

## 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 payment details by email.**

**i** Before applying for a permit, we strongly recommend that you **review the Owner Builder information available on the QBCC website** at [qbcc.build/owner-build](http://qbcc.build/owner-build). It will help you understand if you are eligible for a permit, what kind of work you can and cannot do, the application requirements and other important details that you need to know **before you apply**.

### When is an Owner Builder permit required?

An Owner Builder permit is required to undertake or supervise building work with a value of \$11,000 or more for a residential building on:

- your own land
- company-owned land (where you are a company director)
- land that you lease or for which you have another kind of interest (with written permission from the land owner).

### Owner Builder course requirements

You (or at least one of the permit applicants) must complete an Owner Builder course or obtain a course exemption **before applying**. You must have completed the course within the last 5 years. **Current QBCC licensees** are automatically exempt from completing the course.

More information about the course and qualifying for an exemption can be found on the QBCC website at [qbcc.build/ob-course-exemption](http://qbcc.build/ob-course-exemption).

### Applying for an exemption to the six-year rule?


To apply for an exemption to the six-year rule you must submit a separate form. **DO NOT USE THIS FORM.**


### Completed work without an Owner Builder permit?


To obtain confirmation that no insurance premium is payable (for the purpose of obtaining development approval) for work already completed without an Owner Builder permit, you must submit a separate form.

More information about what to do given your circumstances can be found on the QBCC website at [qbcc.build/ob-application](http://qbcc.build/ob-application).


## PLEASE PROVIDE THE FOLLOWING

Certified photo identification for all applicants 

Title Search 

Owner Builder course completion certificate or exemption approval 

Complete all sections of application form 

Review checklist and ensure all documents are provided 

Submit application form with full payment 

**Your permit application fee MUST be paid in full BEFORE the QBCC will start to process or review your application.** 

**Your permit application CANNOT be approved until all required documents have been received and accepted.**

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

## THE QBCC WILL



Review your permit application



Assess your documentation and details provided



Request further information if required



Make a decision on your application



**Notify you of the outcome**

## CHECKLIST

Review and complete this checklist before submitting your application. It will help ensure you have provided all the required information.



**Your application CANNOT be approved until all required documents have been received and accepted and all fees paid. If information is missing or incomplete, 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.

All individual owners, company directors or lessees/other parties must provide their details and proof of identity as either the nominated permit holder or an additional permit holder.

**Individual title holder:** Each person listed on the property title must provide these items.

**Company title holder:** all directors listed on the Current Company Extract must provide these items.

**Lessee/other interest of property:** all lessees/other parties identified in the lease agreement/other documentation must provide these items.

### SECTION 1 – NOMINATED PERMIT HOLDER – 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 **reviewed the information about Owner Builder permit requirements** available on the QBCC website at [qbcc.build/owner-build](http://qbcc.build/owner-build).

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

I have provided details of any **previous Owner Builder permits** I have held.

I have attached a **certified copy of current and valid photo identification** for each applicant.

I have attached a copy of my **Owner Builder course completion certificate** or my **course exemption letter** from the QBCC or have provided my **current QBCC licence number**.

I have read the **declaration** and **signed the form not more than 30 days** before the QBCC will receive it.

**Only for current or previous QBCC licence holders**

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

### SECTION 2 – ADDITIONAL PERMIT HOLDER DETAILS – page 5

All additional permit holders should complete these items.

I have provided all **personal details for each applicant** (including full name, phone number, email and address details).

Each applicant has provided details of any previous **Owner Builder permits** they have obtained.

I have attached a **certified copy of current and valid photo identification** for each applicant.

Each applicant has read the **declaration** and **signed the form not more than 30 days** before the QBCC will receive it.

### SECTION 3 – COMPANY APPLICANTS ONLY – page 9

If the Title holder of the property is a company, all directors must be listed as permit holders in sections 1 and 2 of this form.

This section should be completed by a company director.

I have provided the **company details** (including name, ACN, ABN, phone contact number and email and address details).

I have provided details of any **previous Owner Builder permits** the company has held.

I have attached a copy of the company's **Current Company Extract**.

### SECTION 4 – LESSEE/OTHER INTEREST APPLICANTS ONLY – page 10

If you wish to obtain a permit as a lessee/other interest all lessees/interests identified in the lease agreement/documents must be listed as permit holders in sections 1 and 2 of this form.

I have provided all **lessee/other interest details and documentation**, including **proof of ownership** of the land, a **copy of the lease agreement/relevant documents and written permission from the owner** to perform building work.

### SECTION 5 – LEGAL ELIGIBILITY – page 10

If you have any questions or require further clarification on anything in this section, please contact the QBCC to discuss.

