

GOVERNING LEGISLATION

This form is to be used for the purposes of sections 246BN and 246BR of the *Building Act 1975*. The Queensland Building and Construction Commission will consider the information in this form when deciding the suitability of a person applying for a licence or restoration.

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

Return your fully completed form and ALL required documents by:

Post: GPO Box 5099 Brisbane QLD 4001
 in person: [QBCC Service Centres](#) are listed on our website
 Email: info@qbcc.qld.gov.au
 (all required documents must be scanned and attached)
 Online: Lodge via [myqbcc](#)

1. APPLICANT DETAILS

Title Mr Mrs Miss Ms Other

Surname

First names

Business name

ABN

Address

Suburb

State Postcode

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

Mobile Fax

Email

2. APPLICATION TYPE AND FEES

Renewal and application fees are set by the *Building Regulation 2006*. Please tick.

Initial licence application fee \$593.00 –
 this consists of an application fee (\$395.75)
 and a licence fee (\$197.25)

Licence restoration fee \$593.00 –
 this consists of an application fee (\$395.75)
 and a licence fee (\$197.25)

3. SERVICE AREAS (local government areas in which you intend to provide a service)

OFFICE ONLY	CRN: <input type="text"/>	Licence No: <input type="text"/>
	Receipt Amount \$ <input type="text"/>	Receipt No: <input type="text"/>

4. PROOF OF IDENTITY

Please provide a full colour certified copy of the one of the following:

- Passport
 Other (e.g. 18+ card)
 Driver license

5. ATTACHMENTS

- Certificate of competency for approved training course (not required for licensed building certifiers).
- Evidence of passing pool safety inspector test (not required for licensed building certifiers).
- *Passport style photograph (see requirements on page 6).

6. DECLARATION - (your signature in section 9 confirms this declaration)

	True	False
I have not been convicted of an offence under the <i>Building Act 1975</i> or another relevant Act, such as an Act dealing with swimming pool safety, building or occupational licensing.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I have not been convicted of an offence that involves fraud or dishonesty.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I have not previously been refused a licence or had a licence suspended or cancelled, under the <i>Building Act 1975</i> or another Act.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I have not, under another Act, been disqualified from holding a licence under that Act.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I have not accumulated demerit points prescribed under the <i>Building Regulation 2006</i> for section 246CG(2) (d) of the <i>Building Act 1975</i> .	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
I have not been involved in dealings where the standard of honesty and integrity exhibited was less than would be expected of a pool safety inspector.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If I have answered 'false' to any of the above, I provide the following explanatory information:

NOTE: This is not compulsory to answer this question. You may attach more information if necessary.
 * Not compulsory, requests for cards submitted with no photo will be issued with a blank silhouette.

7. PROFESSIONAL INDEMNITY DECLARATION

Name of insured

Policy number **Current to** D D M M Y Y Y Y
 / /

Insurer underwriter

I am the insured or the principal of the insured company/business listed on the **Schedule of Insurance/Certificate of currency attached**. I have, or the company/business has, professional indemnity insurance that provides the following:

- a. A minimum limit of indemnity of: \$ (must be a minimum of \$1 million) for any one period of insurance that may arise from the performance by the pool safety inspector of a pool safety inspection function.
- b. An insurance period of / to /
- c. As well as the limit under a) above, cover for costs and expenses (not limited to an amount less than \$200,000) incurred with the consent of the insurer in defending or settling a claim.
- d. No exclusion or special limitation for personal injury or property damage provided that the claim arises from an actual or alleged breach of professional duty.
- e. No requirement for any particular disclaimer to be given by the pool safety inspector to the pool safety inspector's clients or customers before, during or after the performance of the pool safety inspection functions.
- f. Indemnity for breaches of professional duty as a pool safety inspector arising from an act, error or omission of the inspector after the day the inspector became a pool safety inspector.
- g. At least one automatic reinstatement of indemnity.
- h. Indemnity for negligent performance of a pool safety inspection function (other than for claims for fraudulent or illegal acts or omissions).
- i. Indemnity for former principals, partners and directors of the employer of the pool safety inspector who were but no longer are pool safety inspectors, and
- j. Provides cover for the following pool safety inspector/s listed under Schedule A below.

Signature of insured party **Date** / /

*Sole operator or principal of company/business.

