

**COMPLETING THIS FORM**

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

If the building work is already completed, you can apply for a letter of authorisation from QBCC.

By submitting this application you are declaring that you have unlawfully performed building work in breach of Section 42 of the *Queensland Building and Construction Commission Act 1991* and this will result in you being fined by the QBCC.

**1. APPLICANT DETAILS - each person on the title must complete this section**

**APPLICANT 1**

Surname:

First names:

Date of birth:  -  -  Contact number:

Email:

**APPLICANT 2 (if applicable)**

Surname:

First names:

Date of birth:  -  -  Contact number:

Email:

**SITE ADDRESS**

Postal address:

Postcode:

Site address:

Postcode:

Lot number:  Plan number:  Value of work: (incl. labour and materials) \$

Start date:  -  -  Completion date:  -  -

Specific details of the work performed: (e.g. three bedroom brick dwelling with carport)

**All mail to:** Queensland Building and Construction Commission: GPO Box 5099, Brisbane QLD 4001

**PRIVACY NOTICE:** The QBCC is collecting the information on this form to assess your request for a letter of authorisation in relation to building work you have already completed as an owner builder without holding an owner builder permit. Collection of this information is authorised by the *Queensland Building and Construction Commission Act 1991*. Disclosure of this information to other parties by the QBCC in circumstances other than as above can occur with your consent or as authorised or required by law. For further information visit the QBCC website at [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au).

### 1. APPLICANT DETAILS (continued)

Reason why a licence or permit was not obtained prior to commencing the work:

### 2. DECLARATION - each person on the title must sign and date

**WARNING: Incorrect or misleading information may lead to the imposition of a penalty under Section 193 of the Queensland Criminal Code.**

#### DECLARATION:

"I declare that I completed the building work mentioned in this application without the appropriate QBCC licence or owner builder permit in contravention of Section 42 of the *Queensland Building and Construction Commission Act 1991*.

I declare that the statements contained in this application are true and correct. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*."

Signature of applicant 1:

Date:

Signature of applicant 2:

Date:

### 3. PAYMENT

Before the QBCC can issue you with an authorisation letter you need to submit this form with the following documents:

- An original or certified copy of a Current Title Search (no older than 30 days) (I have provided an original or certified copy of a Current Title Search) YES
  
- Payment of \$198.80 to cover the cost of the application and Title Notifications (The payment accompanies this application form) YES

I will be paying:

by cheque  by credit card (NOTE: QBCC cannot accept American Express or Diners Club)

Credit card number:

Expiry date:   /   VISA:  Mastercard:

Amount paid: \$       .

Cardholder's name:

Cardholder's signature: