

**PLEASE NOTE**

**Restoration only applies within 3 months after your licence was cancelled for non-payment of your licence fee.**

Continuing licence classes cannot be restored.

**PRIVACY NOTICE**

The QBCC is collecting information on this form to determine whether you are entitled to a licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Some of this information will be included in the licensee register. You may receive information from us for educational purposes in accordance with the QBCC Act. Please refer to the Privacy Policy on our website for full use and disclosure details.

All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

**RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS BY:**

Post: GPO Box 5099 Brisbane QLD 4001.

In person: QBCC service centres are listed on our website [qbcc.qld.gov.au](http://qbcc.qld.gov.au).

**COMPLETING THIS FORM**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – cross out and initial amendments

**1. PERSONAL DETAILS**

Surname

First name


Licence no

**2. FIT AND PROPER**

Please answer ALL questions. If yes, provide copies of all relevant information. The QBCC regularly cross-checks information provided herein with external agencies.

- |  |     |    |
|--|-----|----|
| 1. Do you/the company have a Court or Tribunal Order or BCIPA adjudication decision that requires you to pay a debt which you have not yet paid in full?   | Yes | No |
| 2. In the last 5 years, have you been bankrupt, entered into a personal insolvency agreement or a debt agreement under the <i>Bankruptcy Act 1966</i> ?  | Yes | No |
| 3. In the last 5 years, have you been a director/secretary or influential person of ANY company within 12 months of that company having a provisional liquidator, liquidator, administrator, controller or receiver appointed? | Yes | No |
| 4. In the last 12 months, have you (or any director secretary or influential person of the licensee) been convicted of any criminal offence (excluding traffic offences)?  | Yes | No |
| 5. Do you declare that all the information provided is true and correct?   | Yes | No |

Signature of Licensee \_\_\_\_\_ Date D D M M Y Y Y Y  
/ /

 **Our fees and charges increase on 1 July each year. On 1 July 2023 our fees and charges were increased in line with legislative requirements. You can contact us to find out details about specific fees, charges or prices.**

**3. PAYMENT OPTIONS**

Licence renewal fee + Restoration fee: **\$133.51** = **Total amount**  
(licence renewal fee + restoration fee)



I will pay at a QBCC office when returning this form in person      Credit card

Name of card holder

Credit card number

Expiry date M M Y Y  
/

**Total amount** \$ \_\_\_\_\_

|                        |             |                      |                 |                         |                                 |
|------------------------|-------------|----------------------|-----------------|-------------------------|---------------------------------|
| <b>OFFICE USE ONLY</b> | CRN:        | <input type="text"/> | Licence no:     | <input type="text"/>    | Container: <input type="text"/> |
|                        | Receipt no: | <input type="text"/> | Receipt amount: | \$ <input type="text"/> |                                 |
|                        | Assignee:   | <input type="text"/> | Received by:    | <input type="text"/>    |                                 |
|                        |             |                      |                 |                         |                                 |