence classes can be found on BSA's website.

What does "carrying out" or "undertaking to carry out" building work include?

"Carrying out" or "undertaking to carry out" include:

- directly or indirectly causing building work to be carried out;

- providing advisory, administrative, management or supervisory services in relation to building work; or
- entering into a contract or submitting a tender for building work or offering to carry out building work.

If you are unsure whether your company needs to hold a BSA licence, please refer to the fact sheet 'Companies and Licensing', available from your nearest BSA office and BSA's website or phone BSA on 1300 272 272.

Requirements to obtain a BSA licence

Before being granted a BSA Trade Contractor, Building Design or Supervisor licence in any of the classes, you must complete the relevant application form (available from BSA offices and BSA's website) and meet the following requirements:

Technical Qualifications

The Scope of Work for each licence class lists the required technical qualifications. If you do not hold a formal qualification you can go through *Recognition of Prior Learning*.

It is common for people who hold a formal technical qualification to have gained this qualification through formal training. However, if you have not undertaken formal training with a course provider but have obtained your skills over a number of years under the supervision of others, you may be eligible to obtain a formal technical qualification through a process of Recognition of Prior Learning, also referred to as RPL or recognition of current competencies.

Please refer to BSA's Registered Training Organisations booklet for a list of organisations who carry out assessments arranged by licence class. This booklet can be found on BSA's website or is available from any BSA office.

Construction Skills Queensland provides a free referral service to RTOs which are able to offer RPL services in the technical qualification you are seeking. Construction Skills Queensland also provides funding to eligible applicants for 240 hours worth of training in certain trade areas. If seeking referral to an appropriate RTO or further information about your eligibility for subsidised training, contact Construction Skills Queensland on 1800 798 488, info@beconstructive.com.au or at www.beconstructive.com.au (choose the link for WORKERS).

Managerial Qualifications

These qualifications are obtained upon the successful completion of an approved managerial course. Approved managerial courses are offered by TAFE, and several industry associations and private providers. These courses are listed on BSA's website (under Builders/Contractors > Applying for a licence > Managerial Courses).

Experience

Two to four years practical experience is required, depending on the class of licence. Apprenticeship time may be counted towards this requirement. For specific details, refer to the Scope of Work for the particular class of licence for which you are applying.

Financial Details

Financial Requirements are set out in the Queensland Building Services Board Policy 'Financial Requirements for Licensing' available from BSA offices and on BSA's website (under Accountants > Financial Requirements).

If you are applying for a Supervisor Licence only, you do not need to provide financial details.

NOTE: A licence cannot be issued until all criteria are satisfied, so please ensure all the necessary documentation is included with your application.

If you require any further information or assistance when preparing your application, please phone BSA on 1300 272 272, drop in to your nearest BSA office or visit BSA's website at www.bsa.qld.gov.au.