QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

REQUEST TO UPGRADE TO OCCUPATIONAL LICENCE FORM OCCUPATIONAL PLUMBER, DRAINER OR RESTRICTED LICENCE

Section 24, *Plumbing and Drainage Act 2018*

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

OTHER WAYS TO SUBMIT YOUR FORM

In person: At any QBCC Customer Service Centre

Post: GPO Box 5099, BRISBANE QLD 4001

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information about you to determine whether you are entitled to have your licence upgraded, and if so, to maintain your licence. This is authorised by the *Plumbing and Drainage Act 2018* (P&D Act). The QBCC will not be able to process the request 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 P&D Act to publish licensee information in a Plumbing and Drainage Licensee Register on the QBCC website (qbcc.build/occ-pd-search). This includes licensee name 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) for more information.

You must hold a current provisional licence to request for the licence to be upgraded and provide details as to why you are now eligible for upgrade. See section 3.

1. LICENSEE DETAILS

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other

Family name

Given names

Licence number

PHONE AND EMAIL

Provisional licensees are required to complete all phone number and email detail fields

Business phone | Home phone

Mobile phone | Email

ADDRESSES

Provisional licensees are required to complete all address fields

- Your business address must be a physical address.
- PO Box or post office addresses are not acceptable for business addresses.

Business address

Suburb | State | Postcode

Home address

Suburb | State | Postcode

Postal address

Suburb | State | Postcode

OFFICE USE ONLY

CRN | Receipt amount $ | Reference no.

Receipt no. | Received by

REQUEST TO UPGRADE TO OCCUPATIONAL LICENCE FORM
OCCUPATIONAL PLUMBER, DRAINER OR RESTRICTED LICENCE

2. DECLARATION

WARNING: Providing false or misleading information may lead to compliance and enforcement action.

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
- 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

Licensee's signature

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

Date D D / M M / Y Y Y Y

3. UPGRADE REQUEST

Upgrade under Australian Plumbing Apprenticeship Pathway

☐ I confirm that I meet the full technical requirements under an Australian Plumbing Apprenticeship Pathway (refer to the technical qualifications document) for a **Plumbers licence**.

☐ I would like to upgrade my **provisional Drainers licence** and have a referee who can confirm that I have at least 12 months' practical drainage experience (which may include experience gained during your apprenticeship) – **Go to** Section 3a.

Upgrade under Return to Trade Pathway

I have held the following Queensland occupational licence(s) within the past 10 years (your occupational licence expired within the past 10 years)

☐ **Plumbers licence**

☐ **Drainers licence**

☐ **Restricted licence**

- ☐ Water plumber—gas
- ☐ Water plumber— electrical
- ☐ Water plumber—irrigation
- ☐ Water plumber—fire protection (hydrants and hose reels)
- ☐ Water plumber—fire protection (commercial and industrial)
- ☐ Water plumber—fire protection (domestic and residential)
- ☐ Water plumber—water and sanitary
- ☐ Drainer—on-site sewage facility

3a. DRAINERS EXPERIENCE

DETAILS OF SUPERVISING LICENSEE

Full name

Licence number

Employer name

PHONE AND EMAIL

Business phone

Home phone

Mobile phone

Email

Continued on next page.

3a. DRAINERS EXPERIENCE – CONTINUED

DURATION OF SUPERVISION

NOTE: The QBCC requires applicants to have **12 months' drainage experience before they can apply for a licence.** This may include experience gained during an apprenticeship.

Applicants may need to submit more than one experience record if their 12 months' experience has been gained under the supervision of more than one supervising licensee.

Period of supervised Drainage experience D D / M M / Y Y Y Y to D D / M M / Y Y Y Y

*Details of work performed within these dates

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

4. PHOTO FOR INCLUSION ON LICENCE CARD

Would you like to include a passport-size photo on your licence card?

☐ **No** – Your licence card will be issued with a blank silhouette.

☐ **Yes** – Complete section 7.

5. LICENCE TERM

If approved your occupational licence will be issued for a term of 1 year. The QBCC will issue a renewal notice to advise prior to your licence expiry date with information as to how you may renew your licence. Retain RTO and other information.

If you are an employee of a Registered Training Organisation (RTO), provide the name of the RTO

Are you retired and not intending to carry out paid work if the licence is upgraded?

☐ **No** – I am not retired.

☐ **Yes** – I am retired and do not intend on carrying out plumbing or drainage work for payment after the licence is upgraded.

Ticked YES? If this is the **first time that you have told the QBCC that you are retired, or if your circumstances have changed since that first notification,** you need to **complete the Statutory Declaration on page 6** to be eligible for the lower retired licence fee.

Previously provided a Statutory Declaration? If you have **previously provided the QBCC with a Statutory Declaration** which was accepted and you are still retired, please **tick the declaration check box below**. You will not need to provide another Statutory Declaration while your circumstances remain unchanged.

☐ **I declare the content of my original Statutory Declaration remains unchanged** and I still do not intend to carry out plumbing or drainage work for payment after the licence is renewed.