I have **answered all the questions** in this section with either a YES or NO.

### SECTION 6 – SITE DETAILS – page 10

I have attached an **original or certified copy of a Title Search or Registration Confirmation statement** issued by Titles Queensland that is not more than 30 days old.

I have provided the **Real Property Description (RPD) of the property** where the building work will take place.

**Only if you have completed an Asbestos Awareness course**

I have attached a copy of my Asbestos Awareness course completion certificate.

### SECTION 7 – DESCRIPTION AND VALUE OF WORK – page 11

I have provided an estimation of the **value of the work** at trade price including GST.

I have provided a **full description** of the **new dwelling or extension, renovation or other type of building work** I intend to do under the Owner Builder permit.

**Only if you are applying for an Owner Builder permit to complete construction from a particular building stage**

I have included a **copy of the contract with a QBCC-licensed builder** who completed the new dwelling to a particular stage.

### SECTION 8 – PAYMENT OF FEES – page 13

I have filled out my **credit card details in full**, including the total amount payable section.

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

**1. NOMINATED PERMIT HOLDER DETAILS – the person who did the Owner Builder Course – PAGE 1 OF 2**

**PRIVACY NOTICE – PLEASE READ**

The QBCC is collecting information on this form to determine whether you are entitled to an Owner Builder permit. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Some information collected on this form will be included in the Owner Builder register on the QBCC website. In addition, the QBCC is obligated to notify the Registrar of Titles of the granting of the permit. On receipt of this information, the Registrar of Titles will enter the notification into the land register.

You may receive information from us for educational purposes in accordance with the QBCC Act. We may use your email address to contact you about improving the delivery and effectiveness of our services, including activities such as customer research and engagement. You will be able to opt-out of receiving this information. All information held by the QBCC may be subject to an application for access under the Right to Information and Privacy legislation or as authorised or required by law. For further information visit the Privacy Policy on the QBCC website at [qbcc.build/privacy-info](http://qbcc.build/privacy-info).



**All owners, lessees or company directors must provide their details and proof of identity** as either the nominated permit holder or an additional permit holder. The **nominated permit holder** must be the person who has completed the Owner Builder course or has obtained a course exemption from the QBCC.

**Failure to complete all applicant details will delay your application.**

Title      Mr      Mrs      Miss      Ms      Other

Family name

Given names

Date of birth      D      D      /      M      M      /      Y      Y      Y      Y

Phone

Mobile phone

Email

Address

Suburb

State

Postcode

**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

**PREVIOUS OWNER BUILDER PERMITS** – Answer all the questions in this section.

Have you previously obtained an Owner Builder permit in Queensland?

No      Yes – the permit number is:

Site address

Work performed

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

**1. NOMINATED PERMIT HOLDER DETAILS – the person who did the Owner Builder Course – PAGE 2 OF 2**


Have you had an Owner Builder permit issued within the last 6 years?

No Yes – **you cannot apply for an Owner Builder permit at this time.** You must obtain an exemption from the six-year ruling before you can apply. The application form for an exemption is available from the QBCC's website at [qbcc.build/six-year-ruling](http://qbcc.build/six-year-ruling).

Have you had an Owner Builder permit cancelled by the QBCC in the last 3 years?


No Yes – **you cannot apply for an Owner Builder permit at this time.**

**PROOF OF IDENTITY**

 All applicants are required to provide a **valid and current certified copy** of their identification.

I have provided a **valid and current certified copy** of my photo identification (e.g. driver's licence, passport, other government issued photo ID card).

Applicants providing an Australian driver's licence or photo identification card: please include **valid and current certified copies of the front and back of the card.**

 A **certified copy** is a copy that has been verified as being a true copy of the original document by any one of the following:


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

Alternatively, if you are applying in person, you can bring your original documents with you when you lodge a form at a QBCC service centre. Our staff can view, copy and verify them for you. For more information, visit [qbcc.build/certified-copy](http://qbcc.build/certified-copy).

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.).

**OWNER BUILDER COURSE OR EXEMPTION DETAILS**

As the Nominated Permit holder, you must have either completed an Owner Builder course in the last 5 years, or have obtained an exemption from the QBCC. Current QBCC licence holders are automatically exempt from completing an Owner Builder course.

**Which one applies to you?** -  *Attach relevant documents*

I have attached a copy of my Owner Builder course completion certificate that is no more than 5 years old.

I have already obtained a course exemption from the QBCC and have attached a copy of the exemption approval letter.

I currently hold a QBCC licence.

