




**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](mailto:info@qbcc.qld.gov.au)


**PRIVACY NOTICE – PLEASE READ**

The QBCC is collecting information on this form to determine whether you are entitled to an Owner Builder permit. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Some information collected on this form will be included in the Owner Builder register on the QBCC website. In addition, the QBCC is obligated to notify the Registrar of Titles of the granting of the permit. On receipt of this information, the Registrar of Titles will enter the notification into the land register.

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 the QBCC may be subject to an 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](http://qbcc.build/privacy-info).


 **IMPORTANT - WHEN TO USE THIS FORM**

**Amend an Existing Owner Builder permit** if you have forgotten to include work in the original permit or if there are changes to the plan before or during the construction. This application is not required for minor changes that will not affect your Owner Builder permit description of work.

 **What can be amended**

You can add to or make changes to the **description of work provided in the Owner Builder permit approval if no additional work has commenced**.

You must wait until you receive the amended permit before starting any additional work. Please allow 10–15 working days for your application to be processed.

 **What can not be amended**

- The permit can not be transferred to a different site.
- The expiry date can not be extended.
- The notification of the permit on the title can not be removed until 7 years have expired, even if no work has been performed under the permit.

**ADDITIONAL BUILDING WORK**

Have you already started or completed additional building work?

**Yes – You can not apply to amend an Owner Builder permit after additional work has commenced.** You must submit a Work Already Completed form to request a confirmation letter that no insurance premium is payable (for the purpose of obtaining development approval) from the QBCC. The application form is available from the QBCC's website at [qbcc.build/ob-work-completed](http://qbcc.build/ob-work-completed).

**No – Complete this form to amend an Owner Builder permit.**

OFFICE USE ONLY	CRN	<input type="text"/>	Receipt amount	\$	<input type="text"/>	Reference no.	<input type="text"/>
	Receipt no.	<input type="text"/>	Received by	<input type="text"/>			

**1. PERMIT HOLDER DETAILS**

Title    Mr            Mrs            Miss            Ms            Other

Family name

Given names

Date of birth    

D	D
<input type="text"/>	<input type="text"/>

 / 

M	M
<input type="text"/>	<input type="text"/>

 / 

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Existing permit number

**PHONE AND EMAIL**

Phone

Mobile phone

Email

**ADDRESS**

Address

Suburb

State

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**2. AMEND EXISTING PERMIT – OWNER BUILDER – PAGE 1 OF 2**

**SITE DETAILS**

Lot number (e.g. 6)

Plan number (alphanumeric e.g. RP 123456)

House number

Year originally built

Site address

Suburb

State


<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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**AMENDED WORK – Update the description and value of work**

Describe in detail all the work you wish to add or change from the original permit.

 **If you require more space**, attach an additional sheet to your application.

**2. AMEND EXISTING PERMIT – OWNER BUILDER – PAGE 2 OF 2**

**PROJECT PRICE CHANGE**


**Original value** of work on permit **\$**

**New total value** of work with amendments (including labour, materials and GST) **\$**

**REASONS FOR THE CHANGE**

Explain why you would like to make these changes.

**DECLARATION AND SIGNATURE**

 **WARNING: Incorrect or misleading information may lead to suspension, cancellation of the permit plus enforcement action such as fines or prosecution.**

I solemnly and sincerely declare that:

- 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*.
- I have read and understood the Privacy Notice and Warning included above.

I understand that by signing this form below, I am declaring that I have read and agree to the statements above.

Permit Holder's signature

Date 

D	D	/	M	M	/	Y	Y	Y	Y

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