



Licence Application Form COMPANY

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid — any amendments should be crossed out and initialled

1. COMPANY DETAILS

Company Name:

ACN: ABN:

Postal Address:

Post Code:

Business Address:

(This CANNOT be a PO Box) Post Code:

Registered Address:

Post Code:

Business Phone: Fax:

Reg. Office Ph: Mobile:

Email:

 The Company has provided a copy of an Australian Securities and Investments Commission (ASIC) **HISTORICAL** Company Extract

NOTE: The Historical Company Extract document cannot be older than 30 days from the date submitted to BSA. If an ASIC HISTORICAL Company Extract is not provided, the application cannot be approved and processing will be delayed.

YES

2. APPLICATION DETAILS

List the class(es) of licence you are applying for (e.g. Builder - Low Rise, Carpentry, Painting and Decorating etc)

PRIVACY NOTICE: The BSA is collecting the information on this form to determine whether you are entitled to a licence. This is authorised by the *Queensland Building Services Authority Act 1991*. This information can be disclosed by the BSA to another party with your consent or as authorised or required by law. In addition, some information collected on this form will be included in the licensee register in accordance with the *Queensland Building Services Authority Act 1991*. Any person may search the register free of charge on the BSA website. The BSA may also provide information contained in your application or accompanying documents to a financial specialist engaged by the BSA to provide advice as to whether you satisfy the financial requirements for a licence. For further information visit the BSA website at www.bsa.qld.gov.au.

OFFICE USE ONLY		Date:	-	-	Urgent:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Participant No:	<input type="text"/>				Licence No:	<input type="text"/>	<input type="text"/>
Receipt Amount:	\$ <input type="text"/>	.	<input type="text"/>	Receipt No:		<input type="text"/>	<input type="text"/>
Application ID:	<input type="text"/>	Data Ent:	<input type="text"/>	ATFO	<input type="text"/>	HD	<input type="text"/>
						SC	<input type="text"/>

3. FINANCIAL INFORMATION

- (a) 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** complete the **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 need only complete the section below. They are not required to complete the **Declaration - Professional Indemnity Insurance form.*

(b) If you are applying for a contractor licence in any other class - complete this section.

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

Are you operating under a trust structure?

(You cannot use the assets of the Trust to meet the NTA requirements)

YES

NO

Choose the company's financial category below

Tick ONE only

This option is NOT available to BUILDERS

The company's Annual Turnover WILL NOT exceed \$100,000 for the 12 month period of its licence. The company has at least \$6,000 Net Tangible Assets. (Refer to Queensland Building Services Authority Board Policy.)

YES

OR

The company's Annual Turnover WILL NOT exceed \$300,000 for the 12 month period of its licence. The company has at least \$18,000 Net Tangible Assets. (Refer to Queensland Building Services Authority Board Policy.)

YES

OR

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

YES

NOTE: Some licence classes require Professional Indemnity Insurance. Refer to the Financial Requirements for Licensing (FRL) or the Checklist Attachment for details. The FRL can be found on BSA's website under 'Accountants' at www.bsa.qld.gov.au.

6. OFFICE HOLDERS: FIT AND PROPER


Please provide the name and licence number of any director, office holder, major shareholder or person of influence if they currently hold or previously held a BSA licence.

NAME	LICENCE NUMBER

NOTE: You must answer ALL questions in the following section. The BSA regularly cross-check information provided herein with external agencies. This information is publicly available.

<p>Have any directors, office holders, major shareholders, nominees, persons of influence or any intended business partner:</p>		
<p>i. ever become bankrupt or entered into a debt agreement under Part IX of the <i>Bankruptcy Act 1966</i>?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>ii. ever entered into a composition, deed of arrangement or deed of assignment under Part X of the <i>Bankruptcy Act 1966</i>?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>iii. been convicted of any criminal offence (excluding traffic offences) within the last 10 years?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>iv. been convicted of an offence under the <i>Corporations Act 2001</i> (Commonwealth) section 596 (b) or (c)?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>v. had a pending or current court proceeding of any criminal offences (excluding traffic offences) within the last 10 years?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>vi. ever been disciplined by any Tribunal, Board or Authority in relation to building work?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>vii. ever had a pending or current disciplinary proceeding by any Tribunal, Board or Authority in relation to building work?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>viii. Have any directors OR any intended business partner been a:</p> <ul style="list-style-type: none"> • director; • secretary; • shareholder; OR • a person in a position to control or substantially influence a company's conduct or affairs <p>within 12 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?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>ix. Do you or your company have a judgment debt for building work or supplies which you have not paid?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>If you have ticked YES to any of these questions, you MUST provide copies of all relevant documentation. (Refer to the Checklist Attachment for required documents.)</p>		