**DECLARATION AND SIGNATURE**



**WARNING: Incorrect or misleading information may lead to cancellation of the permit plus enforcement action such as fines or prosecution.**

I solemnly and sincerely declare that:

- the statements contained in this application are true and correct. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.
- 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.

Applicant'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"/>

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



**NOTE: Once you sign your application, get it to the QBCC as soon as possible!**

If more than **30 days pass** between when you sign this form and when the QBCC receives it, your application will be delayed.

**2. ADDITIONAL PERMIT HOLDER DETAILS – ADDITIONAL PERMIT HOLDER 1 - PAGE 1 OF 2**



**All owners, lessees or company directors must provide their details and proof of identity on this application.**

**Failure to include all applicant details will delay your application.**

**Need to provide details for more than two additional permit holders?** Attach copies of this section to ensure each applicant's details and proof of identity are provided.

**ADDITIONAL PERMIT HOLDER 1**

Title      Mr      Mrs      Miss      Ms      Other

Family name

Given names

Date of birth      D   D   /   M   M   /   Y   Y   Y   Y

Phone

Mobile phone

Email

Address

Suburb

State

Postcode

**ADDITIONAL PERMIT HOLDER 1 – 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

**ADDITIONAL PERMIT HOLDER 1 – PREVIOUS OWNER BUILDER PERMITS** – Answer all the questions in this section.

Have you had an Owner Builder permit issued within the last 6 years?

No

Yes – **you cannot apply for an Owner Builder permit at this time.** You must obtain an exemption from the six-year ruling before you can apply. The application form for an exemption is available from the QBCC's website at [qbcc.build/six-year-ruling](http://qbcc.build/six-year-ruling).

Have you had an Owner Builder permit cancelled by the QBCC in the last 3 years?

No

Yes – **you cannot apply for an Owner Builder permit at this time.**

Have you previously obtained an Owner Builder permit in Queensland?

No


Yes – the permit number is:

Site address


Work performed

**2. ADDITIONAL PERMIT HOLDER DETAILS – ADDITIONAL PERMIT HOLDER 1 - PAGE 2 OF 2**

**ADDITIONAL PERMIT HOLDER 1 – PROOF OF IDENTITY**

 All applicants are required to provide a **valid and current certified copy** of their identification.  
I have provided a **valid and current certified copy** of my photo identification (e.g. driver's licence, passport, other government issued photo ID card).

Applicants providing an Australian driver's licence or photo identification card: please include **valid and current certified copies of the front and back of the card**.

 A **certified copy** is a copy that has been verified as being a true copy of the original document by any one of the following:


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

Alternatively, if you are applying in person, you can bring your original documents with you when you lodge a form at a QBCC service centre. Our staff can view, copy and verify them for you. For more information, visit [qbcc.build/certified-copy](http://qbcc.build/certified-copy).


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.).

**ADDITIONAL PERMIT HOLDER 1 – DECLARATION AND SIGNATURE**

 **WARNING: Incorrect or misleading information may lead to cancellation of the permit plus enforcement action such as fines or prosecution.**

I solemnly and sincerely declare that:

- the statements contained in this application are true and correct. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.
- 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.

Applicant'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"/>

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

 **NOTE: Once you sign your application, get it to the QBCC as soon as possible!**  
If more than **30 days pass** between when you sign this form and when the QBCC receives it, your application will be delayed.

2. ADDITIONAL PERMIT HOLDER DETAILS – ADDITIONAL PERMIT HOLDER 2 - PAGE 1 OF 2

ADDITIONAL PERMIT HOLDER 2

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"/>

Phone

Mobile phone

Email

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"/>	<input type="text"/>
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ADDITIONAL PERMIT HOLDER 2 – 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

ADDITIONAL PERMIT HOLDER 2 – PREVIOUS OWNER BUILDER PERMITS – Answer all the questions in this section.

Have you had an Owner Builder permit issued within the last 6 years?

No ☐ Yes – **you cannot apply for an Owner Builder permit at this time.** You must obtain an exemption from the six-year ruling before you can apply. The application form for an exemption is available from the QBCC's website at [qbcc.build/six-year-ruling](http://qbcc.build/six-year-ruling).

Have you had an Owner Builder permit cancelled by the QBCC in the last 3 years?

No ☐ Yes – **you cannot apply for an Owner Builder permit at this time.**

Have you previously obtained an Owner Builder permit in Queensland?


No ☐ Yes – the permit number is:

Site address


Work performed

## 2. ADDITIONAL PERMIT HOLDER DETAILS – ADDITIONAL PERMIT HOLDER 2 - PAGE 2 OF 2

### ADDITIONAL PERMIT HOLDER 2 – PROOF OF IDENTITY

 All applicants are required to provide a **valid and current certified copy** of their identification.  
I have provided a **valid and current certified copy** of my photo identification (e.g. driver's licence, passport, other government issued photo ID card).

