




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 process your request to add an endorsement on your licence. 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.

We may use your email address to contact you about research and engagement activities for the purpose of improving our services (which you will be able to opt out of receiving), as well as educational activities.

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 personal information provided on this form will only otherwise 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.

1. BUILDING CERTIFIER DETAILS

	Title	Mr	Mrs	Miss	Ms	Other
Family name						
Given names						
Licence number						

**PHONE
AND EMAIL**

Applicants are required to complete all phone number and email detail fields

Business phone	Home phone
Mobile phone	Email

ADDRESS
**BUSINESS
ADDRESS**

Applicants are required to complete all business address fields

- 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	<input type="text"/>	Postcode <input type="text"/>

**HOME AND
POSTAL
ADDRESSES**

Applicants are required to complete all home and postal address fields

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

Postal address			
Suburb	State	<input type="text"/>	Postcode <input type="text"/>

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"/>		

2. DECLARATION AND SIGNATURE



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

3. ENDORSEMENTS

When adding an endorsement on your licence, you will need to provide evidence of Professional Indemnity (PI) insurance.

Which endorsements would you like to add to your licence?

Add a private certifier endorsement – **complete section A.**

Add an endorsement to issue development approvals – **complete sections A and B.**

A) ADDING A PRIVATE CERTIFIER ENDORSEMENT OR ENDORSEMENT TO ISSUE DEVELOPMENT APPROVALS

Do you currently hold PI insurance?

I am not covered by any PI insurance – you cannot apply for an endorsement until you have PI insurance cover either 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 at qbcc.build/pi-declaration, signed by a company director or office holder.

B) ADDING AN ENDORSEMENT TO ISSUE DEVELOPMENT APPROVALS

Have you completed the necessary technical requirement for this endorsement?

No – you cannot apply for this endorsement until you have completed the necessary training.

Yes – I have satisfactorily completed the technical requirement and have previously supplied evidence to support this to the QBCC.

Yes – I have satisfactorily completed one of the following training courses:

- 'Queensland Private Building Certifier Course' provided by the College of Professional Development, or
- *(only acceptable if completed before 9 June 2023)* 'Issuing development permits for building work' conducted by Mackee and Associates Pty Ltd, trading as AssentTECS.



You must provide the following:

current **certificate of attainment** from one of the courses mentioned above.