




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

PRIVACY NOTICE – PLEASE READ


The QBCC is collecting information about you to determine whether you are entitled to have your licence restored, and if so, to maintain your licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC 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 QBCC Act to publish licensee information in a QBCC Licensee register on the QBCC website (qbcc.build/licence-search). This includes licensee name, business contact details, 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.

 **IMPORTANT – WHEN TO USE THIS FORM**

- **You can only request to restore your licence if it was cancelled for non-payment of licence fees.** You have the option to request your licence to be restored and renewed for 1 or 3 years.
- The QBCC must receive **this form and full payment of fees within 3 months** of the date your licence was cancelled for non payment of licence fees.
- **If the QBCC does not receive this restoration form and full payment within 3 months of the expiry date since your licence was cancelled you will have to reapply for the licence and meet the current licensing requirement.**
- If your request is approved, your licence will be **restored from your original renewal date. This date will be less than 12 months from the restoration date** if you choose to renew your licence for one year.

Your licence cannot be restored if:

- **Your licence has been suspended or cancelled for any reason other than late fees** - you may need to provide information based on the reasons your licence your licence was suspended or cancelled and then reapply for the licence and meet the current licensing requirements.

More information about restoring a licence can be found on the QBCC website at qbcc.build/restore-licence.

1. LICENSEE DETAILS – PAGE 1 OF 2

	Title	Mr	Mrs	Miss	Ms	Other
Name of individual or company						
Contact name (for company licensees)						
Licence number				ACN		

POSTAL ADDRESS

Address						
Suburb			State		Postcode	
			<input type="text"/> <input type="text"/> <input type="text"/>		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	

PHONE AND EMAIL

Phone			Mobile phone			
Email						

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