SCHEDULE A (To be completed only where the insured is a company/business with nominated employee inspectors. Not for use by sole operators).
IDENTIFY POOL SAFETY INSPECTORS COVERED BY PROFESSIONAL INDEMNITY INSURANCE POLICY

Pool safety inspector

Pool safety inspector

Pool safety inspector

Pool safety inspector

Pool safety inspector

PRIVACY POLICY

The Queensland Building and Construction Commission manages personal information in line with the Information *Privacy Act 2009*.

This Privacy Policy describes the personal information that may be collected and used by the QBCC. We collect and manage your personal information from you when you:

- complete and submit a form electronically or by mail
- you deal with us over the telephone or counter
- you register for My QBCC
- email us
- provide us with feedback

ask us to contact you, and you consent to us collecting, storing, using, maintaining and disclosing your personal information.

INFORMATION WE MAY REQUEST

We may ask you to provide personal information if you submit feedback to QBCC or lodge a form, electronically or otherwise.

We will only do this:

- to meet your needs (e.g. answer a question)
- to meet our needs (e.g. demographic analysis, updating our records)
- if required by law.

'Personal information' includes your name, address, phone number, email address, age, gender, your employer.

USE OF PERSONAL INFORMATION

Depending upon the type of enquiry, application or form you have submitted. If you're a QBCC licensee, your personal details may be used to send you important updates regarding new legislation or amendments, changes to policies and other such information related or connected to your licence.

MARKETING

We will also send (whether by phone, email, SMS, post or facsimile), updates to keep you abreast of industry news, opportunities to submit surveys or feedback on discussion papers, educational information and professional development opportunities including seminars and events. We may also send you information on behalf of Queensland Government departments including Department of Housing and Public Works.

You may opt out at any time if you no longer wish to receive specific types, or all, marketing information. You can make this request by emailing digitalsupport@qbcc.qld.gov.au, or by "unsubscribe" from the email or other marketing messages you no longer wish to receive.

DISCLOSURE OF PERSONAL INFORMATION

If you have submitted an application or complaint, we may provide all or some of this information (if applicable) to you:

- contractor/client
- members of our panel of technical consultants (includes licensed contractors, registered engineers, and industry specialists)
- rectifying builders
- external legal consultants
- external financial consultants
- reinsurers/actuaries.

We may also disclose your personal information to third parties, including advisors and consultants and with third party service providers we use in connection with conducting our business and always subject to confidentiality provisions we deem appropriate.

Some of the third parties to whom we disclose your personal information may be located outside Australia. For example, we may disclose your personal information to external facilities in the course of data processing services from third parties.

The countries in which these third parties are located will depend on the circumstances. However, in the course of our ordinary business operations we commonly disclose personal information to third parties located in the United States of America.

We will not give your personal information to third parties without your consent, unless as set out above or required by law.

ACCESS TO PERSONAL INFORMATION

If you would like to access any of your personal information that is held by QBCC you can make an Information Privacy application.

AMENDING YOUR PERSONAL INFORMATION

You may apply to amend documents containing your personal information held by QBCC, where you believe relevant information is inaccurate, misleading, out of date or incomplete.

MAKING A PRIVACY COMPLAINT

If you believe there has been a breach of your personal information involving QBCC you may lodge a privacy complaint.

RIGHT TO INFORMATION

All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

MORE INFORMATION

Email us if you would like to know more about information privacy or visit the guidelines for community members on the website of the Office of the Information Commissioner Queensland.

LICENCE PHOTOGRAPH GUIDELINES

Subject

- Eyes open and clearly visible
- Neutral expression
- Mouth closed
- Subject centred and facing the camera
- Whole face visible
- No hair or head covering across the face
- No glasses
- No smiling (sorry)
- Facial piercings, such as nose rings and studs, that are worn permanently by the subject, must not cause a reflection

Lighting

- Even, shadowless lighting on the face
- White or light grey background preferable
- No shadows on background
- Light to ensure no red-eye

Editing

- Final image must be a true likeness of the subject
- No retouching of photographs permitted
- Adjust brightness/contrast only
- Moles, wrinkles, scars must not be removed
- Must not remove red-eye by editing

Image scale and specifications

- Print size 35mm wide x 40 mm high
- If scanned image is provided - photo must be high resolution (min 300dpi/RGB) in JPEG, TIFF, PNG or PDF formats

