

COMPLETING THIS FORM

1. Download this PDF form to fill out on-screen and then email to the QBCC. You may save the file to your personal records.
2. If you choose to print a hard copy to submit in person or by post, fill out with a BLACK pen only, print clearly in BLOCK LETTERS and DO NOT use correction fluid. Cross out mistakes and initial any amendments.

PREFERRED METHOD TO SUBMIT YOUR FORM

 **Email:** licence.applications@qbcc.qld.gov.au

OTHER WAYS TO SUBMIT YOUR FORM






In person: At any [QBCC Customer Service Centre](#)


Post: GPO Box 5099, BRISBANE QLD 4001


PLEASE PROVIDE THE FOLLOWING


-  Photo identification, proof of work eligibility and declarations
-  Technical qualifications
-  Occupationally licensed supervisors complete the experience record section
-  Review checklist and ensure all documents are provided
-  Complete payment section and submit application form

THE QBCC WILL

-  Review your application
-  Assess your knowledge and experience
-  Request further information including payment details if required
-  Make a decision on your application
-  **Notify you of the outcome**

 **Pay online or over the phone** – the QBCC will send an email to request payment after you submit your form by email or post.

 **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.

 **Your application CANNOT proceed to assessment** until all required documents and payments have been received and accepted.

If information is missing or incomplete, your application **will be delayed**.

CHECKLIST

Review and complete this checklist before submitting your licence application.

It will help ensure you have provided all the required information.



Your application CANNOT proceed to assessment until all required documents have been received and accepted and all fees paid. If information is missing or incomplete, the assessment of your application will be delayed. Do not send original documents as they will not be returned. Copies should be provided instead.

Place a tick ✓ in each box as you complete the item.

SECTION 1 – PERSONAL DETAILS – page 3

The contact details you provide on this form will be used to communicate with you.

Providing incorrect personal information may affect our ability to contact you and could delay your application.

I have provided all my **personal details** (including my full name, phone contact number and email address).

I have provided all **address details** (including my postal, business and home addresses).

I have read the **declaration** and **signed the form**.

Only for current or previous QBCC licence holders

I have provided my **QBCC licence number**.

SECTION 2 – WORK ELIGIBILITY – page 4

PLEASE NOTE: If you are not an Australian citizen or permanent resident, or do not have a current visa allowing you to work in Australia, you are not able to apply for a licence.

Only if you are working in Australia under a current visa

I have provided a copy of my **current passport or ImmiCard**, clearly showing the **document number** and any relevant conditions that apply.

I have provided a copy of my **current visa** and any other **work eligibility documentation**.

SECTION 3 – PROOF OF IDENTITY – page 5

Only if you have ever changed your legal name

I have provided a copy of any available **official proof of name change documents**.

If submission by email

I have attached a **valid and current digital PDF** of my photo identification from the Queensland Digital Licence app,

OR I have attached a photo of my identity documents and a digital JPEG file of my passport photo.

I have confirmed **approval from a witness** and provided their information.

If submission by visiting a QBCC Service Centre or by post

I have attached a **valid and current copy of my photo identification**.

I have confirmed **approval from a witness** and provided their information.

I have provided **one colour passport-size photo, which is less than 6 months old**. I have attached the photo to this form in the box indicated.

SECTION 4 – LICENCE TYPE AND CLASSES – page 8

I have ticked the **licence type and licence classes** that I wish to apply for.

SECTION 5 - TECHNICAL QUALIFICATIONS – page 9

PLEASE NOTE: If copies of any of the documents required to meet your technical qualifications are not provided, the processing of your application will be delayed until they are received.

I have reviewed the **Technical Qualifications for Plumbing and Drainage Licences** document on the QBCC website to understand the current technical qualifications for the licence classes I am applying for.

I have provided a copy of my **technical qualifications, including the transcript listing units completed**, that are relevant to the licence classes I am applying for.

SECTION 6 – INTERSTATE AND NEW ZEALAND LICENCES – page 10

I have **answered the questions** relating to whether I hold, or have held, any interstate or New Zealand licences.

Only if you currently hold, or have held, a licence to carry out plumbing and drainage work in another Australian state, territory or New Zealand.

I have provided **details of all my interstate or New Zealand licences** and have attached additional documentation to my application to provide these details where required.

Where these **licences are, or have been, suspended or cancelled**, I have attached copies of any decisions or proceedings documents.

