



Completing this form

- Use BLACK pen only
• Print clearly in BLOCK LETTERS
• DO NOT use correction fluid - any amendments should be crossed out and initialled
• Fields with a * are mandatory - action will not be taken without this information

Return your fully-completed form and ALL required documents by:

Post: GPO Box 5099 Brisbane QLD 4001

Email: plumbers@qbcc.qld.gov.au (all required documents must be scanned and attached)

in person: QBCC Queensland Service Centres are listed on our website.

1. LICENSEE DETAILS

Form fields for Licensee Details: Surname, First names, Licence number, Licence type, Expiry

2. CHANGE OF POSTAL ADDRESS

New postal address (this cannot be a PO Box)

Form fields for Change of Postal Address: Address, Suburb, State, Postcode

3. CHANGE OF CONTACT DETAILS

Form fields for Change of Contact Details: Work phone, Home phone, Mobile number, Work fax, Home fax, Email

Table with 2 rows and 2 columns: OFFICE ONLY, CRN, Receipt Amount, Licence No, Receipt No

4. CHANGE OF NAME

Certified copies of documentation required by the Queensland Building and Construction Commission must be sighted and initialled by an authorised person and submitted.

Former name

New name

Date of birth (day/month/yr) / /

Date of change (day/month/yr) / /

NOTE: Where there has been a change of name for an individual, a certified copy of the deed poll or marriage certificate must accompany this form.

5. CHANGE IN CIRCUMSTANCES

Have you held an interstate or New Zealand Licence that has been:

- Cancelled
 Suspended
 Conditioned

Provide details here (If insufficient please attach separate sheet)

Have you been convicted of an offence against the *Plumbing and Drainage Act 2002*?

- No
 Yes (provide details below)

NOTE: Failure to notify the Queensland Building and Construction Commission of any change in circumstances relating to your licence within 20 business days after the change is an offence under the *Plumbing And Drainage Act 2002* and may result in a maximum penalty of 10 penalty units (maximum penalty of \$1178).

6. DECLARATION BY LICENSEE

I declare that the information contained in, and accompanying, this form is true and correct.

Applicant's full name

Signature

Date

Note: there are substantial penalties for making a statement, or giving a document to the Queensland Building and Construction Commission that you know is false or misleading in a material particular.

PRIVACY NOTICE: Privacy: The information on this form is collected as required under the *Plumbing and Drainage Act 2002* (PDA) by the QBCC. This information may be stored in the QBCC's database and will be used for the purposes related to deciding an application and monitoring compliance under the PDA. Your personal information will be disclosed to the financial institution which handles the Queensland Government's financial transactions and may be disclosed to other local government government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the PDA. Personal information will otherwise only be disclosed to third parties with your consent or in accordance with the *Information Privacy Act 2009*.

Right to Information: The information collected on this form will be retained as required by the *Public Records Act 2002* and other relevant Acts and regulations, and is subject to the Right to Information regime established by the *Right to Information Act 2009*. For more information regarding your privacy, contact RTI on (07) 3225 2910.