

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 personal information on this form to identify specific requirements in relation to professional indemnity insurance for certifiers. This is authorised by the *Building Act 1975*. The QBCC will not be able to process the application if all or some of the information is not provided.

The personal information provided on this form will only be disclosed by the QBCC to another party with your consent, or as authorised or required by law.

Visit the QBCC Privacy Policy qbcc.build/privacy-info for more information.

PLEASE READ BEFORE YOU COMPLETE THIS FORM



- A building certifier **maintaining endorsement as a private certifier** must hold professional indemnity (PI) insurance.
- Provide the details of the individual or business **as they appear on the policy document**.
- Complete Schedule A to notify the QBCC of **all certifiers covered by the policy**.

1. BUILDING CERTIFIER DETAILS

Provide name of building certifier covered by this insurance policy.

Building certifier name

QBCC licence number


2. PROFESSIONAL INDEMNITY (PI) INSURANCE POLICY REQUIREMENTS – PAGE 1 OF 2



You must demonstrate you have professional indemnity (PI) insurance to apply for or renew a building certifier licence that has an endorsement as a private certifier.

PI insurance provides financial protection and may cover some or all of the costs if a contractor has caused building errors or omissions.

EVIDENCE OF PROFESSIONAL INDEMNITY (PI) INSURANCE

 To demonstrate you have adequate PI insurance you must provide a copy of the **certificate of currency** for the policy that provides the following:

- **minimum limit of indemnity of \$1,000,000** for any one claim and a total during any one period of insurance that may arise from the performance of private certifying functions
- indemnity for costs and expenses incurred with the consent of the insurer for **defending or settling a claim** (for at least 20% of the indemnity limit for a claim related to the above point)
- indemnity for **breaches of professional duty** as a private certifier arising from an act, error or omission of the private certifier after the day the certifier first became a private certifier
- at least **one automatic reinstatement** of indemnity
- indemnity for **negligent performance** of a building certifying function, other than for claims for fraudulent or illegal acts or omissions
- indemnity for **former principals, partners and directors of the employer** of the private certifier who were, but no longer are, private certifiers.

I have attached a **copy** of my/my employer's **certificate of currency** for the PI insurance policy.

OFFICE USE ONLY	CRN		Receipt amount	\$		Reference no.	
	Receipt no.		Received by				

2. PROFESSIONAL INDEMNITY (PI) INSURANCE POLICY REQUIREMENTS – PAGE 2 OF 2



NOTE: External cladding insurance changes now until 30 June 2027.

The previous professional indemnity exemption timeframe has now been extended. Until 30 June 2027, private certifiers may have an exclusion in their professional indemnity insurance coverage for performing private certifying functions directly related to external cladding, or the use of external cladding, that does not comply with any of the following:

- an Act or other law of the Commonwealth or a State
- an Australian Standard
- the Building Code of Australia.

For further details, see section 84 of the *Building Regulation 2021*.

3. PROFESSIONAL INDEMNITY INSURANCE DECLARATION

Name of insured (as it appears on the certificate of currency)

Policy number

Current to

D	D
<input type="text"/>	<input type="text"/>

 /

M	M
<input type="text"/>	<input type="text"/>

 /

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Insurer/
underwriter

I confirm that as the individual/principal of the company/business listed on the **certificate of currency** attached, I/the business/the company has professional indemnity insurance that provides for the following:

- minimum limit of indemnity of: for any one period of insurance that may arise from the performance by the private certifier of a private certifying function

- an insurance period of

M	M
<input type="text"/>	<input type="text"/>

 /

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

 to

M	M
<input type="text"/>	<input type="text"/>

 /

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- provides cover for the following private certifiers listed under **Schedule A on the next page**
- in relation to whether this insurance policy covers the performance of private certifying functions directly related to external cladding, or the use of external cladding, that does not comply with any of the following:
 - an Act or other law of the Commonwealth or a State
 - an Australian Standard
 - the Building Code of Australia.

This insurance policy **does** cover the performance of private certifying functions related to external cladding.

This insurance policy **does not** cover the performance of private certifying functions related to external cladding.

4. DECLARATION AND SIGNATURE



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

This declaration must be signed by either a director or officer of the company.

I declare that:

- the information I am providing is true and correct
- I have read and understood the Privacy Notice and Warning included above.

Company director's/
officer's signature

Date

D	D
<input type="text"/>	<input type="text"/>

 /

M	M
<input type="text"/>	<input type="text"/>

 /

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

5. SCHEDULE A - BUILDING CERTIFIERS COVERED BY THIS PI INSURANCE POLICY

Complete this section only where the insured is a company with nominated employee building certifiers.

Sole operators do not need to provide their details if the policy is under their own name. If the building certifier listed is applying for a licence and doesn't yet have a licence number, write 'TBA' in the QBCC licence number field.

Building certifier name

QBCC licence number

Building certifier name

QBCC licence number

Building certifier name

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