7. PARTNERSHIP

<p> Do you intend to carry out business under the licence in partnership with an unlicensed person? If YES, you must provide a copy of relevant documents (see Checklist Attachment).</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
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<p>Does the company have a registered business or trading name? (e.g. ABC Building Solutions Pty Ltd trading as Alpha Builders.) If you answered YES, you must provide a copy of the Current Business Names Extract from the Australian Securities and Investment Commission, ASIC).</p>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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8. FEES (Refer to attached fee schedule)

<p>The appropriate fee accompanies this application form. (Refer to the attached Fee Schedule and complete the payment option section below.)</p>	YES <input type="checkbox"/>
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<p>Does the company require a licence certificate? (If a certificate is required, the company will be required to pay the additional fee. Refer to attached Fee Schedule.)</p>	NO <input type="checkbox"/>	YES <input type="checkbox"/>
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I will be paying:
in person by cheque by credit card (**NOTE:** BSA cannot accept American Express or Diners Club)

Credit card number:

Expiry date: / **VISA:** **Mastercard:**

Amount paid: \$.

Cardholder's name:

Cardholder's signature:

9. DIRECTOR'S DECLARATION

Before you sign the declaration, use the Checklist Attachment to ensure the company has provided all the required information. If documentation or information is missing or incomplete, the application will take longer to process. BSA will ask for missing or incomplete information to allow the application to proceed.

WARNING:
Incorrect or misleading information may lead to a review and possible cancellation of the licence, prosecution and up to two years imprisonment under the *Queensland Building Services Authority Act 1991* and the imposition of a penalty under Section 193 of the *Queensland Criminal Code*.

For a Sole Director Company:	Only the sole director is required to sign this declaration.
For a two or more director company:	Either two directors OR one director and one secretary must BOTH sign the declaration.

DIRECTOR'S DECLARATION:
"I declare that the statements contained in this application are true and correct. I also declare that at the date of this declaration I am not aware of anything which gives me reason to know or suspect that the company does not satisfy the Financial Requirements for Licensing. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*."

DIRECTOR'S SIGNATURE:

DATE*: / /

DIRECTOR OR SECRETARY'S SIGNATURE:

DATE*: / /

* Please ensure the Director's Declaration and the Nominee Consent (question 5) are not dated more than one (1) month prior to the date the application is submitted to BSA.






Send all mail to: Building Services Authority, GPO Box 5099, Brisbane QLD 4001

CHECKLIST ATTACHMENT

IMPORTANT - read this before signing the Director's Declaration

Before you sign the Director's Declaration (refer to section 9), use this checklist to ensure the company has provided all the required information. If documentation or information is missing or incomplete, the application will take longer to process. BSA will ask for missing or incomplete information to allow the application to proceed.

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

	The company has completed all the questions on the application form	YES <input type="checkbox"/>
	The company has provided its financial information (refer to section 3) (Self Certification, an Independent Review Report, an Audit Report or Estimated Annual Turnover declaration)	YES <input type="checkbox"/>
	Only for companies applying for a licence in: <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 and Ceiling or Penetration and Joint Ceiling) or any Fire Certification licence The company has provided a certificate of currency evidencing its current Professional Indemnity Insurance policy.	YES <input type="checkbox"/>
	The company has provided a copy of an Australian Securities and Investment Commission HISTORICAL Company Extract. (See attachment for list of providers.) (This document cannot be older than 30 days from the date the application was lodged)	YES <input type="checkbox"/>
	The company has provided a copy of the Current Business Name Extract from the Australian Securities and Investment Commission (ASIC)	YES <input type="checkbox"/>
	Only for companies that answered 'YES' to any of the questions in section 6. The company has enclosed copies of the following: <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 and Investment Commission (ASIC) Order preventing an individual from managing a corporation • any documentation relating to court proceedings that are still pending 	YES <input type="checkbox"/>
	The company has provided all details in relation to its nominee (refer to section 5)	YES <input type="checkbox"/>
	The nominee has signed and dated the consent (refer to section 5)	YES <input type="checkbox"/>
	A company director has provided proof of identity (refer to section 4)	YES <input type="checkbox"/>
	Only for a company carrying out business under the licence in partnership with an unlicensed person. The company has provided a copy of the partnership agreement that states the names of all parties involved and conditions of the business partnership.	YES <input type="checkbox"/>

