

**BEFORE LODGING YOUR APPLICATION, THERE ARE A FEW THINGS YOU NEED TO KNOW.**

- You cannot submit this application if the decision is before or being decided by QCAT.
- We can only review certain types of decisions. If your application relates to a decision that we can't review, we will explain why we are unable to help. We may also refer your concerns to another area of the QBCC for consideration.
- This form will ask you to explain to us why the original decision was wrong. This is the most important part of your application. The QBCC's decision is unlikely to change unless you explain why you think the original decision was wrong and provide evidence to support your argument. If you don't understand the original decision, you should not complete this form. You should instead contact the original decision-maker and ask them to explain the reasons for the decision.

- Please provide any supporting documents or other evidence. If there are further documents that you are unable to attach to the form, you will need to provide them within 3 business days after lodging your application. Otherwise, we will assume that you have provided all the evidence you want us to consider.

**COMPLETING THIS FORM**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid - any amendment should be crossed out and initialed

**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).

Are you an agent representing the applicant?  Yes  No    Are you representing a company?  Yes  No

**1. APPLICANT DETAILS**

Title  Mr  Mrs  Miss  Ms  Other

Surname

First names

Postal address

State  Postcode

Email

International phone  Mobile

Business phone  Home phone

**2. AGENT OR COMPANY REPRESENTATIVE DETAILS (IF APPLICABLE)**

Please provide written authority from the applicant within 3 business days

Title  Mr  Mrs  Miss  Ms  Other

Surname

First names

Postal address

State  Postcode

Email

International phone  Mobile

Business phone  Home phone

**3. WHAT DECISION WOULD YOU LIKE TO HAVE INTERNALLY REVIEWED?**

**Licensing and compliance decisions**  
(choose type of decision from list below)

- Decision to refuse a licence application
- Decision to refuse a licence renewal
- Decision to impose or vary a licence condition
- Decision to suspend a licence
- Decision to cancel a licence
- Decision that there are reasonable grounds for concern that a licensee does not satisfy the financial requirements for their licence
- Decision that a person is an excluded individual for an insolvency event or a series of insolvency events
- Decision that a company is an excluded company
- Decision that a person is an influential person for a company
- Decision that a person is a convicted company officer, banned individual or disqualified person
- Decision to refuse an owner-builder permit
- Decision to suspend an owner-builder permit
- Decision to cancel an owner-builder permit
- Decision that a person is a non-licensee excluded individual
- Decision to publish details of a non-licensee excluded individual
- Decision that an accountant is an excluded accountant
- Decision that an auditor is an excluded auditor

**Dispute resolution decisions**  
(choose type of decision from list below)

- Decision to issue a direction to rectify defective building work
- Decision not to issue a direction to rectify
- Decision that rectification work is not satisfactory
- Decision that rectification work is satisfactory
- Decision to issue a direction to rectify
- Decision to take disciplinary action against a person under section 74F

**Insurance decisions**  
(choose type of decision from list below)

- Decision about the scope of works for an insurance claim
- Decision that a domestic building contract has been terminated allowing an insurance claim for incomplete work
- Decision to disallow an insurance claim wholly or in part

**Certification decisions**  
(choose type of decision from list below)

- Decision refuse a licence application
- Decision to refuse a licence renewal
- Decision to impose conditions on a certifier's licence
- Decision to suspend or cancel a certifier's licence
- Decision a certifier has engaged in unsatisfactory conduct
- Decision a certifier has engaged in professional misconduct
- Decision that a certifier has not engaged in unsatisfactory conduct or professional misconduct
- Decision to disqualify a certifier from holding a certifier's licence

**Plumber and drainer decisions**  
(choose type of decision from list below)

- Decision after a review to impose or change conditions on a plumbing and drainage licence
- Decision to refuse a licence as a plumber and drainer
- Decision to take disciplinary action against a plumber or drainer

**Pool Safety inspector decisions**  
(choose type of decision from list below)

- Decision to amend a pool safety inspector's licence
- Decision to cancel a pool safety inspector's licence
- Decision to impose conditions on a pool safety inspector's licence
- Decision to refuse a licence application for a pools safety inspector
- Decision to refuse to renew a licence for a pool safety inspector
- Decision to refuse to restore a licence for a pool safety inspector
- Decision to suspend a pool safety inspector's licence
- Decision to take disciplinary action against a pool safety inspector

**Non-conforming building products**  
(choose type of decision from list below)

- Decision to direct a person in the chain of responsibility for a building product to take stated action under section 74AL(5)
- Decision to give a direction under section 74AN (remedy/prevention)
- Decision not to accept a building product undertaking under part 6AA, division 3
- Decision not to agree to a withdrawal or variation of a building product undertaking under section 74AT.
- Decision to seize a place, part of a place, building, structure or other thing under part 9, division 6
- Decision to require information or attendance before the inspector under section 105T
- Decision to give a direction under section 106P or 106Q (non-conforming building products).

**4. DETAILS OF DECISION TO BE REVIEWED**

**PLEASE ANSWER ALL FIELDS MARKED WITH \***

\*When did you receive the QBCC decision?

D D M M Y Y Y Y  
  /   /

\*What is the case file number?

(‘Our ref’ located on the top right hand side of the decision letter)

\*Who made the decision? (The name of the person on the bottom of the decision letter)

Surname

First names

**Why do you think the decision is wrong?**

This is the most important part of your application. If you do not explain why you think the original decision is wrong, the decision is unlikely to change. If you only disagree with the part of the decision, you should explain which part you disagree and why you disagree.

For example, if the decision related to a number of different complaint items and you only disagree with the decisions on some of those items, you will need to specify which items you disagree with and explain why.

**What steps have you taken?**

These steps might include asking for further reasons for the decision, obtaining further evidence or speaking to the original decision-maker’s supervisor.

4. DETAILS OF DECISION TO BE REVIEWED

Have you taken any steps to resolve your issue since the original decision maker? (if no, go to question 'What outcome are you seeking?')

Yes No

\*What outcome are you seeking?

If you are seeking an outcome which cannot be achieved by internal review, we may contact you to advise you of your other options.

- Change to original decision
Explanation of the original decision
Opportunity to provide new information to original decision-maker
Change to QBCC's procedures
Compensation
Disciplinary action against builder
Disciplinary action against a QBCC staff member
Other - please provide details:

Empty text box for providing details of other options.

5. DECLARATION

PRIVACY NOTICE: I understand that the information provided in my application will be used by QBCC to deal with my application for internal review as set out in the Queensland Building and Construction Commission Act 1991.

The information may be subject to application for access under the Right to Information Act 2009 (RTI Act) and Information Privacy Act 2009 (IP Act) or may be subject to disclosure under other legislation.

For further information, please refer to the QBCC Privacy Policy on our website at: https://www.qbcc.qld.gov.au/privacy-policy

I understand that the matter may be discussed with other affected parties (e.g. the contractor, the owner of the property).

Name/representative/agent

Grid for entering name/representative/agent details.

Signature

Signature box.

Date field with labels D, D, M, M, Y, Y, Y, Y.