



1. Primary applicant details (Owner who is applying for the licence)

Form for primary applicant details including Title, Surname, Given names, Date of birth, Residential address, Postal address, Home phone, Business phone, Mobile phone, Facsimile, and Email.

2. Other applicant's details (joint owners of the property)

Form for other applicant's details including Surname, Given names, and Date of Birth (DOB) for three different applicants.

3. Details of building work \*Do not apply unless you have a building approval from a certifier\* (Please attach a copy of the Plan approved by your certifier)

Form for details of building work including Suburb, Block, Section, Unit no., Description of work to be undertaken, Building Approval issue date, and Name of Certifier.

4. Questionnaire (required under the Act)

- Questionnaire with 6 questions regarding ownership, previous licences, main home status, criminal records, bankruptcy, and disqualification.

If you have answered 'Yes' to any of the questions 4-6 please provide details:

5. Declaration

I declare that all the information contained and attached to this application is complete, accurate and true to the best of my knowledge. I understand that there are severe penalties for providing false or misleading information.

Form for declaration signatures and dates for Primary Applicant and three Other Applicants.

Note

Corporations are not eligible for an owner builder licence.

Only one of the land owners can be the Primary Applicant.

Where more than one individual owns the land, all owners other than the Primary Applicant must provide the details required under section 2 and 5.

Owner builders licence class is for building work other than specialist building work, in relation to a BCA class 1, 2 or 10 building that is or is to be, the licensee's main home or ancillary to it.

If the licence is issued you may not commence work until your certifier has issued a commencement notice.

Privacy information

Information you are asked to provide will be used to assess your ability to be licensed under the Construction Occupations (Licensing) Act 2004.

Should your application be successful your details will be entered into the Licensing Register.

Office use only

Fees

Form for fees including App fee, Lic. fee, and Other.

Date received

Date received input field

Receipt no.

Receipt no. input field

Licence no.

Licence no. input field

Receiving officer

Receiving officer input field

**6. Skills and experience**

As per the *Construction Occupations Licensing Act 2004 - Mandatory Qualifications* to become an Owner builder you must have experience sufficient to demonstrate that you are capable of carrying out the building work in the relevant building approval.

Do you hold a builders licence?  No  Yes

If **Yes**: State licensed in ..... Licence number .....

If **No**: Please list skills and experience .....  
.....  
.....  
.....

**Please attach** copies of any documents that may substantiate your skills and experience.

With the commencement of the *Construction Occupations Licensing Act 2004 (Act)* on 1 September 2004 a number of new requirements have come into effect for Owner Builders, they are as follows:

- To grant an Owner builder’s licence, the registrar must ensure that the applicant possesses the skills, knowledge and experience to carry out the building work in the relevant building approval (BA approved plan).
- Refusal to grant an Owner builder licence is reviewable by the ACT Civil and Administrative Tribunal (ACAT).
- Owner builders are subject to **Demerit points** under the Act.
- Owner builders are subject to the same **Disciplinary actions** that apply to builders under the Act.
- Owner builders can be issued with a **Rectification order** for work that they have carried out even after the ownership of the property has been changed this order may be made within 10 years after the certificate of occupancy was issued.

**Note**  
**If you hold a Builder’s Licence Class A, B, C or D or the interstate equivalent you are considered qualified for an Owner Builder’s Licence.**

**Fees and charges for financial year 2009-2010**

**Owner builder**  
Licence and application fee **\$196.00**

**Payment options**

**Please provide your name and address on the back of the cheque and make payable to the ‘Receiver of Public Monies’.**

**IN PERSON** - present your cash, cheque, money order or credit/debit card (\$5000.00 maximum payment for credit card) at the ACT Planning and Land Authority Shopfront, ground floor south, Dame Pattie Menzies House, 16 Challis Street, Dickson, ACT (8:30 am to 4:30 pm Monday to Friday except public holidays).

**BY FAX** - complete the credit card details and payment details (\$5000.00 maximum payment for credit card) then fax it to the ACT Planning and Land Authority on fax number (02) 6207 1925 (Mastercard and VISA accepted).

**BY MAIL**- enclose a cheque or money order or complete the credit card details and payment details (\$5000.00 maximum payment for credit card) then post it to Licensing Unit, ACT Planning and Land Authority, GPO Box 1908, Canberra ACT 2601.

**ENQUIRIES** - Please call (02) 6207 1923, facsimile (02) 6207 1925.

**Payment Authority - for fax or mail payments only (see above)**

Please charge the amount of \$..... to the:  Mastercard  Visa of:

Name of cardholder \_\_\_\_\_

Card number \_\_\_\_\_ Expiry date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Cardholder’s signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_