

APPLICATION FOR LICENSING OF BUILDERS

[Part VA 'Licensing of Builders' of the Building Control (Amendment) Act 2007]

Application Form
(Form BLS001)

COMMISSIONER OF BUILDING CONTROL

Contractors Registry
5 Maxwell Road #02-01
Tower Block MND Complex
Singapore 069110

Builders Licensing
Enquiry Line : 1800-342 5222, Press '2'
Fax : 6324 0346
Email : bca_enquiry@bca.gov.sg
Website : www.bca.gov.sg
Office hours : Mon - Fri (8:30am – 5:00pm)

INSTRUCTIONS

1. Please read the *Building Control (Amendment) Act 2007 (Part VA 'Licensing of Builders')* and *Building Control (Licensing of Builders) Regulations 2008* before making an application.
2. Please complete all sections of this form (all fields are mandatory except stated otherwise). It may take you 30 minutes to complete the form (average time taken).
3. The application fee for any applied licence is payable in advance and not refundable. Payment shall be made by Credit cards (Master/Visa), GIRO or NETS.
4. Below is the list of class of Builders Licence that are available for application:-

Class of Builders Licences		Licensing Codes	Application Fees (per licence)
General Builder (GB)	General Builder (Class 1)	GB1	S\$1800
	General Builder (Class 2)	GB2	S\$1200
	Application to vary a licence (i.e. change from General Builder (Class 2) to General Builder (Class 1) Licence)	GB1(V)	S\$600
Specialist Builder (SB)	Specialist Builder (Piling Works)	SB(PW)	S\$1500
	Specialist Builder (Ground Support and Stabilisation Works)	SB(GS)	
	Specialist Builder (Site Investigation Work)	SB(SI)	
	Specialist Builder (Structural Steelwork)	SB(SS)	
	Specialist Builder (Pre-cast Concrete Work)	SB(PC)	
	Specialist Builder (In-situ Post-Tensioning Work)	SB(PT)	

DECLARATION

To be signed by the Chief Executive (i.e. the sole proprietor of the sole proprietorship, managing partner of the partnership or chief executive officer of a corporation.)

I, (Mr/Ms) _____, (NRIC/FIN No. _____), declare that the information provided in this application form is true and correct.

<p>_____</p> <p>Signature and Company Stamp</p>	<p>_____</p> <p>Designation</p>	<p>_____</p> <p>Date</p>
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SECTION A: APPLICATION

Type of Application	<input type="checkbox"/> New Licence	<input type="checkbox"/> Additional Licence	<input type="checkbox"/> Renew Licence	<input type="checkbox"/> To Vary a Licence <u>Only</u> for GB2 to GB1
Applied Class* of Licence(s) <small>* please tick the relevant box(es)</small>	<input type="checkbox"/> GB1		<input type="checkbox"/> SB(SI)	
	<input type="checkbox"/> GB2		<input type="checkbox"/> SB(SS)	
	<input type="checkbox"/> SB(PW)		<input type="checkbox"/> SB(PC)	
	<input type="checkbox"/> SB(GS)		<input type="checkbox"/> SB(PT)	

SECTION B: COMPANY INFORMATION

Name of Company			
Address	Block No., Street Name and Unit Number		
	Building Name		
	Postal Code		
Email Address			
Telephone and Fax No		Tel:	Fax:
BUSINESS PROFILE			
UEN/ACRA Registration Number <small>(Please attach a copy Business Profile from ACRA)</small>			
ACRA Registration Date		(dd/mm/yyyy)	
Please tick the relevant box to indicate type of company:-			
<input type="checkbox"/> Sole-proprietor (not eligible for GB1)		<input type="checkbox"/> Corporation (example: limited exempt private company)	
<input type="checkbox"/> Partnership (not eligible for GB1)		<input type="checkbox"/> Foreign Branch	
Paid-up Capital (S\$) <small>(For corporation only ≥ S\$25,000 for a GB2 or specialist builder, ≥ S\$300,000 for GB1)</small>			
ACRA Expiry Date <small>(For sole-proprietorship and partnership only)</small>			