SECTION 7 – APPLICANTS WITH OVERSEAS QUALIFICATIONS – page 11

Only if you hold a technical qualification in plumbing and/or drainage work in another country

I have provided a copy of my **overseas technical qualifications, including any apprenticeship documentation**.

I have provided a **report from relevant referees detailing my practical experience working in the plumbing and drainage industry in Australia or overseas**.

I have provided a **resume outlining my experience practising the plumbing and drainage trade**.

SECTION 8 - EXPERIENCE RECORD – page 12

I have attached a **completed and signed experience record from each of my supervising licensees** to demonstrate a total of 6 months work in the licence class I am applying for.

SECTION 9 – PAYMENT OF FEES – page 14

I have reviewed the **application fees schedule** and identified the **total amount payable**.

I understand the **payment option** I will use when submitting my application.

I am aware that if my application is not successful, **the application fee is non-refundable**.

1. PERSONAL DETAILS – PAGE 1 OF 2

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting personal information on this form to determine whether you are entitled to a licence, and if so, to maintain your licence. This is authorised by the *Plumbing and Drainage Act 2018* (P&D Act). 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 is required by the P&D Act to publish licensee information in a Plumbing and Drainage Licensee Register on the QBCC website (qbcc.build/occ-pd-search). This includes licensee name and licence details. This information may also be published on the Queensland Government Open Data Portal.

The QBCC may also be required by law to provide licensing information to other interstate or New Zealand licensing bodies for regulatory or enforcement purposes. 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.

Title Mr Mrs Miss Ms Other

Family name

Given names

Date of birth

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"/>

LICENCE DETAILS *Tick only one option*

I have never held a QBCC licence

I currently hold or have previously held a QBCC licence and my licence number is

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 for business addresses.

Business address

Suburb

State

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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HOME AND POSTAL ADDRESSES **Applicants are required to complete all home and postal address fields**

Home address

Suburb

State

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

Postcode

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Postal address

Suburb

State

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

Postcode

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

1. PERSONAL DETAILS – PAGE 2 OF 2


MUTUAL RECOGNITION ELIGIBILITY

Do you hold a **current licence** in another **Australian state or territory** or **New Zealand** for the type of work you are applying for in Queensland? Yes No

Ticked YES? You may be eligible to apply for your licence using the Mutual Recognition process.

For more information, visit qbcc.build/mutual-rec.

DECLARATION AND SIGNATURE

 **WARNING: Providing false or misleading information may lead to your licence being refused and/or compliance and enforcement action.**

I declare that:

- the information I am providing in this application is true and correct
- I have read and understood the Privacy Notice and Warning included above
- by providing my email address, I agree to receive communications, including notices, updates, important information and legislative decisions, from the QBCC electronically. I understand that email will be the primary method of communication and it is my responsibility to ensure my contact details remain current. If I have any questions about email being the primary method of communication, I understand I can contact the QBCC.

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

Print full name


Applicant's signature

Date

D	D	/	M	M	/	Y	Y	Y	Y

Digital or handwritten signatures are accepted.

2. WORK ELIGIBILITY

 **STOP - If you are not an Australian Citizen or permanent resident, or do not have a current visa entitling you to work in Australia, you are not able to apply for a licence. More information can be found on the QBCC website at qbcc.build/overseas-applicants.**

WORK ELIGIBILITY

Which one applies to you?

I am an Australian citizen or a permanent resident.

OR

I hold a current visa under the *Migration Act 1958* entitling me to work in Australia.

OR

I am not an Australian citizen or permanent resident, nor do I hold a current visa under the *Migration Act 1958* entitling me to work in Australia.

VISA HOLDERS ONLY -  *Attach relevant documents*

I have provided a **copy of my current passport** or **ImmiCard**, clearly showing the **document number**, AND


I have provided a copy of my **current visa** and **any other work eligibility documentation** entitling me to work in Australia, clearly showing the document number and any relevant conditions.

3. PROOF OF IDENTITY – ALL APPLICANTS

All applicants are required to supply a **valid and current proof** of identification.

Place and country of birth (e.g. Brisbane, Australia)

Legal Name Change: have you been known by any other 'legal' names? Yes No


 **Ticked YES?** You must provide full details of all previous names you have been known by, including any relevant documentation (e.g. copy of proof of name change, marriage certificate etc.).

PROVIDING PROOF OF IDENTITY

The way you provide proof of identity depends on how the application is submitted.