Applicants providing an Australian driver's licence or photo identification card: please include **valid and current certified copies of the front and back of the card**.

 A **certified copy** is a copy that has been verified as being a true copy of the original document by any one of the following:


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

Alternatively, if you are applying in person, you can bring your original documents with you when you lodge a form at a QBCC service centre. Our staff can view, copy and verify them for you. For more information, visit [qbcc.build/certified-copy](http://qbcc.build/certified-copy).


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.).

### ADDITIONAL PERMIT HOLDER 2 – DECLARATION AND SIGNATURE

 **WARNING: Incorrect or misleading information may lead to cancellation of the permit plus enforcement action such as fines or prosecution.**

I solemnly and sincerely declare that:

- the statements contained in this application are true and correct. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.
- 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.

Applicant'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"/>

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

 **NOTE: Once you sign your application, get it to the QBCC as soon as possible!**  
If more than **30 days pass** between when you sign this form and when the QBCC receives it, your application will be delayed.

 **Need to provide details of more additional permit holders?** Attach additional pages of this section to ensure each applicant's details are provided.



### 3. COMPANY APPLICANTS ONLY

If the land holder is a company, provide the company details here. All company directors must provide their personal details and proof of identity in **sections 1 and 2 of this form**.

Company name

ACN

ABN

Phone

Mobile phone

Email

Postal address

Suburb

State




Postcode





#### PREVIOUS OWNER BUILDER PERMITS – Answer all the questions in this section.

Has the company had an Owner Builder permit issued within the last 6 years?

No      Yes – **you cannot apply for an Owner Builder permit at this time.** You must obtain an exemption from the six-year ruling before your application can proceed. The application form for an exemption is available from the QBCC's website at [qbcc.build/six-year-ruling](http://qbcc.build/six-year-ruling).

Has the company had an Owner Builder permit cancelled in the last 3 years?

No      Yes – **you cannot apply for an Owner Builder permit or an exemption at this time.**


Has the company previously obtained an Owner Builder permit in Queensland?

No      Yes – the permit number is

Site address

Work performed


#### ASIC COMPANY EXTRACT


 All company applicants must supply a copy of their Australian Securities and Investments Commission (ASIC) Current Company Extract. This extract can be obtained from Information Brokers or ASIC Service Centres.

I have provided a copy of the company's Current Company Extract.

#### 4. LESSEE/OTHER INTEREST APPLICANTS ONLY

All lessees/other parties with a legal interest in the property identified in the lease agreement/relevant documentation must provide their personal details and proof of identity in **sections 1 and 2** of this form. We recommend that you seek independent legal advice regarding your rights and responsibilities as a lessee/other interest Owner Builder. More information can be found on the QBCC website at [qbcc.build/ob-about](http://qbcc.build/ob-about).

-  To apply to be a lessee/other interest Owner Builder, you must provide **3 types of evidence** along with your application including:
- written permission from the owner allowing you to perform the building work under an Owner Builder permit
  - a copy of the lease agreement/documentation detailing evidence of other legal interest in the property
  - proof of ownership of the land (e.g. Title Search or Registration Confirmation statement).


#### 5. LEGAL ELIGIBILITY

**Have any of the applicants listed on this form (including directors of a company applicant):**

- |   |     |    |
|---|-----|----|
| • <b>been</b> served with a notice by the QBCC for carrying out tier 1 defective work under the <i>Queensland Building and Construction Commission Act 1991</i> ?                 | Yes | No |
| • <b>been</b> issued with an infringement notice for an offence under the <i>Queensland Building and Construction Commission Act 1991</i> for which payment is still outstanding? | Yes | No |

#### 6. SITE DETAILS

##### TITLE SEARCH OR REGISTRATION CONFIRMATION

 All applicants are required to provide **an original or certified copy** of a Title Search or Registration Confirmation statement for the property where the work will be performed.

I have provided an original or certified copy of either a **Title Search or Registration Confirmation statement** issued by Titles Queensland that is **not more than 30 days old**

Refer to your Title Search or Registration Confirmation statement to find the real property description and include it below.


##### REAL PROPERTY DESCRIPTION

Provide details of where the Owner Builder work will be performed.

