




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 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.


IMPORTANT

Owner builders can only be issued with one Owner Builder permit every six years. This is known as the ‘six year rule’.

This applies to all types of permit holders (nominated permit holder, company directors and any other permit holders).

WHEN CAN YOU APPLY FOR AN EXEMPTION

You can apply for an exemption from the six-year rule **only if you have exceptional circumstances** under the QBCC Act. This is limited to whether you, or a person you are currently living with:

- is suffering from a serious medical condition and the Owner Builder work to be carried out would help, or
- is suffering severe financial hardship and the Owner Builder work to be carried out would help.

NOTE: You must include documents and any other evidence to support the details you provide about your circumstances. More information on the exceptional circumstances required to apply for an exemption can be found on the QBCC website at qbcc.build/six-year-ruling.

If your request is approved and you are granted an exemption to apply for an Owner Builder permit, you must then:

- download a copy of the Owner Builder application from from the QBCC website at qbcc.build/ob-application
- submit the Owner Builder application along with documentation that supports your application
- provide a copy of your exemption approval letter with your Owner Builder application.

1. PERMIT HOLDER DETAILS

Title Mr Mrs Miss Ms Other

Family name

Given names

Date of birth

D	D	/	M	M	/	Y	Y	Y	Y

Existing permit number

PHONE AND EMAIL

Phone

Mobile phone

Email

ADDRESS

Postal address

Suburb

State

--	--	--

Postcode

--	--	--	--

OFFICE	CRN		Receipt amount	\$		Reference no.	
USE ONLY	Receipt no.		Received by				

2. EXISTING PERMIT DETAILS – Address where the work was performed

Lot number (e.g. 6)

Plan number (alphanumeric e.g. RP 123456)

House number

Year originally built

Site address

Suburb

State

Postcode

TYPE OF WORK
**Select the type of work you have
done under the existing permit**
Examples:

New dwelling

- brick veneer, timber, three bedrooms, two storey house with ensuite, rumpus room, double carport, pergola and an inground fibreglass swimming pool

Extension or addition to existing dwelling

- internal linings, architraves, cornices, skirting, doors to rooms, wet area fit outs, floor tiling, built-in shelves, cabinets and cupboards, internal and external painting, and pergola

Renovation or alteration to an existing dwelling

- raising existing house, building in underneath to include a rumpus, additional bedroom and bathroom

Swimming pool

- swimming pool (e.g. inground, above ground, concrete, fibreglass)

Garage, carport or domestic shed

- garage and carport (e.g. single, double)

Other

- shed (e.g. size and intended use)

Provide a full description of all the building work you have completed on the original property under the existing permit.



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

3. EXEMPTION REQUEST – EXCEPTIONAL CIRCUMSTANCES

Complete sections A and B

A) Select the exceptional circumstances requiring you to apply for another permit.

The work I intend to carry out would help:

- me (the applicant) who is suffering from a serious medical condition
- a person I live with who is suffering from a serious medical condition
- me (the applicant) who is suffering from a severe financial hardship
- a person I live with who is suffering from a severe financial hardship.

B) Describe the exceptional circumstances you have ticked in section A requiring you to apply for another permit. Provide details of:

- the exceptional circumstances you or the person you are living with are suffering from
- how the work you intend to carry out would help if an exception is granted.



You **must also provide supporting documents** and any other evidence outlining your exceptional circumstances.



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

4. NEW PERMIT DETAILS

ADDRESS WHERE NEW WORK WILL BE PERFORMED

Site address

Suburb

State

Postcode

Lot number (e.g. 6)

Plan number (alphanumeric e.g. RP 123456)

House number

Year originally built

Select the type of work you intend to perform under the new Owner Builder permit.

New dwelling

Renovation or alteration to an existing dwelling


Garage, carport or domestic shed

Extension or addition to new dwelling

Swimming pool

Other

Provide a full description of the building work you want to perform under the new permit, including the type and purpose of the work.

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

DECLARATION AND SIGNATURE



WARNING: Providing false or misleading information may lead to this exemption application being refused or may lead to prosecution for an offence and/or review and possible cancellation of your permit.

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.

Applicant's signature

Date

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

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



NOTE: Once you sign your application, get it to the QBCC as soon as possible!

If more than **30 days pass** between when you sign this form and when the QBCC receives it, your application will be delayed.