




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 a licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Your information will be used to maintain 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.

 **IMPORTANT**

Section 109B of the *Queensland Building and Construction Commission Act 1991* states that a licensee **must give the QBCC notice** of the following events **within 14 days** of the event occurring:

1. You are granted an interstate or New Zealand licence OR
2. Your interstate or New Zealand licence is cancelled or suspended.

WARNING: Failure to provide the QBCC notice of the above events without a reasonable excuse is an offence and may incur a penalty.

1. LICENSEE DETAILS

Is the licensee an individual or a company? Complete either the personal or company details - not both.

INDIVIDUAL

Title Mr Mrs Miss Ms Other

Family name

Given names

Date of birth D D / M M / Y Y Y Y

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COMPANY

Company name

ACN

ABN

LICENCE DETAILS

I currently hold a QBCC licence and my licence number is

**PHONE
AND EMAIL**

Please complete all phone and email details fields.

We will use your email address to contact you if we need more information for your request.

Business phone

Mobile phone

Email

ADDRESS

Postal address

Suburb

State

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Postcode

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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"/>		

2. INTERSTATE OR NEW ZEALAND LICENCE DETAILS

Provide details of the interstate or New Zealand licence for commercial, industrial or residential building work that you would like to give QBCC notice regarding:

NSW	ACT	VIC	TAS	SA	WA	NT	NZ	
								D D / M M / Y Y Y Y
Licence number							Expiry date	<input type="text"/>

Type of licence (i.e. contractor / supervisor).

List the classes of licence issued (e.g. bricklaying, carpentry, painting, etc.).

I have attached a **copy** of my **interstate or New Zealand licence**.

Please answer all questions in this section regarding your interstate or New Zealand Licence:

Have you been granted a new interstate or New Zealand licence?	Yes	No	Date the licence was granted	D D / M M / Y Y Y Y
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>

Has your licence been suspended?	Yes	No	Date the licence was suspended	D D / M M / Y Y Y Y
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>

Has your licence been cancelled?	Yes	No	Date the licence was cancelled	D D / M M / Y Y Y Y
	<input type="checkbox"/>	<input type="checkbox"/>		<input type="text"/>

- Ticked yes?** Please provide:
- copies of all documentation relating to your **new licence** or your **licence suspension or cancellation** (e.g. documentation from interstate or New Zealand licensing body)
 - reasons why your licence was **suspended or cancelled** (where applicable).

I have attached a **copy of all relevant documentation relating to my suspended or cancelled licence**.

Reason the licence was suspended or cancelled

Need to provide details of more than one licence? Attach additional copies of this page and any documentation to this form.

WARNING: Please do not send original documents. Original documents will not be returned.

3. DECLARATION AND SIGNATURE

WARNING: Providing false or misleading information may lead to prosecution for an offence and/or cancellation of your licence.

I declare that:

- the information I am providing in this notice is true and correct
- 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.

Licensee signature	Date	D D / M M / Y Y Y Y
<input type="text"/>	<input type="text"/>	<input type="text"/>

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