

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

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

This form is to be used for the purposes of sections 246BI, 246BN, 246BR and 246CE 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, renewal or restoration. This form may be lodged electronically using the pool safety register at poolsafety@qbcc.qld.gov.au

1. APPLICANT DETAILS

Please select title Mr Mrs Miss Ms Other

Surname

First names

Business name

ABN

Address

Suburb

State Postcode Date of birth / /

Home ph Alt. ph

Mobile Fax

Email

2. APPLICATION TYPE AND FEES

Initial licence, renewal, restoration, replacement 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) (complete all sections)
- Licence renewal fee \$296.60 -
 this consists of an application fee (\$197.25) and a licence fee (\$99.35) (complete sections 3, 5, 7, 8 and 9)
- Licence restoration fee \$593.00 -
 this consists of an application fee (\$395.75) and a licence fee (\$197.25) (complete sections 3, 5, 7, 8 and 9)
- Licence replacement fee \$66.15

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

8. PROFESSIONAL INDEMNITY DECLARATION

Name of insured		
Policy number		Current to
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 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.
- An insurance period of _____ to _____ (for example month/year to month/year).
- 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.
- 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.
- 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.
- 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.
- At least one automatic reinstatement of indemnity.
- Indemnity for negligent performance of a pool safety inspection function (other than for claims for fraudulent or illegal acts or omissions).
- 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
- Provides cover for the following pool safety inspector/s listed under Schedule A below.

Signature of insured		Date	
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*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	

9. DECLARATION BY THE APPLICANT

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

Applicant's full name	
Signature	
Date	

PRIVACY NOTICE: The information on this form is collected as required under the *Building Act 1975 (BA)* 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 BA. 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 BA. 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.

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 your:

- 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.