

## COMPLETING THIS FORM

- 1. Submitting your form by email? Download this PDF and open in a PDF reader** to fill out on-screen and sign with an e-signature. Save this file in your personal records and email it to the QBCC.
- 2. Printing a hard copy to submit in person or by post?** Fill out using 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](mailto: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

## When can you apply for a licence restoration?


You can restore your pool safety inspector licence within 3 months after the renewal expiry date. After this time you will need to make a full application and meet the current technical requirements for the licence.


## PLEASE PROVIDE THE FOLLOWING


-  Photo identification, proof of work eligibility and declarations
-  Evidence of professional indemnity (PI) insurance and continuing professional development (CPD)
-  Complete all sections of restoration form
-  Review checklist and ensure all documents are provided
-  Complete payment section and submit restoration form

## THE QBCC WILL

-  Review your application
-  Assess your continuing professional development (CPD) evidence
-  Request further information including payment details if required
-  Make a decision on your restoration 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 restoration application.**  
It will help ensure you have provided all the required information.

**!** **Your restoration 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 restoration 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 restoration 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 and dated the form**.

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

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

**SECTION 2 – 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, **and** I have attached a **photo of my secondary identity document**.

**OR** I have attached a **photo of the front and back of my photo identification, secondary identity documents** and a digital **JPEG file of my passport photo**.

**If submission by visiting a QBCC Service Centre or by post**

I have attached a **valid and current copy of the front and back of my photo identification** and secondary identity documents.

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 3 – CONTINUING PROFESSIONAL DEVELOPMENT (CPD)** – page 8

I have provided **evidence of CPD** I have **completed within the last 12 months**.

**SECTION 4 – PROFESSIONAL INDEMNITY (PI) INSURANCE** – page 5

I have attached a copy of my **certificate of currency or schedule of insurance** as evidence of my current PI insurance policy.

**Only if the PI insurance policy is in the name of a company or business.**

I have provided all of the required **details for my insurance cover**.

The Professional Indemnity Insurance Declaration has been **signed by a company director or principal of the business**.

**SECTION 5 – LEGAL ELIGIBILITY AND SUITABILITY** – page 11

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

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

**Only if you answered ‘YES’ to any of the questions in this section**

I have provided **details of the matters** in the space provided and copies of any relevant documentation.

**SECTION 6 – INTERSTATE AND NEW ZEALAND LICENCES** – page 12

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 or undertake pool safety inspection functions 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 restoration 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 – PAYMENT OF FEES** – page 13

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 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 *Building Act 1975*. 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 *Building Act 1975* to publish licensee information in the Pool Safety Inspector register on the QBCC website ([qbcc.build/psi-search](http://qbcc.build/psi-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](http://qbcc.build/privacy-info)) for more information.

**LICENSEE DETAILS**

Title      Mr                  Mrs                  Miss                  Ms                  Other

Family name

Given names

Licence number

**PHONE  
AND EMAIL**

**Restoration applicants are required to complete all phone number and email detail fields**

Business phone

Home phone

Mobile phone

Email

**ADDRESS**
**BUSINESS  
ADDRESS**

**Restoration 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.
- 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

**HOME AND  
POSTAL  
ADDRESSES**

**Restoration applicants are required to complete all home and postal address fields**

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

Postal address

Suburb

State

Postcode

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"/>			

1. PERSONAL DETAILS – PAGE 2 OF 2

DECLARATION AND SIGNATURE



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

I declare that:

- the information I am providing in this restoration 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

Restoration  
applicant's  
signature

Date 

D	D	M	M	Y	Y	Y	Y


Click to add digital signature, or print the form to sign by hand.

**2. PROOF OF IDENTITY – ALL APPLICANTS**

All applicants are required to supply **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.).

**IDENTITY DOCUMENTS**

You must provide **two forms of identity**, with at least one (1) being a primary document that includes a photo. No certification of documents is required.

The address listed on each document must match.

 When submitting your application by email, add documents as attachments.

 **DO NOT** provide online links to documents, as they cannot be viewed and will delay processing.

**PRIMARY IDENTITY** – Choose *ONE* document below to attach to your application.

Primary documents must include a photo of the applicant.

Driver licence


Queensland Digital Licence App PDF

**OR**

Photos of the front and back of the card

Passport (any nationality)

Other government-issued photo identity

 To learn more about using the **Queensland Digital Licence app**, visit: [qbcc.build/guide-digital-licence](http://qbcc.build/guide-digital-licence).

**Examples of other government-issued photo identity**

- Australian Proof-of-Age or Photo Identification Card (issued by any state or territory)
- Government-issued Employee ID with photo
- Government-issued Working With Children / Blue Card / Authority Cards (where photo included)
- Tertiary or recognised education institution photo ID (government-issued)
- Government-issued professional licence with photo e.g., security licence, high-risk work licence

**SECONDARY IDENTITY** – Choose *ONE* document below to attach to your application.

Secondary documents must be valid, current and show your name. They do not need to include a photo.

Medicare card

Utility bill (address only)

Rates notice

Employment ID or letter

Government concession card

Lease agreement

Student ID

**PHOTO IDENTIFICATION**

Pool Safety Inspectors 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** – Go to next page.