Lot number (e.g. 6)	Plan number (alphanumeric e.g. RP 123456)
House number	Year originally built
Street address	
Suburb	State <table border="1" style="display: inline-table; width: 60px; height: 20px;"></table>
	Postcode <table border="1" style="display: inline-table; width: 100px; height: 20px;"></table>

##### EXISTING BUILDINGS ON THE SITE

- |   |     |    |
|---|-----|----|
| Will the Owner Builder permit work be undertaken on a building constructed prior to 1990?                                       | Yes | No |
| Does the work include the renovation, alteration, extension, improvement or repair of a building where asbestos may be present? | Yes | No |
| Have you completed an Asbestos Awareness course or equivalent course (e.g. asbestos removal licence) in the last 5 years?       | Yes | No |

 **Ticked YES?** Attach a copy of your Asbestos Awareness course completion certificate

## 7. DESCRIPTION AND VALUE OF WORK – PAGE 1 OF 2



### IMPORTANT – HOW TO COMPLETE THIS SECTION

- Review the eligibility requirements and the work you can and cannot do under an Owner Builder permit. More information can be found on the QBCC website at [qbcc.build/ob-about](http://qbcc.build/ob-about).
- Provide a full description of all building work you intend to do under the Owner Builder permit and the value of the work. Including building plans on their own is not sufficient information.

**If you do not provide enough detail, your application will be delayed.**

- An Owner Builder permit will not be granted for work on **multiple dwelling sites or for a commercial premises** (e.g. building a carport for a duplex, extending and renovating a semi-detached duplex or apartment within an apartment block, building a detached granny flat that will be rented out).

Answer **ALL** questions in this section.

### VALUE OF WORK

An Owner Builder permit is only required **where the value of the work is more than \$11,000**. Add together the cost of all materials and labour you need to finish your project. You must work out the trade price for these items, including GST. More information on how to estimate the value of your project is available on the QBCC website at [qbcc.build/ob-about](http://qbcc.build/ob-about).

Provide the estimated value of the work \$

### TYPE OF WORK

Select the type of work you intend to do under the Owner Builder permit

#### Examples

New dwelling	<ul style="list-style-type: none"> <li>brick veneer, timber, three bedrooms, two storey house with ensuite, rumpus room, double carport, pergola and an inground fibreglass swimming pool</li> </ul>
New dwelling – complete construction from a particular building stage	<ul style="list-style-type: none"> <li>completion of a new dwelling previously built by a QBCC-licensed builder to a stage defined in the contract</li> </ul>
Extension or addition to existing dwelling	<ul style="list-style-type: none"> <li>internal linings, architraves, cornices, skirting, doors to rooms, wet area fit outs, floor tiling, built-in shelves, cabinets and cupboards, internal and external painting, and pergola</li> </ul>
Renovation or alteration to an existing dwelling	<ul style="list-style-type: none"> <li>raising existing house, building in underneath to include a rumpus, additional bedroom and bathroom</li> </ul>
Swimming pool	<ul style="list-style-type: none"> <li>swimming pool (e.g. inground, above ground, concrete, fibreglass)</li> </ul>
Garage, carport or domestic shed	<ul style="list-style-type: none"> <li>garage and carport (e.g. single, double)</li> </ul>
Other	<ul style="list-style-type: none"> <li>shed (e.g. size and intended use)</li> </ul>



### Applying for an Owner Builder permit to complete new dwelling construction from a particular building stage?

I have provided a copy of the contract with a QBCC-licensed builder who completed the new dwelling work to a stage defined in the contract.

**Complete Description of Work on next page.**

**7. DESCRIPTION AND VALUE OF WORK – PAGE 2 OF 2****DESCRIPTION OF WORK**

Provide a full description of **all building work** you intend to do under an Owner Builder permit. Including building plans on their own is not sufficient information.

**New Dwelling:**

- Explain the purpose of the new dwelling work.
- Describe and include specific details about the type of work you intend to do under the permit:
  - number of bedrooms, bathrooms, storeys, any additional rooms and features
  - main construction materials, specifications, measurements and any other relevant details about the building work.

**Extension, Renovations and Other work:**

- Explain the purpose of the renovation, alteration, extension or addition.
- Describe and include specific details about the type of work including any additional features you intend to do under the permit:
  - main construction materials, specifications, measurements and any other relevant details about the building work.



**If you require more space,** attach an additional sheet to your application.

## 8. PAYMENT OF FEES

### FEES

Effective 1 July 2024 – 30 June 2025

The Owner Builder permit application fee is **\$461.79**.

This application fee is **non-refundable if your application is unsuccessful**.

Our 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.



### PAYMENT



Your application fee must be **paid in full** before the QBCC will start to process or review your application.

**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 application 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 date 

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 service centres can be found on the QBCC website at [qbcc.build/contact-us](http://qbcc.build/contact-us)



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



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