

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.




! IMPORTANT - WHEN TO USE THIS FORM

An Owner Builder permit is required to undertake or supervise building work on your own land with a value of \$11,000 or more (including the total cost of all materials and labour).

Insurance Premium Not Payable letter – If the building work has been completed without a licence or Owner Builder permit, you can apply for an Insurance Premium Not Payable letter from the QBCC. The Insurance Premium Not Payable letter will allow you to apply for development approval with your private certifier or local council.

Fines may apply – By submitting the Work Already Completed form you may be declaring that you have unlawfully performed building work and might be required to pay a fine.

SUBMITTING YOUR FORM

-  **In person:** At any QBCC Customer Service Centre
-  **Post:** GPO Box 5099, Brisbane Qld 4001
-  **Email:** info@qbcc.qld.gov.au

If your request is accepted – If your application is accepted, the QBCC will place a notification on your land title that building work has been completed without a permit. This notification remains on your title for at least 7 years.

NOTE – An Insurance Premium Not Payable letter will not be provided for building work done on **multiple dwelling sites or for commercial premises.**

Completed some building work without an Owner Builder permit and would like to do further building work on the property?

You must submit both this form and the Owner Builder permit application form to apply. More information about the process and requirements if building work has been completed without an Owner Builder permit can be found on the QBCC website at qbcc.build/ob-work-completed.

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. 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.

If the property title holders are **individuals** - complete sections 1, 3 and 4.
If the property title holder is a **company** - complete all sections 1-4.

SECTION 1 – APPLICANT DETAILS – page 2

Individual title holder: each person on the property title must provide these items.

Company title holder: each company director applicant’s details must be provided.

I have **provided all applicant details** for each person listed on the property title or each company director (including full name, phone number, email and address details).

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

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.

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

SECTION 2 – COMPANY APPLICANTS ONLY – page 5

If the title holder of the property is a company, all directors must be listed as permit holders in section 1 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 address).

I have **provided address details.**

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

SECTION 3 – SITE DETAILS – page 6

I have attached an **original or certified copy of a Title Search or Registration Confirmation Certificate** 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 unapproved building work was completed.

SECTION 4 – DESCRIPTION AND VALUE OF WORK – page 7

I have **provided a full description of the building work** completed without an Owner Builder permit.

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

Only if the unapproved building work was completed by a previous owner.

I have attached **evidence that the property was purchased with the applicable work included** and the **names of the previous owners.**

1. APPLICANT DETAILS – the people listed on the property title – PAGE 1 OF 4

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information on this form to assess your request for an Insurance Premium Not Payable letter in relation to building work you have already completed as an Owner Builder without holding an Owner Builder permit. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Some of this information will be included in the QBCC Owner Builder register on the QBCC website.

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.



Individual title holder: Each person listed on the property title must be included on the application.

Company title holder: Each company director's details must be provided.

Failure to complete all applicant details will delay your application.

More than two applicants? Attach additional copies of this section to ensure each applicant's details and proof of identity are provided.

APPLICANT 1 – INDIVIDUAL OR COMPANY DIRECTOR

Title Mr Mrs Miss Ms Other

Family name

Given names

Phone

Mobile phone

Email

Address

Suburb

State

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Postcode

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QBCC LICENCE HOLDER? *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


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. APPLICANT DETAILS – the people listed on the property title – PAGE 2 OF 4

PROOF OF IDENTITY – APPLICANT 1 – INDIVIDUAL OR COMPANY DIRECTOR

 All applicants must 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 the 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.

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.).

DECLARATION AND SIGNATURE – APPLICANT 1 – INDIVIDUAL OR COMPANY DIRECTOR

 **WARNING: Incorrect or misleading information may lead to 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	M	M	Y	Y	Y	Y

 / /

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.

1. APPLICANT DETAILS – the people listed on the property title – PAGE 3 OF 4



**Individual title holder: Each person listed on the property title must be included on the application.
Company title holder: Each company director's details must be provided.
Failure to complete all applicant details will delay your application.**

More than two applicants? Attach additional copies of this section to ensure each applicant's details and proof of identity are provided.

