

**PRIVACY NOTICE**

The QBCC is collecting information on this form to issue a new card, certificate or permit. This is authorised by the *Queensland Building and Construction Commission Act 1991*. You may receive some related information from us for the purposes of marketing and communications. You will be able to opt-out/unsubscribe to receiving this information. Please refer to our Privacy Policy for full use and disclosure details.

All information held by the QBCC may be subject to application for access under the *Right to Information Act 2009* (RTI Act).

**COMPLETING THIS FORM**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid – amendments to be crossed out and initialed



**Our fees and charges increase on 1 July each year. On 1 July 2022 our fees and charges were increased by 2.5% in line with Government's indexation policy. You can contact us to find out details about specific fees, charges or prices.**

**1. LICENCE DETAILS**

Licence number	<input type="text"/>	ACN	<input type="text"/>
Individual / company name	<input type="text"/>		
Postal address	<input type="text"/>		
State	<input type="text"/>	Postcode	<input type="text"/>
		Mobile	<input type="text"/>
Email	<input type="text"/>		

**2. REQUEST FOR LICENCE CERTIFICATE (\$31.83 EACH)/ LICENCE CARD (\$9.02 EACH)**

Reason for replacement request:

<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen	<input type="checkbox"/> Destroyed	<input type="checkbox"/> Damaged	<input type="checkbox"/> *Not received	<input type="checkbox"/> Additional
<input type="checkbox"/> Number of cards	<input type="checkbox"/> Number of certificates	<b>Total \$</b>	<input type="text"/>		

\*If you did not receive your card or certificate please complete the Declaration on page 2.

*Signature of Licensee or Authorised Company Officer*

**3. REQUEST FOR REPLACEMENT OWNER BUILDER PERMIT (\$31.83 EACH)**

Name of permit holder	Signature	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**PAYMENT OPTIONS**

If a certificate is required, you will be required to pay the additional fee.

I will pay at a QBCC office when returning this form in person  Credit card



Name of card holder	<input type="text"/>															
Credit card number	<input type="text"/>				<input type="text"/>				<input type="text"/>				<input type="text"/>			
Expiry date	M	M	Y	Y	<input type="text"/>				<input type="text"/>							
	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<b>Total amount \$</b>	<input type="text"/>									

I/We,

of,

in the state of,

do solemnly and sincerely declare as follows:

1. Name of licensee

is the holder of a

licence issued pursuant to the *Queensland Building and Construction Commission Act 1991*.

2. The licence number is

3. The current  licence card  certificate issued in my or my company's name has not been received to date.

4. I/We request the Queensland Building and Construction Commission to revoke the  existing card  certificate, and reissue a new licence card/certificate accordingly.

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

Signature

Date   /   /

(signature of person before whom the declaration is made)

Taken and declared before me at

(name of town or city and suburb where affidavit signed)

this  day of  year  before me.  
(date) (month) (year)

Witness signature

Date   /   /

Please ensure the declaration is not dated more than one (1) month prior to the date the application is submitted to QBCC.

**i** **IMPORTANT NOTICE: The Commission will only replace the licence card or certificate free of charge if it is requested within 60 days from the date of issue of the original card or certificate.**

**Pursuant to section 48(a) of the *Queensland Building and Construction Commission Act 1991*, the Commission may suspend or cancel a licence where that licence has been obtained on the basis of incorrect information supplied to the Commission, whether or not fraud was intended.**