Submitting by email

- Provide a valid and current digital PDF of your photo identification from the Queensland Digital Licence app **OR**
- Attach a photo of your valid Australian photo identity document, such as a driver licence or passport, and a passport-style photo in digital JPEG format. Refer to next page for photo requirements.
- Provide details of a witness who is able to confirm your identity. Refer to witness requirements below.

 To learn more about using the Queensland Digital Licence app, visit: qbcc.build/guide-digital-licence.

Submitting by visiting a QBCC Service Centre, or by post

- Attach a copy of your identity documents and one passport-size photo.
- Provide details of a witness who is able to confirm your identity. Refer to witness requirements below.

Check your witness meets requirements

You provide details of a witness who will not need to sign anything, but they must be willing to confirm your identity if we contact them.

Your witness must be

- an adult **Australian citizen** who has known you for more than 12 months
- they must also have a **current driver licence or Australian passport** with at least 2 years' validity, **OR**
- be listed on the **Australian electoral roll** at their current address for at least 12 months.
- **If the witness is currently located outside of Australia**, please note that any communication or verification may be subject to international time zones and availability. When providing a phone number, the witness must include the international dialling code (e.g. +44 for UK, +64 for New Zealand).

Your witness must NOT be:

- related to you by birth or marriage
- in a de facto or registered relationship with you
- living at the same address as you.

WITNESS DETAILS

The witness details I have provided meet the requirements above.

Witness full name

Witness date of birth D D / M M / Y Y Y Y

/ /

Witness daytime phone (include international dialling code if located overseas)

Witness address as it appears on the electoral roll – OR – driver licence / Australian passport number

Home address

Suburb

State

Postcode

OR Witness driver licence number or Australian passport number

 **If your witness is from overseas**, they must be contactable during Queensland business hours.

PHOTO IDENTIFICATION

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

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

YES – See next question.

NO – Your licence card will be issued with a blank silhouette. **Go to Section 4**

How will you submit your application?

1. Have you previously provided the QBCC with a **passport-style photo of you that was taken within the last 10 years** that you consent to reuse for this application?

Yes No

If YES, go to Section 4

2. Have you already attached a **valid and current digital PDF** of your photo identification from the Queensland Digital Licence app (qbcc.build/guide-digital-licence)?

Yes No

If YES, go to Section 4

3. If you answered **NO** to both questions above:

You must attach a passport-style photo of yourself that meets requirements. Your photo will be **valid for 10 years** once it has been received by the QBCC.

If sending a digital photo by email

(see full list of requirements on next page):

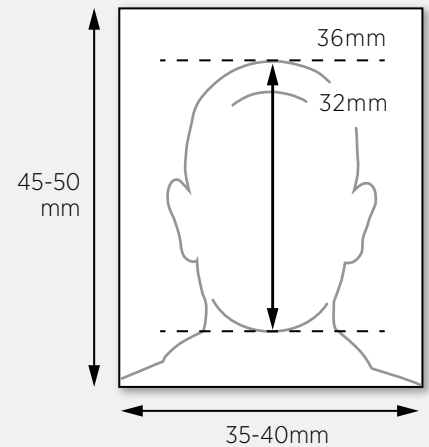
- The photo should be in digital JPEG format between 70 Kb and 3.5 Mb. The preferred resolution is 1200 x 1600 pixels.
- A scan of a photo or a photograph of a photo is **not acceptable**.

If submitting in person or by post

(see full list of requirements on next page):

- Attach one passport-size photo with a paper clip.
- A scan of a photo or a photograph of a photo is **not acceptable**.

IF SUBMITTING IN PERSON OR BY POST
ATTACH ONE PHOTO HERE WITH
A PAPER CLIP. DO NOT STAPLE.



SUBMISSION OPTIONS

EMAIL SUBMISSION OPTIONS

Send Proof of ID

- ✓ Witness name (no signature required) AND
- ✓ Option A: PDF of your Qld digital photo identification
- ✓ Option B: Photo of the front of a valid ID (Qld or non-Qld)

Send Photo ID

- ✓ Option A: PDF of your Qld digital photo identification (unless supplied above)
- ✓ Option B: a digital photo in JPEG format

Option A



Option B



or and

IN PERSON OR BY POST

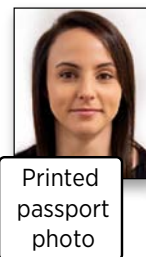
Send Proof of ID

- ✓ Witness name (no signature required) AND
- ✓ Option C: Physical copy of valid ID (no certification required)

Send Photo ID

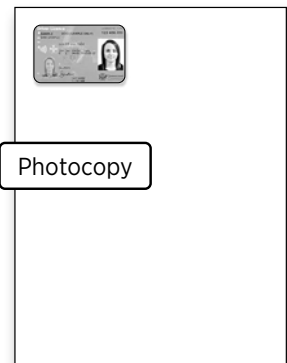
- ✓ Option C: One printed passport-size photo (no witness signature required)

Option C



Printed passport photo

and



Photocopy

PHOTO REQUIREMENTS

Similar to passports and driver licences, the QBCC requires a clear image to issue a photo ID.

