

COMPLETING THIS FORM

This is an interactive PDF form that you may complete in Acrobat Reader, or the web browser this form is being viewed in. Please save this form to your device before printing and submitting.

If you are completing this form in hard copy:

- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – ~~cross-out~~ and initial amendments

RETURN YOUR FULLY COMPLETED FORM AND ALL REQUIRED DOCUMENTS BY:

Email: rti.privacy@qbcc.qld.gov.au
 Post: QBCC - GPO Box 5099 Brisbane QLD
 In person: QBCC service centres are listed on our website qbcc.qld.gov.au.

Administrative Access allows licensees and home owners to access documents they have sent to QBCC or QBCC has sent to them.



Are you seeking documents **sent to QBCC by someone else** (e.g. a third party)?
This is the wrong form!



Use our 'Right to Information and Information Privacy Access Application Form' available on our website qbcc.qld.gov.au

1. APPLICANT DETAILS

This is the person whose documents are held on file with the QBCC (e.g. licensee, home owner).

Title	Mr	Mrs	Miss	Ms	Other
Surname					
First names					
QBCC Lic No					
Address					
State	Postcode				Phone
Email					
Company name					
ACN				ABN	



If an authorised representative is acting for the applicant, you must also complete 'Attachment A - Authority to Act' and provide proof of their identity.

2. DETAILS OF THE DOCUMENTS YOU SEEK ACCESS TO

Please describe the documents you wish to access in as much detail as possible to help us process your request as fast as possible. (e.g. *copy of my carpentry qualification, my defective work complaint form – lodged in May 2019*)

PRIVACY NOTICE: The QBCC is collecting your personal information to assess and manage your request for information pursuant to the QBCC Administrative Access Policy. The Commission will handle your personal information in accordance with the *Information Privacy Act 2009*.

OFFICE USE ONLY	CRN:	<input type="text"/>	Licence No:	<input type="text"/>	Container:	<input type="text"/>
	Assignee:	<input type="text"/>	Received by:	<input type="text"/>		

3. PREFERRED CONTACT DETAILS


How would you like us to communicate with you about your request?
(select one or more if applicable)

	Phone	Email	Post
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How would you like to receive your documents?
(select one or more if applicable)

	Email	Post
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4. PROOF OF IDENTITY


 Have you attached proof of your identity?
 (i.e. you must provide either a copy of your current Driver's Licence/Proof of Age Card, current Passport or Birth Certificate) (please tick)

	Yes	No
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5. DECLARATION

**Have you provided all of the necessary information?
You will avoid delays if you complete this form in full and provide all relevant attachments.**

I declare that the information provided in this form is true and correct.

Name of person
providing the
declaration

Applicant's
signature

Date D D M M Y Y Y Y
 / /



Complete this attachment only if an 'authorised representative' is seeking access to documents on behalf of the 'applicant'. If yes, the applicant must complete this section to allow the authorised representative to access their documents.

A.1: APPLICANT'S AUTHORISED REPRESENTATIVE'S DETAILS (e.g. agent, solicitor, family member)

Title Mr Mrs Miss Ms Other

Surname

First names

Address

State Postcode Phone

Email

A.2: APPLICANT'S DECLARATION (e.g. licensee, home owner)

I,
(full name of person allowing access to their documents)

of,
(Residential address of the 'Applicant')

State Postcode

QBCC licence number (if applicable) (of the Applicant')

Give permission for

(full name of the person gaining authority)

to access the documents described in Question 2 on the 'Administrative Access Release Form' on my behalf.



Attached is a copy of my **Authorised Representative's Proof of Identity** (i.e. you must provide either a copy of their current Driver's Licence/Proof of Age Card, current Passport or Birth Certificate)

Contact phone
(of the 'Applicant')

Applicant's signature

Date D D / M M / Y Y Y Y

(signature of the person allowing access to their documents)

PRIVACY NOTICE: QBCC is collecting your personal information for the purpose of you authorising a third party to act on your behalf to access your information pursuant to the QBCC Administrative Access Policy. The Commission will handle your personal information in accordance with the *Information Privacy Act 2009*.

OFFICE USE ONLY	CRN:	<input type="text"/>	Licence No:	<input type="text"/>	Container:	<input type="text"/>
	Assignee:	<input type="text"/>	Received by:	<input type="text"/>		