**No** – Your licence card will be issued with a blank silhouette. **Go to Section 3**

**SUBMITTING PROOF OF IDENTITY**

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

**See submission requirements on next page.**

**PHOTO IDENTIFICATION**

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

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



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 3**

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](http://qbcc.build/guide-digital-licence))?

Yes No **If YES, go to Section 3**

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**

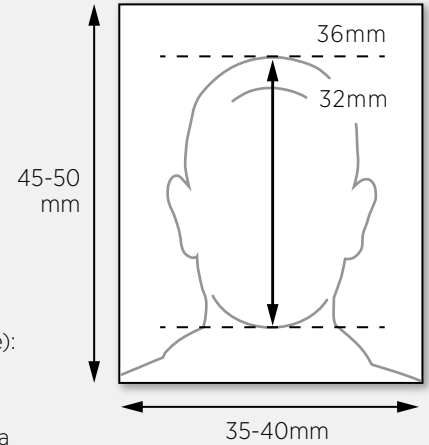
(see full list of requirements on next page):

- 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**.



**SUBMISSION OPTIONS**

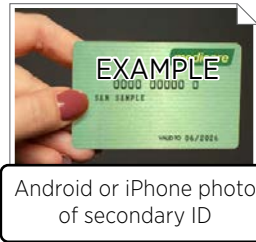
**BY EMAIL**

**“I have a Queensland Digital Licence.”**

1. PDF of your Qld Digital Licence identification.
2. Photos of your secondary identity cards or documents.



and



**“I do not have a Queensland Digital Licence.”**

1. A passport-style photograph in JPEG file format.
2. Photo of a valid primary identity document (Driver licence requires photos of front and back).
3. Photos of your secondary identity cards or documents.



and



and



Android or iPhone photos of primary ID (front and back)

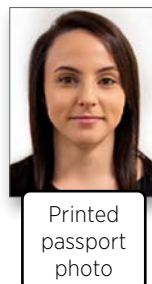
**BY POST OR IN PERSON**

**“I will send my application by post.”**

OR

**“I will visit a QBCC Customer Service Centre.”**

1. A professionally printed passport-style photograph, attached to this application.
2. Photocopy of a valid primary identity document (No certification is required) (Drivers licence requires photos of front and back).
3. Photocopies of your secondary identity documents.



and



**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.

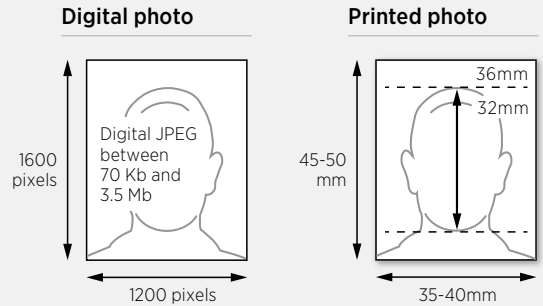
**PHOTO SIZE AND QUALITY REQUIREMENTS**

**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](http://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.

### 3. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

 **A copy of your evidence of any continuing professional development (CPD) MUST be provided. These documents do not require certification.**

The QBCC is authorised by the *Building Act 1975* to collect evidence of your continuing professional development. This may include sensitive information, such as details of your memberships with professional or trade associations.

Are you a licensed building certifier?

**Yes** – You are required to provide evidence demonstrating **4 CPD points** attained **within the last 12 months**.

**No** – You are required to provide evidence demonstrating **6 CPD points** attained **within the last 12 months**.

**Acceptable evidence of CPD** may be in the form of:

- certificates
- statements of attainment
- membership of one of the following organisations
  - Australian Institute of Building Surveyors
  - Swimming Pool and Spa Association of Queensland
  - Institute of Building Consultants as a division of Master Builders.
  - Royal Institution of Chartered Surveyors

I have attached a **copy** of my **current CPD evidence** that demonstrates the required number of CPD points.



If any of the documents required to meet the CPD evidence are not provided:

- processing of your restoration application will be delayed
- your application CANNOT be approved by QBCC until your documents have been received and approved.




**WARNING: Please do not send original documents. Original documents will not be returned.**

**4. PROFESSIONAL INDEMNITY (PI) INSURANCE – PAGE 1 OF 2**

**! You must demonstrate you have professional indemnity (PI) insurance to apply for, renew or restore a pool safety inspector licence. Working without PI insurance is an offence.**

PI insurance provides financial protection and may cover some or all of the costs if a contractor has caused building errors or omissions.

**EVIDENCE OF PROFESSIONAL INDEMNITY INSURANCE**

 To demonstrate you have adequate PI insurance you must provide a copy of the **certificate of currency or schedule of insurance** for the policy showing the following:

- **Pool Safety Inspections** in the business description
- **minimum limit of indemnity of \$1,000,000** for any one period of insurance that may arise from the performance by the pool safety inspector of a pool safety inspector function
- indemnity for costs and expenses incurred with the consent of the insurer for **defending or settling a claim** (not limited to an amount less than \$200,000)
- no exclusion or special limitation for **personal injury or property damage**
- no requirement for any particular **disclaimer** to be given by the pool safety inspector to their clients or customers before, during or after the performance of a pool safety inspection function
- indemnity for **breaches of professional duty** as a pool safety inspector arising from an act, error or omission of the inspector after the day the inspector first became a pool safety inspector
- at least **one automatic reinstatement** of indemnity
- indemnity for **negligent performance** of a pool safety inspection function, other than for claims for fraudulent or illegal acts or omissions
- indemnity for **former principals, partners and directors of the employer** of the pool safety inspector who were, but no longer are, pool safety inspectors.

