

Application for Licence as a Building Services Provider

1. Purpose of Referee's Statement

When applying for a licence as a builder, construction manager, fire protection services builder or demolisher, an application must be accompanied by supporting statements verifying the applicant's experience in carrying out building work in accordance with relevant legislation, codes and standards.

2. Eligibility criteria for referees

The person providing this statement must:

- be an industry professional, for example an engineer, architect, building surveyor or senior manager or supervisor from an established building firm or;
- be licensed at the same, or higher, level as that applied for by the applicant; and
- have overseen the applicant carrying out the work that is the basis of the reference.

3. Required Experience and Competence

Consumer, Building and Occupational Services must assess the experience and competence of an applicant before issuing a licence. The *Scheme for the Accreditation of Building Practitioners* outlines the experience and competence requirements for the various classes of builder. A vital part of the assessment of the experience and competence of an applicant will be the referee statements provided by knowledgeable and experienced third parties.

These reports should include information about:

- the type of work or tasks the applicant has engaged in;
- the level of competency displayed by the applicant in particular types of work;
- the level of experience of the applicant or approximately how many sites, or for how long the applicant has worked on particular classes of buildings.

The experience and competence requirements for each licence class are outlined below:

Class	Experience and Competence
Builder - Open Construction Manager - Open Fire Protection Services Builder - Open	Three years in the scope of work for applicants with a building trade qualification (carpentry, bricklaying etc). Six years in the scope of work for applicants without a trade qualification.
Builder - Medium Rise and Low Rise Construction Manager - Medium Rise and Low Rise Fire Protection Services Builder - Medium Rise or Low Rise Demolisher - Low, Medium or Open	Two years in the scope of work for applicants with a building trade qualification (carpentry, bricklaying etc). Four years in the scope of work for applicants without a trade qualification.

4. Referee Details

Surname of Referee

Given Names (full legal name)

Date of Birth

Licence Number (if licensed)

Class of Work

Address (Not PO Box)

Post Code

Contact Phone Number

Mobile Phone

Email

5. Referee Company, Partnership or Sole Trader

Name of Employer

Address (Not PO Box) if different to above

Post Code

6. Applicant Details

Surname of Applicant

Given Names (full legal name)

Term of Employment

Full Time

Part Time

Period for which you have examined the applicant's work:

If part time, provide details of part time arrangement, (eg. 2 days pw over 12 months, which equates to 20 weeks overall experience).

APPLICANT'S BUILDING EXPERIENCE

Summary of Building Work

It is important that your statements about the applicant's experience and competence directly relate to the class of building* associated with the class of building licence sought by the applicant. This information will be used to assess whether the applicant has knowledge and experience of the issues associated with construction of the various class of building associated with this category of licence.

Class	Scope of work
Builder - Low Rise	1 and 10 buildings as well as class 2 to 9 buildings of Type C construction with a gross floor area not exceeding 2000m ² .
Builder - Medium Rise	1 and 10 buildings as well as building work up to 3 storeys (but not including Type A construction on classes 5 to 9 buildings).
Builder - Open	All classes of building.

* For building class definitions please refer to the National Construction Code of Australia.

I certify that the applicant has demonstrated a level of knowledge and experience in a wide range of building work which would allow the person to competently perform the roles and responsibility of a licensed builder. This includes the majority of the following: (please tick)

- Applying building codes and standards to the construction process in accordance with the National Construction Code.
- Communicating effectively with Sub-contractors, consumers and other parties.
- Reading and interpreting plans and specifications.
- Planning building or construction projects and work.
- Organising site surveys and set-out procedures to building and construction projects.
- Applying structural principals to residential constructions.
- Conducting on-site supervision of building and construction projects.
- Applying legal requirements to building and construction projects.
- Managing occupational health and safety in a building and construction workplace and apply work health and safety legislation principles.

List the roles you know the applicant has worked in, in a building capacity.

Identify the classes of buildings the applicant has undertaken work on in a building capacity.

Give examples of the **type of work** or tasks the applicant has engaged in when working in a building capacity.

Explain the **level of competency** of the applicant in particular types of work or tasks undertaken in a building capacity.

Explain the level of **experience**, or approximately how many sites, or for how long the applicant has worked in a building capacity.

Provide any other comments to support the application.

Signature of Referee

Date

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The experience and competence requirements for each class of licence are outlined below:

Class	Experience and Competence
Builder - Open Construction Manager - Open Fire Protection Services Builder - Open	Three years in the scope of work for those applicants with a building trade qualification (carpentry, bricklaying etc). Six years in the scope of work for those applicants without a trade qualification.
Builder - Medium Rise and Low Rise Construction Manager - Medium Rise and Low Rise Fire Protection Services Builder - Medium Rise or Low Rise Demolisher - Low, Medium or Open	Two years in the scope of work for those applicants with a building trade qualification (carpentry, bricklaying etc). Four years in the scope of work for those applicants without a trade qualification.

4. Referee's Details

Surname of Referee		Given Names (full legal name)	
<input type="text"/>		<input type="text"/>	
Date of Birth	Accreditation Number (if accredited)	Class of Work	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address (Not PO Box)			Post Code
<input type="text"/>			<input type="text"/>
Contact Phone Number	Mobile Phone	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

5. Referee's Company, Partnership or Sole Trader Details

Name of Employer	
<input type="text"/>	
Address (Not PO Box) if different to above	Post Code
<input type="text"/>	<input type="text"/>

6. Applicant Details

Surname of Applicant

Given Names (full legal name)

Term of Employment

Full Time Part Time

Period for which you have examined the applicant's work:

If part time, provide details of part time arrangement, (eg. 2 days pw over 12 months, which equates to 20 weeks overall experience).

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Summary of Building Work

It is important that your statements about the applicant's experience and competence directly relate to the class of building* associated with the class of building licence sought by the applicant. This information will be used to assess whether the applicant has knowledge and experience of the issues associated with construction of the various class of building associated with this licence category.

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