

## PRIVACY NOTICE

The QBCC is collecting information on this form to ensure your information on our systems and on the licensee register in relation to a particular licensee is correct.

This is authorised by the *Building Act 1975*. 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

## Return your fully completed form and ALL required documents by:

Post: GPO Box 5099 Brisbane QLD 4001  
 in person: [QBCC Service Centres](#) are listed on our website  
 Online: Lodge via [myqbcc](#)

## 1. APPLICANT DETAILS

Title	Mr	Mrs	Miss	Ms	Other										
Surname															
First names															
Business name															
ABN															
Address															
State					Postcode				Phone						
Mobile					Date of birth	D	D	/	M	M	/	Y	Y	Y	Y
Email															

## 2. CHANGE OF PROFESSIONAL INDEMNITY (PI) INSURANCE

I have changed PI insurer and attached a copy of the Certificate of Currency including Yes No

## 3. REQUEST FOR REPLACEMENT LICENCE CARD

Reason for replacement request#:

Lost#      Stolen#      Destroyed#      Damaged#      Additional#      Not received^

# LICENCE CARD FEE - \$74.20 each: Replacement cards will be at the cost of the licensee.

^ If you did not receive your card or certificate please complete the Statutory Declaration on page 3.

Passport photo attached\*      \* Not compulsory, requests for cards submitted with no photo will be issued with a blank silhouette. Guidelines for photographs appear on page 4 of this form.

OFFICE  
USE ONLY

CRN

Receipt amount

Licence number

Receipt amount

**4. DECLARATION BY THE APPLICANT**

I declare:

- the information contained in, and accompanying, this form is true and correct
- I have read the Privacy Notice (below)

Applicant's signature \_\_\_\_\_ Date   /   /

Please ensure that this declaration is not dated more than one (1) month prior to the date the application is submitted.

**i** 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.

**PAYMENT OPTIONS**

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

Credit card



Name of card holder \_\_\_\_\_

Credit card number \_\_\_\_\_

Expiry date   /

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

# STATUTORY DECLARATION FORM

## CARD NOT RECEIVED

I/We,

(Name)

of

(Address)

in the State of

(State)

, do solemnly and sincerely declare as follows:

1.

(Name of licensee)

is the holder of a

Pool Safety

licence issued pursuant to the *Building Act 1975*.

2. The licence number is

3. The current licence card issued in my name has not been received to date.

4. I / We request the Queensland Building and Construction Commission to revoke the existing card, and reissue a new licence card accordingly.

I/We make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Signed and declared:

Dated:

(Signature of person making the declaration)

Taken and declared before me at

(name of town or city and suburb where affidavit signed)

this

(date)

day of

(month)

20

(year)

, before me.

**IMPORTANT NOTICE:** The Commission will only replace the licence card free of charge if it is requested within 60 days from the date of issue of the original card.

# LICENCE PHOTOGRAPH GUIDELINES



## Subject

- Eyes open and clearly visible
- Neutral expression
- Mouth closed
- Subject centred and facing the camera
- Whole face visible
- No hair or head covering across the face
- No glasses
- No smiling (sorry)
- Facial piercings, such as nose rings and studs, that are worn permanently by the subject, must not cause a reflection

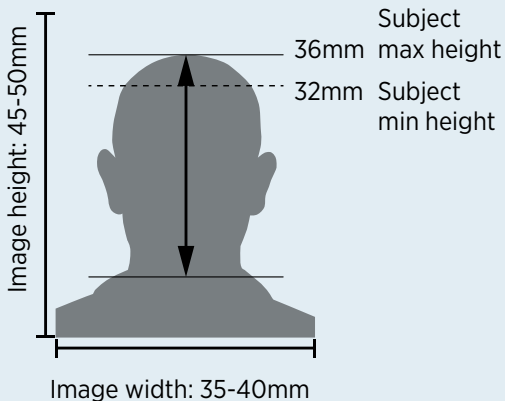
## Lighting

- Even, shadowless lighting on the face
- White or light grey background preferable
- No shadows on background
- Light to ensure no red-eye

## Editing

- Final image must be a true likeness of the subject
- No retouching of photographs permitted
- Adjust brightness/contrast only
- Moles, wrinkles, scars must not be removed
- Must not remove red-eye by editing

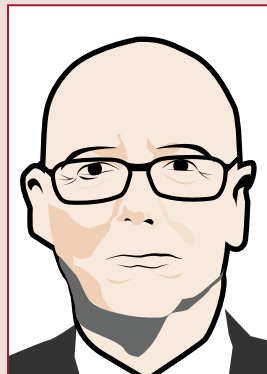
## IMAGE SCALE AND SPECIFICATIONS



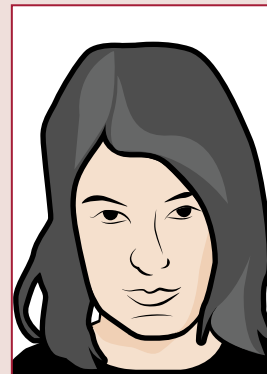
- Print size 35mm wide x 40 mm high
- If scanned image is provided - photo must be high resolution (min 300dpi/RGB) in JPEG, TIFF, PNG or PDF formats
- If you are unable to capture an image meeting the requested specifications, Australia Post offer a passport photo service. Please see the website for further information and where the service is available.



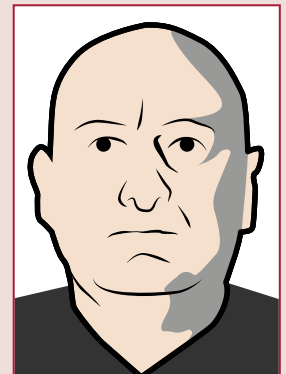
**PLEASE NOTE THE FOLLOWING EXAMPLES REGARDING SUBJECTS AND IMAGERY WILL NOT BE ACCEPTED. PHOTOGRAPHS SHOULD FOLLOW THE GUIDELINES ABOVE.**



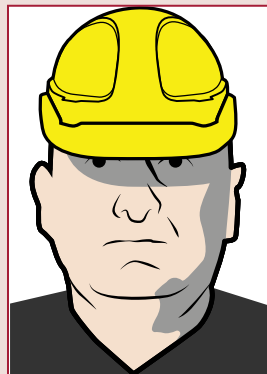
No glasses



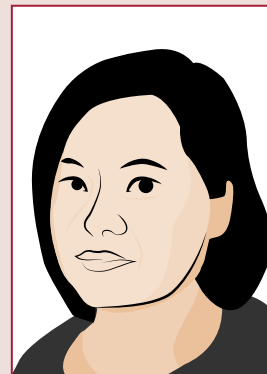
Head/chin must be up and directly looking in to the camera.



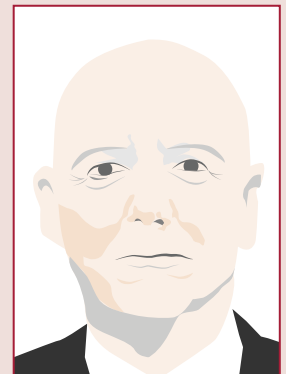
Face and background must be shadow free.



No hats or objects obstructing a clear view of the face.



NO SIDE PROFILES. IMAGE SHOULD BE TAKEN FRONT ON.



Do not overexpose the image. features must be clear and distinguishable at a glance