SECTION C: DETAILS OF APPROVED PERSON

Name of Approved Person	
Identification Number	NRIC Number: (For Singaporean/PR please attach a copy of NRIC)
	FIN Number: (For Foreigner please attach a copy of Passport and Employment Pass)
	Expiry Date: (For Foreigner please indicate the expiry date of the Employment Pass)
Residential Address	
Designation (*please delete accordingly)	Sole-proprietor / Partner / Board Director / Board Member / Employee* If employee, please state designation: _____

DECLARATION (BY APPROVED PERSON)

I, _____, (NRIC/FIN No. _____), consent to be the approved person of _____ (name of builder), to take charge and direct the management of business of the builder, in so far it relates to _____ (applied class of licence(s)) works in Singapore at all times and declare that

- (i) I have not acted as an approved person or technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application;
- (ii) I am not acting, and for so long as I am the approved person for the builder that I do not intend to act, as a technical controller for any other holder of a licence (please note that (ii) is applicable for all business entities except sole-proprietorship); and
- (iii) the information provided in Section C of this application form is true and correct.

Signature of Approved Person

Date

QUALIFICATION(S)

Name of **Approved Person**:

NRIC/FIN:

Name of Builder that the Approved Person Acts For :

Relevant Qualification(s) Attained

Please fill in the relevant box(es) and attach the relevant certificate(s).

Please note the number of years of practical experience required:-

General Builder Class 1 (any one of the rows)

Course	Experience
Degree (in any field)	≥ 3 years (36 months) (post-degree)
Diploma (in construction-related field)	≥ 5 years (60 months) (post-diploma)
Course in 'Essential Knowledge for Licensed Builder'	≥ 10 years (120 months) (in Singapore only)

General Builder Class 2 and Specialist Builder (either row)

Course	Experience
Degree (in any field) or Diploma (in construction-related field)	≥ 3 years (36 months) (post-degree/diploma)
Course in 'Essential Knowledge for Licensed Builder'	≥ 8 years (96 months) (in Singapore only)

	Higher degree	Bachelor's Degree	Diploma	
Name of Institution				BCA Academy
Name of Relevant Qualification				'Essential Knowledge in Construction Regulations and Management for Licensed Builders' course
Field of Study	Construction-related / Non construction-related field*	Construction-related / Non construction-related field*	Construction-related / Non construction-related field*	Construction-related field
Date of Qualification Attained (mm/yyyy)				

(*“Construction-related field” mean the field of architecture, civil or structural engineering, mechanical or electrical engineering, construction or project management, quantity surveying or building science, facilities or estate management.)
Please delete accordingly.

SUMMARY OF PRACTICAL EXPERIENCE (INCLUDING CURRENT EMPLOYMENT)

Name of **Approved Person**:

NRIC/FIN:

Name of Builder that the Approved Person Acts For :

No.	Name of Employer (Company's name) <i>Eg. ABC Pte Ltd</i>	Designation <i>Eg. Director</i>	Duties/Responsibilities and Nature of Work <i>Eg. Main duty: manage the construction business of ABC Pte Ltd. Nature of work: general building works, including 10 public housing projects, 15 private residential projects (condominium type) and 8 institutional projects, (2) pre-cast work.</i>	Location of experience (Singapore or Overseas) <i>Eg. Singapore</i>	Duration of Experience (in chronological order) (mm/yyyy)		
					Start <i>Eg. 5/2001</i>	End <i>Eg. 5/2010 (to-date)</i>	Total no. of months
Total number of months of practical experience (current and previous employment, in chronological order) in the execution of construction projects after attaining the relevant qualification							
<i>* Please make duplicate copies if required (e.g. insufficient space, different approved person for each applied licence).</i>							

SECTION D: DETAILS OF TECHNICAL CONTROLLER

Name of Approved Person	
Identification Number	NRIC Number: (For Singaporean/PR please attach a copy of NRIC)
	FIN Number: (For Foreigner please attach a copy of Passport and Employment Pass)
	Expiry Date: (For Foreigner please indicate the expiry date of the Employment Pass)
Residential Address	
Designation (*please delete accordingly)	Sole-proprietor / Partner / Board Director / Board Member / Employee* If employee, please state designation: _____

DECLARATION (BY TECHNICAL CONTROLLER)

I, _____, (NRIC/FIN No. _____),
consent to be the technical controller of _____ (name of builder), to
personally supervise the execution and performance of _____ (applied class of licence(s))
works that the builder undertakes in Singapore and declare that

- (i) I have not acted as an approved person or technical controller of a builder whose licence has been revoked in the 12 months preceding the date of the application;
- (ii) I am not acting, and for so long as I am the technical controller for the above builder that I do not intent to act, as a technical controller for any other holder of a licence; and
- (iii) the information provided in Section D of this application form is true and correct.

Signature of Technical Controller

Date

QUALIFICATION(S) – TECHNICAL CONTROLLER

Name of **Technical Controller**:

NRIC/FIN:

Name of Builder that the Technical Controller Acts For :

Relevant Qualification(s) Attained

Please fill in the relevant box(es) and attach the relevant certificate(s).

Please note the number of years of practical experience required:-

	Course	Experience
General Builder Class 1	Degree (in construction-related field)	≥ 5 years (60 months) (post-degree)
General Builder Class 2	Diploma/degree (in construction-related field)	≥ 5 years (60 months) (post-degree/diploma)
Specialist Builder	Degree (in civil/structural engineering) from a recognized institution	≥ 5 years in that class of specialist work (60 months) (post-degree)

	Higher degree	Bachelor's Degree	Diploma
Name of Institution:			
Name of Relevant Qualification			
Field of Study	Civil or Structural Engineering / Other Construction-related field*	Civil or Structural Engineering / Other Construction-related field*	Civil or Structural Engineering / Other Construction-related field*
Date of Qualification Attained (mm/yyyy)			

("Construction-related field" mean the field of architecture, civil or structural engineering, mechanical or electrical engineering, construction or project management, quantity surveying or building science, facilities or estate management)

* Please delete accordingly.

SUMMARY OF PRACTICAL EXPERIENCE (INCLUDING CURRENT EMPLOYMENT)

Name of **Technical Controller**: _____ NRIC/FIN: _____

Name of Builder that the Technical Controller Acts For :

No.	Name of Employer (Company's name) <i>Eg. ABC Pte Ltd</i>	Designation <i>Eg. Project Manager</i>	Duties/Responsibilities and Nature of Work <i>Eg. Duty: Responsible for the overall planning and coordination of development works from conceptualization, design, construction to completion within established budget, schedule and quality standards. Nature of work: general building works.</i>	Experience in class of building works #) <i>Eg. GB</i>	Location of experience (Singapore or Overseas) <i>Eg. Singapore</i>	Duration of Experience (in chronological order) (mm/yyyy)		
						Start <i>Eg. 5/2001</i>	End <i>Eg. 5/2010 (to-date)</i>	Total no. of months

Total number of months of practical experience (current and previous employment, in chronological order) in the execution of GB / SB(PW) / SB(GS) / SB(SI) / SB(SS) / SB(PC) / SB(PT)* works.

* Please circle only the class of license being applied. (For Specialist Builder, only experience in the execution of specialist building works of that class would be considered.)

Please indicate one of the following class of work: GB, SB(PW), SB(GS), SB(SI), SB(SS), SB(PC), SB(PT)

*Please make duplicate copies if required (e.g. insufficient space, multi-technical controller for one licence, different technical controller for each applied licence)

SECTION E: DOCUMENT CHECKLIST		
Please check the completeness of your application against the checklist below.		
GENERAL		
All sections are duly checked. If applicable, put a tick to the relevant boxes.		
SECTION B: Company Information Documents attached:-		
1.	A copy of Business Profile from Accounting & Corporate Regulatory Authority (ACRA)	
2.	For a builder which is incorporated as a corporation, a copy of the Certificate of Incorporation issued in respect of the corporation of the Companies Act	
3.	For corporations which are foreign branches , please submit a copy of parent company's Audited Accounts (not more than 18 months old and translated into English), in addition to the Certificate of Incorporation.	
SECTION C: Details of Approved Person		
4.	A copy of NRIC / Employment Pass. (For Singaporean please provide NRIC, for foreigner please provide Passport and Employment pass.)	
5.	A copy of the relevant educational qualification certificate(s).	
SECTION D: Details of Technical Controller		
6.	A copy of NRIC / Employment Pass. (For Singaporean please provide NRIC, for foreigner please provide Passport and Employment pass.)	
7.	A copy of the relevant educational qualification certificate(s).	
SECTION E: Other Documents		
8.	For SB(SS) application, please provide list of project undertake by the Technical Controller	