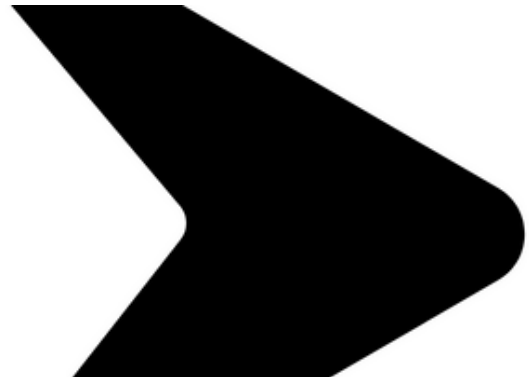




A message from the
**Construction Occupations
Registrar**



Construction Note: 2025/06

26 March 2026

Construction notes have been developed to raise awareness and educate the building and construction industry about common issues identified on building sites by Access Canberra building inspectors, and best practice approaches to address them. The issues outlined in these notes have been identified through compliance assessment by Access Canberra or following a complaint from owners. Importantly, we welcome your input – if you have come across an issue that needs clarification or, to provide feedback, email

us: cat@act.gov.au

Changes to application processes for insured construction occupations

This construction note applies to the following construction occupations:

- Building assessors
- Building surveyors
- Plumbing plan certifiers
- Works assessors.

From 15 April 2026 licence applications and renewals for insured construction occupations licensees will change.

What is changing?

The term of your licence will be directly aligned with the Certificate of Insurance submitted with your application or renewal.

Licences will be issued for the same period as your insurance policy, up to a maximum of 12 months.

This change is intended to make the licensing process more predictable, transparent, and easier to manage for licensees.

How licence terms will be applied

If your insurance term is less than 12 months:

- your licence will be issued for the same period as your insurance
- your licence fees will be calculated by month based on the length of insurance coverage
- you will only pay the licence fee for the months covered by your insurance.

If your insurance term is greater than 12 months:

- a 12-month licence will be issued (maximum period)
- you will be charged the full 12-month licence term fee
- you will need to reapply when the licence expires.

Introduction of a grace period

A 3-day grace period will apply after your licence expires.

This grace period allows time to obtain an updated Certificate of Insurance before completing your licence renewal.

Further information

For more information about this notice, email Construction Licensing and Registration at CWPL@act.gov.au.

You have received this email from the ACT Construction Occupations Registrar as our records indicate you hold a current construction occupation licence to undertake work in the ACT building and construction industry. If you do not hold a current licence, or believe you have received this email in error, please email us at: cwpl@act.gov.au to be removed from future communications or to **unsubscribe**.