

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



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.

1. LICENCE DETAILS

Name
(company/individual)

Contact name

QBCC Licence
number

ACN

Address

State

Postcode

Phone

Mobile

Email

2. REQUEST FOR LICENCE CERTIFICATE (\$32.91 EACH)/ LICENCE CARD (\$9.33 EACH)

Reason for replacement request:

Lost

Stolen

Destroyed

Damaged

*Not received

Additional

Number of cards

Number of certificates

Total \$

***If you did not receive your card or certificate please complete the Declaration on page 2.**

Signature of Licensee or Authorised Company Officer

3. REQUEST FOR REPLACEMENT OWNER BUILDER PERMIT (\$32.91 EACH)

Name of permit holder

Signature

Date

PAYMENT OPTIONS

If a certificate is required, you will be required to pay the additional 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 \$

I/We,
(full name)

of,
(address)

in the state of,

do solemnly and sincerely declare as follows:

1. Name of licensee

is the holder of a

licence issued pursuant to the *Queensland Building and Construction Commission Act 1991*.

2. The licence number is

3. The current licence card certificate issued in my or my company's name has not been received to date.

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

Signature

Date / /

(signature of person before whom the declaration is made)

Taken and declared before me at

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

this day of year before me.
(date) (month) (year)

Witness signature

Date / /



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



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

Pursuant to section 48(a) of the *Queensland Building and Construction Commission Act 1991*, the Commission may suspend or cancel a licence where that licence has been obtained on the basis of incorrect information supplied to the Commission, whether or not fraud was intended.