



Owner Builder Form SURRENDER PERMIT

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

You may surrender your Owner Builder permit by providing written notice to the QBCC and returning the permit. Any work carried out under the permit is not residential construction work and is not covered by the Statutory Insurance Scheme.

If you decide to enter into a contract with a licensed building contractor to carry out the work described in your Owner Builder permit, the permit MUST be surrendered PRIOR to signing the contract with the builder.

1. PERMIT HOLDER DETAILS

Surname:

First names:

Postal address:

Postcode:

Site address:

Postcode:

Lot number: Plan number: Permit number:

Provide the reason why you want to surrender the permit:
(If you have already commenced work under the permit provide details of that work.)

2. BUILDING APPROVAL SUMMARY

Tick the relevant box from the list below and provide the relevant documentation

- I have obtained building approval for this work and the building approval has been cancelled. (You must supply written confirmation from the building certifier that the building approval has been cancelled)
- I have not obtained building approval for this work. (You must supply a current Council Search or letter from your solicitor confirming "Vacant Land Status")
- I have obtained building approval for this work and commenced the owner builder work. (The Owner Builder Administrative Advice will remain on your land title)

Send 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 amend your owner builder permit. Collection of this information is authorised by the *Queensland Building and Construction Commission Act 1991*. Some information collected on this form will be included in the register of holders of owner-builder permits in accordance with Section 103 of 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.

3. DECLARATION

Complete the declaration below.

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

DECLARATION:

"I declare I have not performed any building work nor will I perform any building work at this site and under this permit number.

I declare I have either cancelled the building approval or I have not sought building approval and will not seek building approval under this permit number in the future.

I declare I have either returned the original permit to the QBCC or the original permit documentation is unable to be located.

I declare 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:

Date:

CHECKLIST

Before the QBCC can action your request to surrender your permit you need to submit this form with the following documents:

The original approved Owner Builder permit. YES

A current Title search (no older than 30 days from the date of your request to surrender.) YES

If building approval was already obtained:
• a copy of written confirmation from the building certifier confirming the cancellation of the approval. YES

If you have not obtained building approval:
• a copy of a current Council Search or a letter from your solicitor confirming "Vacant Land Status". YES