The easiest way is to get your photo taken by a professional passport photo provider, such as Australia Post, who can provide a printed photo, or email you a digital JPEG photo. Alternatively, send us a digital copy of your Queensland driver licence.

Queensland digital licence holders

Verifying your identity and sharing your digital photo (e.g. from your proof of age, driver, marine or QBCC licence), on the Queensland Digital Licence app is a quick, no-cost alternative to the manual verification process.

It's as simple as sending the PDF copy of your licence details from the Qld Digital Licence app to us with your QBCC licence application.

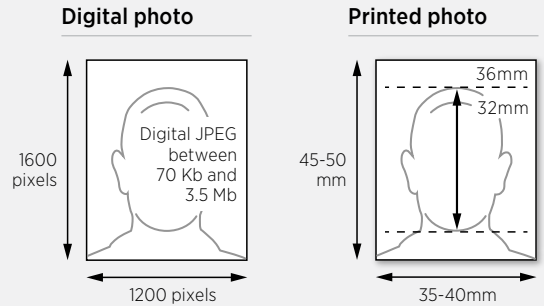
PHOTO SIZE AND QUALITY REQUIREMENTS

If sending a digital photo by email

- the photo should be in digital **JPEG format** between 70 Kb and 3.5 Mb
- the **preferred resolution** is 1200 x 1600 pixels.

If attaching a printed photo

- attach one good quality colour print
- it must be less than six months old
- photo size must be 35mm to 40mm wide and 45mm to 50mm high
- the size of the face from chin to crown can be up to a maximum of 36mm, with a minimum of 32mm.



A scan of a photo or a photograph of a photo is **not acceptable**.

More information about photo requirements for your passport-style photos are listed at the QBCC website qbcc.build/passport-size-photos.

SUBJECT

Factors that make a photo acceptable:

- eyes are open and clearly visible
- face is centred and looking directly at the camera with no side profiles
- facial expression is neutral (not smiling, laughing or frowning)
- hair is off the edges of your face
- no glasses, hats or objects obstructing view of the face (from your chin to your forehead and on either side)
- if applicable - head coverings should be plain and still allow the edges of your face to be clearly visible
- even lighting on your face
- background is plain white or light grey
- do not overexpose the image, features must be clear and distinguishable at a glance
- final image must be true likeness of the subject
- no retouching or filters of photos permitted.

EXAMPLES OF UNACCEPTABLE PHOTOS

PLEASE NOTE: The following examples regarding subjects and imagery will not be accepted.

						
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.

4. LICENCE TYPE AND CLASSES

The licence you choose to apply for will depend on:

- the scope of work you will undertake
- your ability to demonstrate 6 months' supervised practical experience performing that scope of work
- whether you hold a relevant technical qualification.

More information about each licence type and class can be found on the QBCC website at qbcc.build/plumbing-drainage-licences.

LICENCE TYPE *Tick only one licence type:*

To hold an **occupational licence**, you must have an appropriate technical qualification and be able to demonstrate 6 months' practical experience in the scope of work for the licence class you are applying for.

If you possess either the relevant technical qualification, or the 6 months' practical experience, but not both, you may be eligible for a **provisional licence**.

Occupational Allows you to personally perform or supervise work within the scope of your licence class.

OR

Provisional Allows you to work lawfully in the industry and gain the required practical experience to eventually work without supervision. You must work under the supervision of a person who holds an occupational licence to carry out the work. A provisional licence is granted for one (1) year and cannot be renewed.

APPLYING FOR A PROVISIONAL LICENCE? *Tick the scenario that applies to you.*

I have the required technical qualification, but I do not believe I have the practical experience required.

I do not have the required technical qualification, but I **believe I have sufficient practical experience** to carry out the work under the supervision of a licensed drainer, restricted drainer or plumber and drainer.



Attach copies of any technical qualifications you have and details of any relevant practical experience in plumbing and/or drainage to support your application.


