

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 application to surrender 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 continue to use your email address to contact you about research and engagement activities for the purpose of improving our services (which you are able to opt-out of receiving), as well as educational activities.

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). Details regarding the surrender of your licence will also be shared with interstate or New Zealand licensing bodies. The QBCC will not otherwise disclose your personal information without your consent, or as required or authorised by law.

Visit the QBCC Privacy Policy (qbcc.build/privacy-info) for more information.



IMPORTANT - WHEN TO USE THIS FORM

- If you surrender (cancel) your licence now and then decide to reapply for a licence at a later date, you will need to submit a new application form, pay the relevant fee and meet all licensing entry criteria current **at that time**, including the technical qualification. **Your current technical qualification may not be sufficient.**
- As part of the process of surrendering your licence, you are required to **return your licence card to QBCC within 10 business days** of the date of surrender. Failure to do so may result in a fine.
- If your licence card has been **lost, stolen or destroyed**, you must **complete the statutory declaration** included on page 2 of this form and have it witnessed by an appropriate witness.

1. LICENSEE DETAILS

Family name

Given names

Licence number

When do you intend for the surrender to take effect?

The day I give this notice to the QBCC

OR

A later date – you must specify the 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"/>

2. DECLARATION AND SIGNATURE

I declare that by signing this form, I understand that:

- once I surrender my licence, it will be cancelled by the QBCC and will not be reinstated
- if I wish to obtain the licence in the future, I will have to submit a new application form, pay the applicable fees and meet all the licensing requirements current at the time
- I am required to return my licence card to the QBCC within 10 business days and failure to do so may result in a fine.

Licensee'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.

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

UNABLE TO RETURN YOUR LICENCE CARD?

 Use this Statutory Declaration provided below to declare if your licence card has been lost, stolen or destroyed. A Statutory Declaration must be witnessed by one of the following:

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

STATUTORY DECLARATION – OATHS ACT 1867**LICENCE CARD LOST/STOLEN/DESTROYED**

I _____ (insert full name)

of _____ (insert address)

in the State of _____ (insert state) do solemnly and sincerely declare as follows:

1. I hold a pool safety inspector licence under the *Building Act 1975*.

2. My pool safety inspector licence number is _____ (insert QBCC licence number)

3. My current licence card has been _____ (insert lost/stolen/destroyed)

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Declared by _____
(insert full name of declarant)

at _____
(insert town/suburb and city where declaration signed)

Signature of
declarant _____

Date
declaration
signed

D	D	/	M	M	/	Y	Y	Y	Y

In the presence of _____
(insert full name of witness)

Type of witness _____
(insert type of witness i.e. Justice of the Peace, Commissioner
for Declarations, Lawyer, Conveyancer, Notary Public)

Signature of
witness _____

Date
declaration
signed

D	D	/	M	M	/	Y	Y	Y	Y