

**INFORMATION ABOUT THIS FORM**

**Governing Legislation**

*Building Act 1975*

**PRIVACY NOTICE**

The QBCC is collecting information on this form to determine whether you are entitled to a licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Some of this information will be included in the licensee register. You may receive information from us for educational purposes in accordance with the QBCC Act. Please refer to the Privacy Policy on our website for full use and disclosure details. All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009 (RTI Act)*.

**COMPLETING THIS FORM**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – cross out and initial amendments

**Please complete all details of this application where applicable.  
All items marked with an \* asterisk must be completed before submitting**

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

**Post:** ATTN: Manager, Building Certifications  
GPO Box 5099 Brisbane QLD 4001

**In person:** [QBCC Service Centres](#) are listed on our website

**1. APPLICANT DETAILS**

Title  Mr  Mrs  Miss  Ms  Other

Name (Company/individual)

Date of birth   /   /      ABN

\*Postal address

\*State  \*Postcode

\*Business address (Can not be a PO Box)

\*State  \*Postcode

\*Home address

\*State  \*Postcode

\*Mobile

\*Phone

\*Email

<b>OFFICE USE ONLY</b>	CRN:	<input type="text"/>	Licence No:	<input type="text"/>
	Application ID::	<input type="text"/>	Data entry:	<input type="text"/>

**2. CHANGE OF LICENCE DETAILS**

I am applying to change my level of licence and or endorsement  Yes  No

If yes, please indicate new level/endorsement in table below (a fee of \$168.36 applies):

LEVEL	With private certifier endorsement *	Endorsement to issue development approvals
Building certifier level 1	<input type="checkbox"/>	<input type="checkbox"/>
Building certifier level 2	<input type="checkbox"/>	<input type="checkbox"/>
Building certifier level 3	<input type="checkbox"/>	<input type="checkbox"/>


\*If adding this endorsement to your licence and changing your Professional Indemnity (PI) which applies:

- I am employed with  and I am covered by their PI insurance
- I am covered by PI insurance in my own name

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

- I no longer have PI Insurance and want to remove the endorsement/s from my licence.
- 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,

**4. EVIDENCE**

 I have attached the following documentary evidence to this application - please tick (all copies must be certified)

- Current Certificate of Accreditation for a particular level of licence from an accreditation standards body.  Yes  No
- Certificate of PI Insurance in the name of the employer.  Yes  No
- QBCC 'Professional Indemnity Declaration' and 'Schedule A', where PI insurance is in the name of the employer  Yes  No
- Certificate of Professional Indemnity Insurance in my own name  Yes  No
- Current Certificate of Attainment for issuing development permits  Yes  No

**5. DECLARATION**

I,   
 (Applicant's full name)

declare that information in this application is true and correct.

Signature

Date   /   /