LICENCE CLASS

Tick a box to indicate which licence classes you are applying for:

Drainer—on-site sewage facility (maintaining on-site sewage facilities)

Drainer—on-site sewage facility (carrying out OSTP installation work and maintaining on-site sewage facilities)

5. TECHNICAL QUALIFICATIONS

 **A copy of your relevant technical qualification must be provided. These documents do not require certification.**

BEFORE you lodge your application form, check the Technical Qualifications for Plumbing and Drainage licences document available on the QBCC website at qbcc.build/occ-pd-tech-quals for the current minimum technical and experience requirements for each licence class.

Tick the box to indicate which qualification you hold. You must provide at least one technical qualification for each licence class you are applying for.

DRAINER—ON-SITE SEWAGE FACILITY (MAINTAINING ON-SITE SEWAGE FACILITIES)

Technical qualifications

Maintaining on-site sewage facilities:

- (a) WEP01B – Maintain and service domestic treatment plants and onsite sewerage facilities; and
- (b) CPCPDR4013 – Design and size domestic treatment plant disposal systems

Practical experience

At least six (6) months practical experience in the work within the scope of work for which the licence is issued. This experience must be signed off by your licensed supervisor in the experience record section of this form.

DRAINER—ON-SITE SEWAGE FACILITY (CARRYING OUT OSTP INSTALLATION WORK AND MAINTAINING ON-SITE SEWAGE FACILITIES)

Technical qualifications

Maintaining on-site sewage facilities and OSTP installation work:

- (a) WEP01B – Maintain and service domestic treatment plants and onsite sewerage facilities; and
- (b) CPCPDR4013 – Design and size domestic treatment plant disposal systems; and
- (c) CPCPCM2043 – Carry out WHS requirements; and
- (d) CPCPDR3023 – Install on-site domestic wastewater treatment plants and disposal systems; and
- (e) BSBESB402 – Establish legal and risk management requirements of new business ventures

Practical experience

At least six (6) months practical experience in the work within the scope of work for which the licence is issued. This experience must be signed off by your licensed supervisor in the experience record section of this form.

6. INTERSTATE AND NEW ZEALAND LICENCES

Do you currently hold, or have you previously held, a licence permitting you to carry out plumbing or drainage work that was issued by another Australian state or territory, or New Zealand? Yes No

Ticked YES? Provide the following details for each licence you hold or held.

Issuing Australian state or territory, or New Zealand

NSW ACT VIC TAS SA WA NT NZ

Licence number Class of licence

Has the licence been cancelled or suspended (i.e. excluding voluntary cancellations and/or circumstances where your licence lapsed or was not renewed)? Yes No

Ticked YES? Provide the date licence was suspended or cancelled

D	D	/	M	M	/	Y	Y	Y	Y

- If you have answered **YES** to any of the above questions, please provide copies of all relevant documentation including:
- copies of interstate or New Zealand licences
 - copies of any decisions or proceedings documents if your interstate or New Zealand licence has been suspended or cancelled.

Reason the licence was suspended or cancelled

Need to provide details of more than one licence? Attach a document providing these details for each licence to your application.

7. APPLICANTS WITH OVERSEAS QUALIFICATIONS

Do you hold a technical qualification and have practical experience in plumbing and/or drainage work obtained in another country?

No – go to **section 8**.

Yes – please complete the section below.

In addition to the visa and identification requirements covered in section 2, applicants who hold a technical qualification for plumbing and/or drainage in another country will need to provide the following documentation along with this application form:

- copies of all overseas technical qualifications, including any apprenticeship documentation
- a report from relevant referees detailing your practical experience working in the plumbing and drainage industry in Australia or overseas
- a resumé outlining your experience practising the plumbing and drainage trade.

As part of the licence assessment process, you may also need to undergo a **written, oral or practical examination** at a reasonable location to assess your ability to **competently practise the plumbing and drainage trade**. QBCC will contact you directly if this needs to occur.

CURRENT OVERSEAS LICENCES

Provide details of the licences you currently hold in the table below

Currently held licences	Licensing authority	Country	Licence number	Expiry date
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DOCUMENTATION TO SUPPORT APPLICATION

 **I have attached the following documentation to support my application:**

A copy of my overseas technical qualifications, including any apprenticeship documentation

A report from relevant referees detailing your practical experience working in the plumbing and drainage industry in Australia or overseas

A resumé outlining my experience practising the plumbing and drainage trade.

