

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 determine whether you are entitled to renew your licence, and if so, to maintain your licence. This is authorised by the *Plumbing and Drainage Act 2018*. The QBCC will not be able to process the application if all or some of the information is not provided.

We may also 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 Plumbing and Drainage Licensee Register on the QBCC website (qbcc.build/occ-pd-search). The QBCC may also provide updated licensing information to 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.

- ❗ **You cannot apply to renew a provisional licence. You must apply for a full occupational licence or, if you have not completed 12 months' licensed experience, you will need to apply for another provisional licence.**
- It is your responsibility to ensure that your licence is current and that you apply to the QBCC to renew your licence on or before the expiry date.**
- Your licence must be current to carry out plumbing or drainage work.**
- If you do not apply to QBCC to renew your licence on or before the expiry date, your licence will automatically expire.**
- You can apply to restore an expired licence within one year after the day the licence expired. If you wait longer than one year, you will need to make a new licence application and meet the technical requirements in place at that time.**

1. LICENSEE DETAILS

Provide your name as it appears on your licence card.

Licensee name

QBCC licence
number

PHONE AND EMAIL Licensees are required to complete all phone number and email detail fields

Business phone

Home phone

Mobile phone

Email

ADDRESSES Licensees are required to complete all address fields

- Your business address must be a physical address.
- PO Box or post office addresses are not acceptable for business addresses.

Business address

Suburb

State

Postcode

Home address

Suburb

State

Postcode

Postal address

Suburb

State

Postcode

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

2. DECLARATION



WARNING: Providing false or misleading information may lead to compliance and enforcement action.

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

Date

D	D		M	M		Y	Y	Y	Y

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

3. RENEWAL DETAILS

The licence is to be renewed for:

☐ 1 year
 ☐ 2 years
 ☐ 3 years
 ☐ 4 years
 ☐ 5 years

If you are an employee of a Registered Training Organisation (RTO), provide the name of the RTO

Are you retired and not intending to carry out paid work once the licence is renewed?

No – I am not retired.

Yes – I am retired and do not intend on carrying out plumbing or drainage work for payment after the licence is renewed.

Ticked YES? If this is the **first time that you have told the QBCC that you are retired, or if your circumstances have changed since that first notification**, you need to **complete the Statutory Declaration on page 5** to be eligible for the lower retired licence fee.

Previously provided a Statutory Declaration? If you have **previously provided the QBCC with a Statutory Declaration** which was accepted and you are still retired, please **tick the declaration check box below**. You will not need to provide another Statutory Declaration while your circumstances remain unchanged.

I declare the content of my original Statutory Declaration remains unchanged and I still do not intend to carry out plumbing or drainage work for payment after the licence is renewed.

4. PHOTO FOR INCLUSION ON LICENCE CARD

Would you like to include a passport-size photo on your licence card?

No – Your licence card will be issued with a blank silhouette.

Yes – **Complete section 7.**

5. RENEWAL FEE CALCULATION

Have you already paid the annual administration fee to the QBCC this financial year?

This only needs to be paid **once per financial year per licensee**. If you have already paid for a licence application or another licence-related transaction within this financial year, you do not need to pay it again.

Yes – I have already paid the annual administration fee this financial year. You will only need to pay the licence renewal fee.

No – I have not yet paid the annual administration fee this financial year. You will need to pay the annual administration fee in addition to the licence renewal fee.

Refer to page 3 for a schedule of applicable fees.

6. LICENCE RENEWAL FEE PAYMENT



Your licence renewal fee must be **paid in full** before the QBCC will start processing 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.**

Pay using BPAY – you will receive a renewal notice in the post and by email prior to your licence expiry date that contains the BPAY Biller code and your Reference number.

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 ^M^M / ^Y^Y

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.

LICENCE RENEWAL FEE SCHEDULE

Effective 1 July 2025 – 30 June 2026

RENEWING AN OCCUPATIONAL PLUMBING OR DRAINAGE LICENCE

Including Administration fee	1 Year	2 Year	3 Year	4 Year	5 Year
Licencees	\$163.90	\$249.55	\$335.21	\$420.91	\$506.62
Retired or employee of Registered Training Organisation	\$103.40	\$128.50	\$153.65	\$178.81	\$203.91

Not Including Administration fee	1 Year	2 Year	3 Year	4 Year	5 Year
Licenseses	\$85.65	\$171.30	\$256.96	\$342.66	\$428.37
Retired or employee of Registered Training Organisation	\$25.15	\$50.25	\$75.40	\$100.56	\$125.66

Licence fees and charges increase on **1 July each year** due to indexation in line with legislative requirements. You can contact us to find out details about specific fees, charges or prices.