I have attached a **copy** of my **certificate of currency or schedule of insurance**.

**PROFESSIONAL INDEMNITY INSURANCE DECLARATION**

**Complete this section only when the PI insurance policy is in the name of a company, business or trust, not an individual. This declaration should be completed and signed by a company director, principal of the business or trustee of the policy holder.**

Name of insured (as it appears on the certificate of currency or schedule of insurance)

Policy number Current to

D	D	/	M	M	/	Y	Y	Y	Y

  
 Insurer/  
underwriter

I am the insured or the principal of the insured company/business listed on the **certificate of currency/schedule of insurance attached**.

I have, or the company/business has, professional indemnity insurance that provides the following:

- minimum limit of indemnity of **\$** \_\_\_\_\_ for any one period of insurance that may arise from the performance by the pool safety inspector of a pool safety inspection function
- an insurance period of 

M	M	/	Y	Y	Y	Y

 to 

M	M	/	Y	Y	Y	Y
- provides cover for the following pool safety inspector/s listed under **Schedule A on the next page**.

**4. PROFESSIONAL INDEMNITY (PI) INSURANCE – PAGE 2 OF 2**

**SCHEDULE A – POOL SAFETY INSPECTORS COVERED BY PROFESSIONAL INDEMNITY INSURANCE POLICY**

Complete this section only where the insured party is a company or business with nominated employee inspectors.

Pool safety inspector

Pool safety inspector

Pool safety inspector

Pool safety inspector

**DECLARATION AND SIGNATURE**

This declaration must be signed by either the company director, principal of the business or trustee of the policy holder.

Signature of  
director/  
principal/trustee

Date 


	D	D		M	M		Y	Y	Y	Y
			/			/				

Click to add digital signature, or print the form to sign by hand.

**5. LEGAL ELIGIBILITY AND SUITABILITY**

**PLEASE NOTE: To hold a licence, a QBCC licensee must be a suitable person.** This means that licensees must act with honesty and integrity and comply with the statutory and commercial obligations in relation to their business. QBCC may refuse to issue or renew a licence if you are not a suitable person to hold a licence.

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

 **You must answer ALL questions in the following section.** The QBCC regularly cross-checks the information you provide here with external agencies.

**Do you have 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. Yes      No

Relevant offences are offences under the following **relevant Acts**:

- *Queensland Building and Construction Commission Act 1991*
- *Building Act 1975*
- *Planning Act 2016*
- *Other Australian federal, state or territory, or New Zealand, legislation regulating pool safety inspectors, pool safety or the building and construction industry.*
- *Building and Construction Industry (Portable Long Service Leave) Act 1991*

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.

**Have you:**

- **previously:** Yes      No
  - been refused a licence
  - had a licence suspended or cancelled
  - been disqualified from holding a licence under one of the relevant Acts listed above.

- **ever** had disciplinary action taken against you under one of the relevant Acts listed above. Yes      No

**Has a court, tribunal or other authority ever made findings about your standard of honesty or integrity?** Yes      No

**Ticked YES?** Please provide information about the matters in the space below including details of events, dates and jurisdictions. You also need to provide copies of relevant documents relating to the matters including decisions handed down or summaries of disciplinary action etc.

**6. INTERSTATE AND NEW ZEALAND LICENCES**

Do you currently hold a licence permitting you to carry out or undertake pool safety inspection functions that was issued by another Australian state or territory, or New Zealand? Yes No

Have you held a licence permitting you to carry out or undertake pool safety inspection functions that was issued by another Australian state or territory, or New Zealand, that has since been suspended or cancelled? Yes No

**Ticked YES for either question above?** 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 (e.g. pool safety inspector)


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. PAYMENT OF FEES**

**FEES**

Refer to the **restoration fee schedule** below for applicable fees.

Restoration applicants pay a **restoration fee and a year's licence fees**.

The restoration application fee component is **non-refundable if your restoration application is unsuccessful**.







**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.**

**INDIVIDUAL RESTORATION FEES SCHEDULE**

Effective 1 July 2025 – 30 June 2026

**RESTORING A POOL SAFETY INSPECTOR LICENCE**

Restoration Application Fee	Licence Fee for first 12 months	Total Restoration Fee
\$459.17*	\$228.90	\$688.07

 **\* If your restoration application is unsuccessful, this restoration application fee is non-refundable.**

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 *Building Act 1975* and *Building Regulation 2021*.

Renewals will be sent to you prior to your renewal due date (one year from the date your licence was originally issued).

The QBCC's licence and application fees are exempt from GST. You will not be issued with a tax invoice.