




COMPLETING THIS FORM

1. This is an interactive PDF that you may complete in your web browser. Save this PDF form to your personal records and print a hard copy to submit by post or in person.
2. If you choose to fill out with a pen, use BLACK pen only – print clearly in BLOCK LETTERS – DO NOT use correction fluid. Cross out mistakes and initial any amendments.

SUBMITTING YOUR FORM

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

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information about you to process your request for a replacement licence card or to update your details. This is authorised by the *Building Act 1975*. The QBCC will not be able to process the request if all or some of the information is not provided. The QBCC will update your licence information in our online registers, including the Pool Safety Inspector register on the QBCC website (qbcc.build/psi-search). The QBCC will only otherwise disclose your personal information with your consent, or as required or authorised by law. Visit the QBCC Privacy Policy (qbcc.build/privacy-info) for more information.

PLEASE READ BEFORE YOU COMPLETE THIS FORM

- Start by providing your **licence number and your name as it appears on your licence card** so the QBCC can update the right licence profile. Then complete the relevant sections of this form to advise of changes in your licence particulars.
- If you are advising of a **change in professional indemnity (PI) insurer**, you must attach a copy of either your **new certificate of currency or statement of insurance**.
- If you are advising of a **change of address, changes to a licence from another state or New Zealand, or any relevant convictions**, you must advise the QBCC within 20 business days after the event happened. Failure to do so may result in a fine.
- You must **pay a fee** when requesting a **replacement licence card**. This fee will only be waived if you **never received** your licence card, and you return this form to the QBCC **within 60 days** of when the card was issued.


1. LICENSEE DETAILS

Provide name of licensee as it appears on their licence card.

Licensee name

QBCC licence
number

2. DECLARATION

 **WARNING: Providing false or misleading information may lead to prosecution for an offence and/or cancellation of your licence.**

I declare that:

- the information I am providing in this form, and any attached documentation, is true and correct
- I have read and understood the Privacy Notice and Warning included above.

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

Licensee's
signature

Date

D	D	/	M	M	/	Y	Y	Y	Y

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

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"/>		

3. CHANGE OF CONTACT DETAILS

Business phone

Home phone

Mobile phone

Email

4. CHANGE OF ADDRESS

BUSINESS ADDRESS UPDATE

- Your business address must be a physical address.
- PO Box or post office addresses are not acceptable.
- Business addresses for licensees are listed on the public QBCC Pool Safety Inspector register.
- If your business address is also your home address, you may provide an alternative address such as your solicitor or accountant.

Business address

Suburb

State

Postcode

POSTAL ADDRESS UPDATE

Postal address

Suburb

State

Postcode

HOME ADDRESS UPDATE

- Your home address will be listed on the public QBCC Pool Safety Inspector register if you leave the business address section above blank or provide an unacceptable address.

Home address

Suburb

State

Postcode

5. CHANGE OF NAME

Existing name

New name



Attach a copy of your amended birth certificate, Deed Poll or marriage certificate etc..

6. CHANGE OF PROFESSIONAL INDEMNITY (PI) INSURER

I have changed PI insurer.

New insurer



I have attached a copy of my **new certificate of currency**.


7. ADDITION OF/UPDATE TO INTERSTATE OR NEW ZEALAND LICENCE

Provide details of the new/updated interstate or New Zealand licence for pool safety related functions.

NSW	ACT	VIC	TAS	SA	WA	NT	NZ					
				D	D	M	M	Y	Y	Y	Y	
Licence number				Expiry date								

Which of the following took place:

Licence granted	Licence suspension	Licence cancellation							
	D	D	M	M	Y	Y	Y	Y	
When did the change take place?									

-  Please attach:
- copies of all documentation relating to your **new licence** or your **licence suspension or cancellation** (e.g. documentation from an interstate or New Zealand licensing body)
 - reasons why your licence was **suspended or cancelled** (where applicable).

I have attached a **copy of all relevant documentation relating to my suspended or cancelled licence.**

Reasons the licence was suspended or cancelled

8. RELEVANT OFFENCE CONVICTIONS

The QBCC is authorised by the *Building Act 1975* to seek information from you to determine your suitability to hold a licence. This may include sensitive information, such as details about past criminal convictions.