These are the applicable fees under the *Plumbing and Drainage Act 2018* and *Plumbing and Drainage Regulation 2019*.

Renewals will be sent to you prior to your renewal due date (40 days prior to your renewal date).

You will not be issued with a tax invoice.

7. OPTIONAL – CERTIFIED PASSPORT-SIZE PHOTOS

Occupational plumbers and drainers have the **option** to include a passport-size photo on their licence card.

Does the QBCC have a passport-size photo of you **that was taken within the last 10 years** that you consent to reuse for this application?

YES – You are not required to complete this section.

NO OR UNSURE? – Please complete all sections on this page.

PLEASE NOTE: Any passport-size photos you provide may be used on other QBCC licences you hold, and you may be required to provide photos for other licences in the future.

- Provide **two (2) identical, certified passport-size photos of yourself that are less than 6 months old** with this restoration application and have a qualified witness complete the declaration below.
- The qualified witness can be a Lawyer, Justice of the Peace, Notary Public, Commissioner for Declarations or a QBCC staff member.
- The photos need to be suitable for **inclusion in a QBCC licence**.
- Your photos will be **valid for 10 years** once they have been received by the QBCC.

ATTACH TWO (2) PHOTOS HERE WITH A PAPER CLIP



FRONT OF THE PHOTOS	BACK OF THE PHOTOS
<p>IMAGE HEIGHT: 45-50mm</p> <p>IMAGE WIDTH: 35-40mm</p>	<p>This is a true likeness of JOHN PETER CITIZEN (full name of licensee)</p> <p><i>J Smith</i> Signature of qualified witness</p>
	QUALIFIED WITNESS MUST CERTIFY THE PHOTOS

CERTIFYING YOUR PASSPORT-SIZE PHOTOS

- Go to a recognised **passport-size photo provider** (such as Australia Post, a professional photographer or a store with printing facilities) and have **two (2) passport-size photos** taken. You may also use passport-size photos that you already have.
- Your passport-size photos must be **high resolution, in colour, meet our photo requirements** and be **less than 6 months old**.
- Take this **form and your two (2) passport-size photos to a qualified witness** and ask them to **certify that the photos are a true likeness of you**, the licensee. The qualified witness must:
 - write the words “This is a true likeness of [insert licensee’s full name]” and sign the back of both of the passport-size photos (see example above) **AND**
 - complete and sign the qualified witness declaration below.
- Using a paper clip, **attach the signed photos to this form** in the space provided above. **DO NOT STAPLE PHOTOS TO THIS FORM.**

QUALIFIED WITNESS DECLARATION

I, [insert full name of qualified witness]

certify the passport-size photos attached to this form are a true likeness of [insert full name of licensee].

I am a: Lawyer Justice of the Peace Notary Public QBCC staff member Commissioner for Declarations

Witness
signature

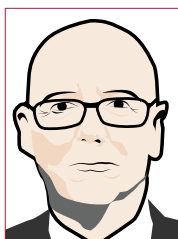
Date

D	D	/	M	M	/	Y	Y	Y	Y

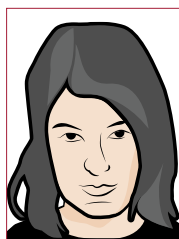
This form must be signed by hand. Digital signatures are not accepted.



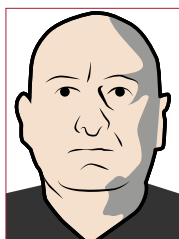
More information about photo requirements and certifying your passport-size photos can be found on the QBCC website at qbcc.build/passport-size-photos.



No glasses.



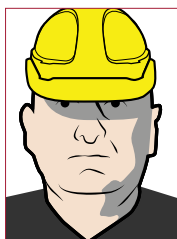
Head/chin must be up and directly looking into the camera.



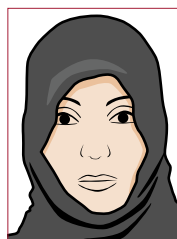
Face and background must be shadow free.