INFORMATION - please keep for your records

Company Application Fees from 6 July 2012 to 30 June 2013 Queensland Building Services Authority Act 1991

Company Licence		
Total Application Fee Determined by the Financial Information Supplied	SC 1	\$951.45
	SC 2	\$1,134.80
	Category 1-3	\$1,461.75
	Category 4-8	\$2,086.30
Application Fee if the company holds a current BSA licence and is applying for another Licence Class. NOTE: If the company holds a current BSA licence and it is applying for another licence class and it is increasing its allowable annual turnover, the company will also be required to pay the difference in renewal fees. Contact BSA for details of the amount payable.	SC 1	\$497.00
	SC 2	\$567.40
	Category 1-3	\$780.10
	Category 4-8	\$1064.45
Certificate		
\$23.85		

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 Declaration or Estimated Annual Turnover declaration (Allowable annual turnover of less than \$100,000);
3. SC2 - \$300,000 Declaration Declaration or Estimated Annual Turnover declaration (Allowable annual turnover between \$100,000 & \$300,000);
4. Category 1-3 - Independent Review Report Declaration or Estimated Annual Turnover declaration (Allowable annual turnover between \$300,001 & \$12M);
5. Category 4-8 - Independent Review Report (1st Year Only), Estimated Annual Turnover declaration or Audit Report (Allowable annual turnover of more than \$12M)

Renewals

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

Company Licence Fees	
SC1	\$454.45
SC2	\$567.40
Category 1-3	\$681.65
Category 4-8	\$1021.85

Applications

The initial application fee includes the first year renewal fee. If the company application is unsuccessful you will be refunded the licence fee portion.

GST Requirements

Please be advised the BSA's licence 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.

detach here

INFORMATION - please keep for your records

ASIC Historical Company Extract Providers

The Company Historical Extract can be obtained from Information Brokers or ASIC Service Centres. A Current Company Extract will not be acceptable, you must supply a Historical Extract for your company application or at any time your company changes its key personnel. This document cannot be older than 30 days from the date the Company application is lodged.

ASIC Service Centre, Brisbane	Phone: 1 300 300 630 Fax: (07) 3867 4727
Absolute Databroker	Phone: 1 800 002 605 Fax: (07) 3236 2605 Email: admin@shelco.com.au Website: www.shelco.com.au
Anstat Property Information	Phone: (03) 9278 1172 Email: oscar@anstat.com.au Website: www.anstat.com.au
Australian Business Research Pty Ltd	Phone: (07) 3837 1333 or 1300 366 402 Fax: (07) 3236 3422 Email: abrddata@abr.com.au Website: www.abr.com.au
CITEC Confirm	Phone: (07) 3222 2700 or 1800 773 773 (outside Brisbane) Fax: (07) 3227 7841 Email: confirm@citec.com.au Website: www.confirm.com.au
Espreon Property Services Pty Ltd	Phone: 1300 305 205 Fax: 1300 553 030 Website: www.espreon.com
Lawpoint	Phone: 1800 814 336 or (02) 9239 4999 Fax: (02) 9239 4900 Email: Lawpoint.Lawsales@thomson.com.au Website: www.lawpoint.com.au
LEAP Legal Software	Phone: (02) 9247 7533 Fax: (02) 9247 7544 Email: Sales@leap.com.au Website: www.leap.com.au
National Data Centre Pty Ltd	Phone: 1300 655 760 Email: info@natdata.net Website: www.natdata.net
Shelco Databroker	Phone: 1800 002 605 Website: www.databroker.com.au
TRI-SEARCH Pty Ltd	Phone: (02) 9232 2411 Fax: (02) 9221 4647 Email: support@trisearch.com.au Website: www.trisearch.com.au