8. EXPERIENCE RECORD – RESTRICTED – DRAINER – ON-SITE SEWAGE FACILITY – PAGE 1 OF 2

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting your personal information on this form to assess the licence applicant's application and determine whether the applicant is entitled to a licence. This is authorised by the *Plumbing and Drainage Act 2018*. The QBCC 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 may be required by law to disclose your personal information with other interstate or New Zealand licensing bodies for regulatory or enforcement purposes. 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.

! IMPORTANT – This experience record must be completed by the occupationally licensed person who supervised the applicant's practical experience.

Provide details of practical experience the **applicant performed under your supervision**.

Do not complete this section if the applicant is **applying for a provisional licence based on meeting the technical qualification requirement alone**.

APPLICANT DETAILS

Title Mr Mrs Miss Ms Other

Full name

DETAILS OF SUPERVISING LICENSEE

Title Mr Mrs Miss Ms Other

Full name

Licence number

Employer name

PHONE AND EMAIL

Business phone

Home phone

Mobile phone

Email

DURATION OF SUPERVISION

NOTE: The QBCC requires applicants to have **6 months' licensed experience before they can apply for a licence**. This does not include experience gained during an apprenticeship.

Applicants may need to submit more than one experience record if their 6 months' licensed experience has been gained under the supervision of more than one supervising licensee.

I supervised the applicant from

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"/>

 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"/>

! WARNING: Providing false or misleading information may lead to this licence application being refused, or may lead to compliance and enforcement action against you.

SUPERVISING LICENSEE DECLARATION AND SIGNATURE

I declare that:

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

Licensed person'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"/>

Digital or handwritten signatures are accepted.

8. EXPERIENCE RECORD – RESTRICTED – DRAINER – ON-SITE SEWAGE FACILITY – PAGE 2 OF 2

Please complete **Part 1 for maintaining on-site sewage facilities** or **Part 2 for carrying out OSTP installation work and maintaining on-site sewage facilities**.

Fields marked with an asterisk (*) are mandatory.

PART 1 - DRAINER – ON-SITE SEWAGE FACILITY – MAINTAINING ON-SITE SEWAGE FACILITIES

Please advise the six-month time period when the applicant was under your supervision and provide details of the work they performed maintaining on-site sewage facilities.

Commencement of supervised period:

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

 /

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

 Completion of supervised period:

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

 /

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

*Details of work performed within these dates

PART 2 - DRAINER – ON-SITE SEWAGE FACILITY – CARRYING OUT OSTP INSTALLATION WORK AND MAINTAINING ON-SITE SEWAGE FACILITIES

Please advise the six-month time period when the applicant was under your supervision and provide details of the work they performed carrying out on-site sewage treatment plant installation work and maintaining on-site sewage facilities.

Commencement of supervised period:

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

 /

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

 Completion of supervised period:

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

 /

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

*Details of work performed within these dates

9. PAYMENT OF FEES

FEES

Refer to the **application fee schedule** on the next page for applicable fees.

You have the option of paying for **a licence duration of 1 to 5 years**.



LICENCE CARD

You will be issued with a **QBCC licence card** for no additional cost. It will be posted to you once your licence is approved and will arrive separately to the approval letter.

AMOUNT DUE

Total amount payable for this application \$

PAYMENT OPTIONS



Pay online or over the phone – the QBCC will send an email to request payment after you submit your form by email or post.



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.



Your application CANNOT proceed to assessment until all required documents and payments have been received and accepted.

If information is missing or incomplete, your application **will be delayed**.



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

APPLICATION FEES SCHEDULE

Effective 1 July 2025 – 30 June 2026

Which fee do I pay?

Your application fee will be determined by the duration of the licence and whether your licence will be a provisional or full occupational licence.

You will also need to pay an administration fee if you have not previously paid it this financial year.

CALCULATING THE CORRECT APPLICATION FEE FOR RESTRICTED LICENCES

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 application 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 application fee.

APPLICATION FEES

INCLUDING ADMINISTRATION FEE

Licence Type	1 Year	2 Year	3 Year	4 Year	5 Year
Restricted Licence	\$178.70	\$264.35	\$350.00	\$435.66	\$521.31
Provisional Restricted (1 year)	\$153.55	N/A	N/A	N/A	N/A

NOT INCLUDING ADMINISTRATION FEE

Licence Type	1 Year	2 Year	3 Year	4 Year	5 Year
Restricted Licence	\$100.45	\$186.10	\$271.75	\$357.41	\$443.06
Provisional Restricted (1 year)	\$75.30	N/A	N/A	N/A	N/A

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*.

You will not be issued with a tax invoice.

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.