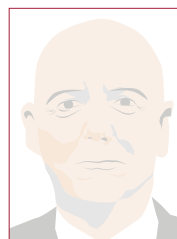
No side profiles. Image should be taken front on.



No hats or objects obstructing a clear view of the face.




Head coverings must not obscure eyes or edges of the face.



Do not overexpose the image. Features must be clear and distinguishable at a glance.

NOTIFYING THE QBCC THAT YOU ARE RETIRED?

 Use the Statutory Declaration provided below to declare you are retired and do not intend to carry out plumbing or drainage work for payment after the licence is renewed. The Statutory Declaration must be witnessed by one of the following:

- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Conveyancer
- Notary Public



**Only complete this statutory declaration if you are retired and do not intend to carry out work for payment.
Providing false or misleading information may lead to prosecution for an offence and possible cancellation of your licence.**

STATUTORY DECLARATION – OATHS ACT 1867

RETIRED AND NO LONGER WORKING FOR PAYMENT

I _____ (insert full name)

of _____ (insert address)

in the State of _____ (insert state) do solemnly and sincerely declare as follows:

1. I hold an occupational plumber or drainer licence under the *Plumbing and Drainage Act 2018*.

2. My occupational plumber or drainer licence number is _____ (insert QBCC licence number)

3. I am retired and do not intend to carry out plumbing or drainage work for payment after this licence is renewed.

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

Declared by _____
(insert full name of declarant)

at _____
(insert town/suburb and city where declaration signed)

Signature of declarant _____

Date declaration signed

D	D	/	M	M	/	Y	Y	Y	Y

In the presence of _____
(insert full name of witness)

Type of witness _____
(insert type of witness i.e. Justice of the Peace, Commissioner for Declarations, Lawyer, Conveyancer, Notary Public)

Signature of witness _____

Date declaration signed

D	D	/	M	M	/	Y	Y	Y	Y

ASSOCIATED QBCC ACT LICENCES

Do you hold a plumbing or drainage licence as a contractor, nominee supervisor or site supervisor under the QBCC Act?

Individuals who hold one of these QBCC licences are not required to pay a fee if they apply for, restore or renew a range of corresponding occupational licences under the Plumbing and Drainage Act (PD Act).

If you hold a licence class listed in the first column in the table below, you will not have to pay a fee to apply for, restore or renew any of the occupational licences listed in the second column.

LICENSEES WITH THESE QBCC ACT LICENCE CLASSES	ARE NOT REQUIRED TO PAY FOR THESE PLUMBING AND DRAINAGE ACT LICENCES
<ul style="list-style-type: none"> Plumbing and drainage Plumbing and draining restricted to plumbing Plumbing and drainage restricted to tanks—water supply 	→ Plumber
<ul style="list-style-type: none"> Plumbing and drainage Drainage 	→ Drainer
<ul style="list-style-type: none"> Gas Fitting 	→ Water plumber—gas
<ul style="list-style-type: none"> Irrigation 	→ Water plumber—irrigation
<ul style="list-style-type: none"> Fire protection—water-based fire system stream—install and maintain Fire protection—water-based fire system stream—install and maintain—restricted to commercial and industrial types 	→ Water plumber—fire protection (hydrants and hose reels)
<ul style="list-style-type: none"> Fire protection—water-based fire system stream—install and maintain Fire protection—water-based fire system stream—install and maintain—restricted to commercial and industrial types 	→ Water plumber—fire protection (commercial and industrial types)
<ul style="list-style-type: none"> Fire protection—water-based fire system stream—install and maintain Fire protection—water-based fire system stream—install and maintain—restricted to commercial and industrial types 	→ Water plumber—fire protection (domestic and residential types)
<ul style="list-style-type: none"> Drainage—on-site sewage facility maintenance 	→ Drainer—on-site sewage facility (maintenance)
<ul style="list-style-type: none"> Drainage—on-site sewage facility maintenance installation 	→ Drainer—on-site sewage facility (maintenance installation)
<ul style="list-style-type: none"> Mechanical services plumbing 	→ Water plumber—water sanitary

Licensees who only hold a plumbers, drainers or restricted occupational licence under the PD Act must pay all prescribed fees for their occupational licence.

Licensees applying for an endorsement on a licence are required to pay the application fee for an endorsement and an administration fee (where applicable). For more information go to qbcc.build/pd-endorsements.