

**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](mailto: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  /  /

Mobile  Fax

Email

**2. CHANGE OF PROFESSIONAL INDEMNITY (PI) INSURANCE**

I have changed PI insurer and attached a copy of the Certificate of Currency including confirmation that non-compliant building products are not excluded from cover

Yes  No

**3. REQUEST FOR REPLACEMENT LICENCE CARD**

Reason for replacement request#:

Lost#  Stolen#  Destroyed#  Damaged#  Additional#  Not received^

# LICENCE CARD FEE - \$66.15 each: Replacement cards will be at the cost of the licensee.

^ If you did not receive your card or certificate please complete the Statutory Declaration on page 3.

Passport photo attached\*

\* Not compulsory, requests for cards submitted with no photo will be issued with a blank silhouette. Guidelines for photographs appear on page 4 of this form.

OFFICE ONLY	CRN:	<input type="text"/>
	Receipt Amount \$	<input type="text"/>

Licence No:	<input type="text"/>
Receipt No:	<input type="text"/>



# STATUTORY DECLARATION FORM

Card not received

I / We, \_\_\_\_\_ (Name)

of \_\_\_\_\_ (Address)

in the State of \_\_\_\_\_ (State), do solemnly and sincerely declare as follows:

1. \_\_\_\_\_ (Name of licensee)

is the holder of a \_\_\_\_\_ **Pool Safety Licence** \_\_\_\_\_

licence issued pursuant to the *Building Act 1975*.

2. The licence number is \_\_\_\_\_

3. The current licence card issued in my name has not been received to date.

4. I / We request the Queensland Building and Construction Commission to revoke the existing card, and reissue a new licence card accordingly.

I/We make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Signed and declared: \_\_\_\_\_ Dated: \_\_\_\_\_  
(Signature of person making the declaration)

Taken and declared before me at \_\_\_\_\_ this \_\_\_\_\_  
(name of town or city and suburb where affidavit signed) (date)

day of \_\_\_\_\_ 20 \_\_\_\_\_, before me.  
(month) (year)

**IMPORTANT NOTICE:** The Commission will only replace the licence card free of charge if it is requested within 60 days from the date of issue of the original card.

# 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

