




COMPLETING THIS FORM

1. This is an interactive PDF that you may complete in your web browser. Save this PDF form to your personal records and print a hard copy to submit by post or in person.
2. If you choose to fill out with a pen, use BLACK pen only - print clearly in BLOCK LETTERS - DO NOT use correction fluid. Cross out mistakes and initial any amendments.

SUBMITTING YOUR FORM

-  **In person:** At any QBCC Customer Service Centre
-  **Post:** GPO Box 5099, Brisbane Qld 4001
-  **Email:** info@qbcc.qld.gov.au

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information on this form to process the surrender of your licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Your information will be used for closure of your licence and may be shared with other interstate or New Zealand licensing bodies as required by law, as listed in the QBCC Privacy Policy. Some of this information will be included in the QBCC licensee register and the data.qld.gov.au open data website.

You may receive information from us for educational purposes in accordance with the QBCC Act. We may use your email address to contact you about improving the delivery and effectiveness of our services, including activities such as customer research and engagement. You will be able to opt-out of receiving this information. All information held by QBCC may be subject to application for access under the Right to Information and Privacy legislation or as authorised or required by law. For further information visit the Privacy Policy on the QBCC website at qbcc.build/privacy-info.

1. LICENSEE DETAILS – FOR COMPANY LICENCES

Please complete this section

Company name

Company licence number

I wish to surrender:

my **FULL** licence **WARNING: this will surrender all your licence classes**
OR

the **licence classes** listed below

Licence classes – ensure all licence classes to be surrendered are listed (e.g. Builder—low rise)

Reasons for surrendering licence or licence classes

2. DECLARATION – TO BE SIGNED BY A COMPANY DIRECTOR

I declare that by signing this form, I understand that:

- once the company surrenders the licence or licence class, it will be cancelled by QBCC and will not be reinstated
- if the company holds a continuing class, that the licence class cannot be reissued
- if the company wishes to obtain the licence or licence class in the future, the company will have to submit a new application form, pay the applicable fees and meet all the licensing requirements current at the time
- the company is required to return its licence cards and any licence certificates to QBCC within 14 days and failure to do so may result in a fine.

Name of Director

Company director's signature

Date

D	D	/	M	M	/	Y	Y	Y	Y

This form must be signed by hand. Digital signatures are not accepted.

OFFICE USE ONLY	CRN	<input style="width: 95%;" type="text"/>	Receipt amount	\$	<input style="width: 95%;" type="text"/>	Reference no.	<input style="width: 95%;" type="text"/>
	Receipt no.	<input style="width: 95%;" type="text"/>	Received by		<input style="width: 95%;" type="text"/>		

3. LICENSEE DETAILS – FOR INDIVIDUAL LICENCES



IMPORTANT

If your individual licence is cancelled and you decide to reapply for a licence at a later date, you will need to meet all licensing entry criteria current at that time, including the technical qualification. Your current technical qualification may not be sufficient.

Family name

Given names

Licence number

I wish to surrender:

my **FULL** licence **WARNING: this will surrender all your licence classes**

OR

the **licence types and classes** listed below

Licence types (e.g. Nominee supervisor)

Licence classes (e.g. Builder—low rise)

Reasons for surrendering licence or licence classes

4. DECLARATION – TO BE SIGNED BY INDIVIDUAL LICENSEE

I declare that by signing this form, I understand that:

- once I surrender my licence or licence classes, it will be cancelled by QBCC and will not be reinstated
- if I hold a continuing class, that the licence class cannot be reissued
- if I wish to obtain the licence or licence classes in the future, I will have to submit a new application form, pay the applicable fees and meet all the licensing requirements current at the time
- I am required to return my licence cards and any licence certificates to QBCC within 14 days and failure to do so may result in a fine.

Licencee's signature

Date

D	D	/	M	M	/	Y	Y	Y	Y

This form must be signed by hand. Digital signatures are not accepted.

***i* UNABLE TO RETURN YOUR LICENCE CARD OR LICENCE CERTIFICATE?**

Use this statutory declaration provided below to declare if your licence card and/or licence certificate (if you had one) has been lost, stolen or destroyed. A Statutory Declaration must be witnessed by one of the following:

- Justice of the Peace
- Commissioner for Declarations under the *Justices of the Peace and Commissioner for Declarations Act 1991*
- Lawyer
- Conveyancer
- Notary Public.

**STATUTORY DECLARATION – OATHS ACT 1867
CARD OR CERTIFICATE LOST/STOLEN/DESTROYED**

I _____ *(insert full name)*

of _____ *(insert address)*

in the State of _____ *(insert state)* do solemnly and sincerely declare as follows:

1. Name of licensee _____ *(insert name of licensee)*

is a holder of a _____ *(insert licence classes)*

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

2. The licence number is _____ *(insert QBCC licence number)*

3. The current licence card/certificate issued in my/my company's name has been _____ *(insert lost/stolen/destroyed)*

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

Declared by _____ *(insert full name of declarant)*

at _____ *(insert town/suburb and city where declaration signed)*

Signature of declarant _____

Date declaration signed

D	D	/	M	M	/	Y	Y	Y	Y

In the presence of _____ *(insert full name of witness)*

Type of witness _____ *(insert type of witness)*

Signature of witness _____

Date declaration signed

D	D	/	M	M	/	Y	Y	Y	Y