




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 information about you to process your request to update or change your licence details. This is authorised by the *Building Act 1975*. The QBCC will not be able to process the request if all or some of the information is not provided.

The QBCC will update your licence information in our online registers, including the Building Certifiers register on the QBCC website (qbcc.build/certifier-search). The QBCC may also be required by law to share your updated licensee details with other interstate or New Zealand licensing bodies. Your personal information will only otherwise be disclosed with your consent or as required or authorised by law. Visit the QBCC Privacy Policy (qbcc.build/privacy-info) for more information.

PLEASE READ BEFORE YOU COMPLETE THIS FORM


- Start by providing your **QBCC licence number and your full name** so the QBCC can update the right profile. Then complete the relevant section of this form to advise of changes to your licence particulars.
- If you are advising of a **change in professional indemnity (PI) insurer**, you must attach a copy of your **new certificate of currency**.
- If the PI insurance policy is in the name of your employer, you will also need to provide a completed **Professional Indemnity Declaration - Building Certifier form**, signed by a company director or office holder. This form is available from the QBCC website at qbcc.build/pi-insurance.

1. BUILDING CERTIFIER DETAILS

Building certifier
name

QBCC licence
number

2. DECLARATION

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

I declare that:

- the information I am providing in this form, and any attached documentation, is true and correct
- I have read and understood the Privacy Notice and Warning included above.

I understand that by signing this form below, I am declaring that I have read and agree to the statements above.

Licensee's
signature

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

Date

D	D	/	M	M	/	Y	Y	Y	Y

OFFICE USE ONLY	CRN	<input type="text"/>	Receipt amount	\$	<input type="text"/>	Reference no.	<input type="text"/>
	Receipt no.	<input type="text"/>	Received by		<input type="text"/>		

3. CHANGE OF CONTACT DETAILS

Business phone

Home phone

Mobile phone

Email

4. CHANGE OF ADDRESS

BUSINESS ADDRESS UPDATE

- Your business address must be a physical address.
- PO Box or post office addresses are not acceptable.
- Business addresses for licensees are listed on the public QBCC building certifier register.
- If your business address is also your home address, you may provide an alternative address such as your solicitor or accountant.

Business address

Suburb

State

Postcode

POSTAL ADDRESS UPDATE

Postal address

Suburb

State

Postcode

HOME ADDRESS UPDATE

Your home address will be listed on the public QBCC building certifier register if you leave the business address section above blank or provide an unacceptable address.

Home address

Suburb


State

Postcode

5. CHANGE OF NAME


Existing name

New name

 Attach a copy of your amended birth certificate, Deed Poll or marriage certificate etc.

6. CHANGE OF LICENCE LEVEL

The QBCC is authorised by the *Building Act 1975* to collect a copy of your certificate of accreditation. This may contain sensitive information, such as details of your membership with the Australian Institute of Building Surveyors (AIBS) or the Royal Institute of Chartered Surveyors (RICS).

 **A copy of your current certificate of accreditation must be provided when changing levels.
This document does not need to be certified.**

If you wish to change your licence level, provide details of your current level and the new level you are requesting.

A **fee of \$180.02** applies to changes in licence level.

NEW LICENCE LEVEL

Building certifier—level 1

Building certifier—level 2

Building certifier—level 3

I have attached a **copy** of my **current certificate of accreditation in my name** from an accreditation standards body for the new level I am requesting.

7. CHANGE OF LICENCE ENDORSEMENTS

You can use this form to remove endorsements from your licence.

If you wish to add endorsements to your licence, you will need to complete a **Endorsement Application - Building Certifiers form** qbcc.build/form-certifier-endorsements.

What changes would you like to make to your endorsements? *Tick all that apply.*

- Remove** a private certifier endorsement.
- Remove** an endorsement to issue development approvals.

8. ADDITION OF/UPDATE TO INTERSTATE OR NEW ZEALAND LICENCE

Provide details of the new/updated interstate or New Zealand licence building certification functions.

NSW ACT VIC TAS SA WA NT NZ

Licence number _____ Expiry date

D	D	/	M	M	/	Y	Y	Y	Y

Which of the following took place:

Licence granted Licence suspension Licence cancellation

When did the change take place?

D	D	/	M	M	/	Y	Y	Y	Y



Please attach:

- copies of all documentation relating to your **new licence** or your **licence suspension or cancellation** (e.g. documentation from an interstate or New Zealand licensing body)
- reasons why your licence was **suspended or cancelled** (where applicable).

I have attached a **copy of all relevant documentation relating to my suspended or cancelled licence.**

Reasons the licence was suspended or cancelled

9. CHANGE OF PROFESSIONAL INDEMNITY (PI) INSURANCE


Which of the following applies?

I no longer have PI insurance and want to remove the endorsements from my licence.

I have **changed PI insurer**. **See next question below.**


If you have changed PI insurer, is your new PI insurance policy in your **own name** or that of **your employer**?

I hold a PI insurance policy in my own name.

 You must provide the following:

certificate of currency for a PI insurance policy in your own name.

**I am employed by
and I am covered by their PI insurance.**

 You must provide the following:

certificate of currency for a PI insurance policy in the name of your employer
a **Professional Indemnity Declaration – Building Certifier form** (including Schedule A), available from the QBCC website, signed by a company director or office holder.

10. LICENCE LEVEL CHANGE PAYMENT



 **Payment is only required if you are changing your licence level.**

Your licence level change fee must be **paid in full** before the QBCC will start to process your request.

Pay in person – visit a QBCC Customer Service Centre and use either bank keycard, Mastercard or Visa card to make a payment at the front counter.

Pay by mail – if you are posting your notice to us, you **must complete the credit card details section below.**

NOTE: QBCC does not accept payment by cash or cheque.

PAYMENT OPTIONS

I will pay by card **in person** at the Customer Service Centre.

OR

I will pay by credit card by filling out the card details below and **sending this form by post.**

Name of cardholder


Credit card number


Expiry /

Total Amount \$

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS

Submit your application either in person or via post.

 **In person:** A full list of QBCC Customer Service Centres can be found on the QBCC website at qbcc.build/contact-us.

 **Post:** GPO Box 5099, Brisbane Qld 4001

 **For security purposes, do NOT send QBCC forms that include payment details by email.**