

PRIVACY NOTICE

The QBCC is collecting information on this form to issue a new card, certificate or permit. This is authorised by the *Queensland Building and Construction Commission Act 1991*. You may receive some related information from us for the purposes of marketing and communications. You will be able to opt-out/unsubscribe to receiving this information. Please refer to our Privacy Policy 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).

COMPLETING THIS FORM

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



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 name

Postal address

State Postcode Mobile

Email

Lot number Plan number

Permit number

Provide the reason for surrender of 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)

3. DECLARATION



WARNING: INCORRECT OR MISLEADING INFORMATION MAY LEAD TO PROSECUTION FOR AN OFFENCE AND/OR REVIEW AND POSSIBLE CANCELLATION OF YOUR LICENCE.

- 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

Date*

D D M M Y Y Y Y

		/			/				
--	--	---	--	--	---	--	--	--	--

CHECKLIST

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

Yes

The original approved Owner Builder permit.

If building approval was already obtained:

- a copy of written confirmation from the building certifier confirming the cancellation of the approval.

If you have not obtained building approval:

- a copy of a current Council Search or a letter from your solicitor confirming "Vacant Land Status".