You must provide the QBCC with details of any **disclosable convictions for relevant offences**. A conviction includes a finding of guilt, or the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded.

Relevant offences are:

- offences under the:


<ul style="list-style-type: none"> - <i>Queensland Building and Construction Commission Act 1991</i> - <i>Planning Act 2016</i> - <i>Building and Construction Industry (Portable Long Service Leave) Act 1991</i> 	<ul style="list-style-type: none"> - <i>Building Act 1975</i> - <i>Other Australian federal, state or territory, or New Zealand, legislation regulating pool safety inspectors, pool safety or the building and construction industry.</i>
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- any offence involving fraud and dishonesty.

A conviction can be for an offence in any state or territory, including Commonwealth, State and Local Government offences.

As a guide, a conviction is usually disclosable if:

- a conviction was recorded for an offence heard in the **Supreme Court or District Court in the past 10 years** (or longer if the sentence is not completed in that time)
- a conviction was recorded for an offence heard in the **Magistrates Court in the past 5 years** (or longer if the sentence is not completed in that time).

You are not required to disclose spent convictions.

-  Please attach:
- copies of **documentation relating to offence convictions** (e.g. records of any decisions handed down or summaries of disciplinary action etc.)
 - **details of why you were convicted** of the offences.

I have attached a **copy of all relevant documentation relating to my conviction.**

Details of conviction, date and jurisdiction

11. OPTIONAL - CERTIFIED PASSPORT-SIZE PHOTOS

Pool Safety Inspectors have the **option** to include a passport-size photo on their licence card.


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

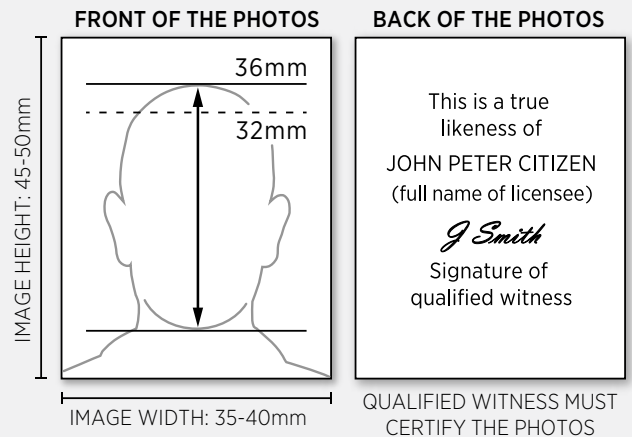
YES - You are not required to complete this section.

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

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

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

ATTACH TWO (2) PHOTOS HERE WITH A PAPER CLIP 



CERTIFYING YOUR PASSPORT-SIZE PHOTOS

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

QUALIFIED WITNESS DECLARATION

I, [insert full name of qualified witness]

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


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

Witness signature

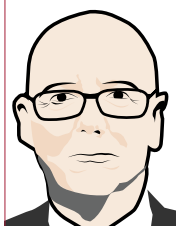
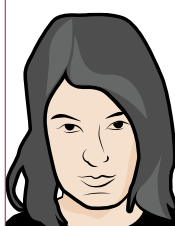
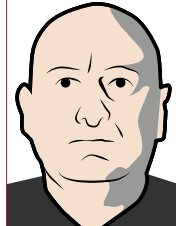
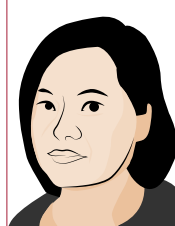
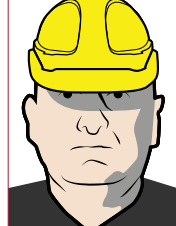
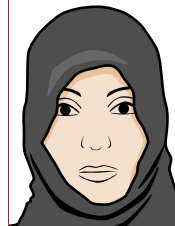
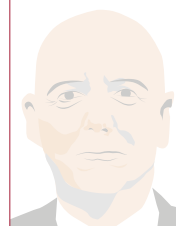
Date

D	D	/	M	M	/	Y	Y	Y	Y
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>		<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>		<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

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

X

						
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.