APPLICANT 2 – INDIVIDUAL OR COMPANY DIRECTOR

Title Mr Mrs Miss Ms Other

Family name

Given names

Phone

Mobile phone

Email

Address

Suburb

State

Postcode

QBCC LICENCE HOLDER? *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

PROOF OF IDENTITY – APPLICANT 2 – INDIVIDUAL OR COMPANY DIRECTOR



All applicants must provide a **valid and current certified copy** of photo 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 the 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.

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.).

**1. APPLICANT DETAILS – the people listed on the property title – PAGE 4 OF 4
DECLARATION AND SIGNATURE – APPLICANT 2 – INDIVIDUAL OR COMPANY DIRECTOR**

 **WARNING: Incorrect or misleading information may lead to 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 / /

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. COMPANY APPLICANTS ONLY

If the Title holder is a company, provide the company details here. All company directors should provide their personal details and proof of identity in **section 1**.

Company name

ACN

ABN

Phone

Mobile phone

Email

Postal address

Suburb

State

Postcode


ASIC COMPANY EXTRACT

 All company applicants must supply a copy of their Australian Securities and Investments Commission (ASIC) 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.

3. SITE DETAILS - WHERE THE WORK WAS PERFORMED

TITLE SEARCH OR REGISTRATION CONFIRMATION

 All applicants must provide an **original or certified copy** of a Title Search or Registration Confirmation Statement.

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

Lot number (e.g. 6)

Plan number (alphanumeric e.g. RP 123456)

House number

Year originally built

Street address

Suburb

State

Postcode

4. DESCRIPTION AND VALUE OF WORK – PAGE 1 OF 2



IMPORTANT – HOW TO COMPLETE THIS SECTION

- Provide a full description of all building work completed without an Owner Builder permit and the value of the work. Providing building plans on their own is not sufficient information.

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

- The QBCC will not grant an Insurance Premium Not Payable letter for work done without a permit on **multiple dwelling sites or 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 swimming pool at a property with a separate granny flat that is rented out, building a detached granny flat that will be rented out).

Answer **ALL** questions in this section.

VALUE OF WORK

To calculate the value of the work, add together the trade price of all materials and labour, including GST. More information about Owner Builder work is available on the QBCC website at qbcc.build/ob-about.

Provide the total value of the work **\$**

TYPE OF WORK

Select the type of work completed without an Owner Builder permit

Examples:

New dwelling	<ul style="list-style-type: none"> • brick veneer, timber, three bedrooms, two storey house with ensuite, rumpus room, double carport, pergola and an inground fibreglass swimming pool
Extension or addition to existing dwelling	<ul style="list-style-type: none"> • 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
Renovation or alteration to an existing dwelling	<ul style="list-style-type: none"> • raising existing house, building in underneath to include a rumpus, additional bedroom and bathroom
Swimming pool	<ul style="list-style-type: none"> • swimming pool (e.g. inground, above ground, concrete, fibreglass)
Garage, carport or domestic shed	<ul style="list-style-type: none"> • garage and carport (e.g. single, double)
Other	<ul style="list-style-type: none"> • shed (e.g. size and intended use)

WORK COMPLETED BY PREVIOUS OWNER

Was the unapproved building work completed by a **previous owner** of the property?

Yes No



Ticked YES? You must provide the following evidence along with your application.

I have attached evidence that the property was purchased with the applicable work included. (e.g. contract of sale or other similar items as evidence).

I have provided the names of the previous owners.

Complete Description of Work on next page.

4. DESCRIPTION AND VALUE OF WORK – PAGE 2 OF 2

DESCRIPTION OF WORK

Provide a full description of the building work that was performed without an Owner Builder permit:

New Dwelling:

- Explain the purpose of the new dwelling work that was performed without an Owner Builder permit.
- Describe and include specific details about the work (e.g. number of bedrooms, bathrooms, storeys, any additional rooms and features). Include main construction materials, specifications, measurements and any other relevant details about the building work.
- Explain why an Owner Builder permit was not obtained before commencing the work.

Extension, Renovations and Other work:

- Explain the purpose of the renovation, alteration, extension or addition building work performed without an Owner Builder permit.
- Describe and include specific details about all the work that was done (e.g. main construction materials, specifications, measurements and any other relevant details about the building work).
- Explain why an Owner Builder permit was not obtained before commencing the work.



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