6. PAYMENT

We accept mastercard VISA

The occupational licence fee for the term requested must be **paid in full** before the QBCC will start to process your request.

Please note no administration fee is payable. If successful, your provisional licence will be cancelled.

AMOUNT DUE

Total amount payable for this request $

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 request CANNOT proceed to assessment until payment has been received and accepted.

NOTE: the QBCC does not accept payment by cash or cheque.

If information is missing or incomplete, your request **will be delayed.**

REQUEST TO UPGRADE LICENCE – FEES SCHEDULE

Effective 1 July 2026 – 30 June 2027

Licence class	1 year
Plumber	$167.85
Drainer	$167.85
Combined Plumber AND Drainer	$335.71
Restricted licence	$103.84

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 *Plumbing and Drainage Act 2018* and *Plumbing and Drainage Regulation 2019*.

Renewals will be sent to you prior to your renewal due date (40 days prior to your renewal date).

You will not be issued with a tax invoice.

7. PHOTO IDENTIFICATION

Occupational plumbers and drainers have the **option** to include a photo on their licence card.

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 next section**

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)?

   ☐ Yes ☐ No **If YES, go to next section**

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.

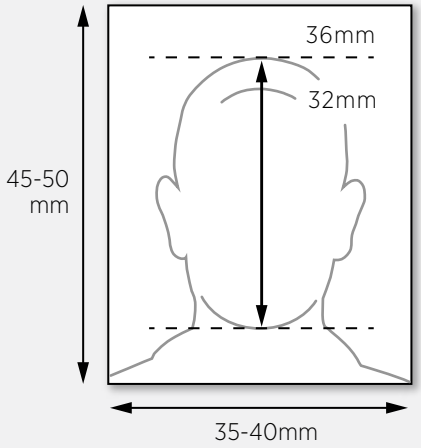
   If sending a digital photo by email
   (see full list of requirements on next page):

   - 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**.

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



SUBMISSION OPTIONS

BY EMAIL

"I have a Queensland Digital Licence."

PDF of your Queensland Digital Licence identification.



"I do not have a Queensland Digital Licence."

A passport-style photograph in JPEG file format.



BY POST OR IN PERSON

"I will send my application by post."
OR
"I will visit a QBCC Customer Service Centre."

A professionally printed passport-style photograph, attached to this application.


Printed passport photo

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

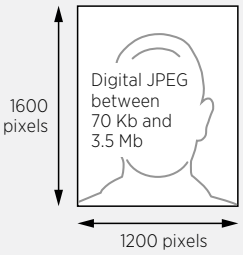
If sending a digital photo by email

- the photo should be in digital **JPEG format** between 70 Kb and 3.5 Mb
- the **preferred resolution** is 1200 x 1600 pixels.

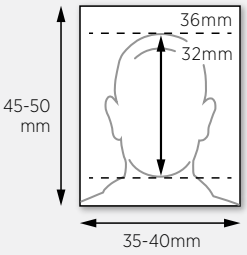
If attaching a printed photo

- 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.

Digital photo



Printed photo



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.

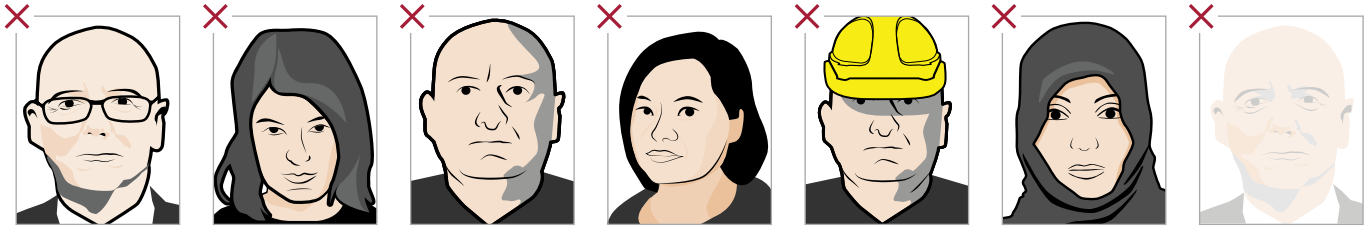
SUBJECT

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.

QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

REQUEST TO UPGRADE TO OCCUPATIONAL LICENCE FORM OCCUPATIONAL PLUMBER, DRAINER OR RESTRICTED LICENCE

NOTIFYING THE QBCC THAT YOU ARE RETIRED?

Use the Statutory Declaration provided below to declare you are retired and do not intend to carry out plumbing or drainage work for payment after the licence is restored. The Statutory Declaration must be witnessed by one of the following:

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

Only complete this statutory declaration if you are retired and do not intend to carry out work for payment. Providing false or misleading information may lead to prosecution for an offence and possible cancellation of your licence.

STATUTORY DECLARATION – *OATHS ACT 1867*

RETIRED AND NO LONGER WORKING FOR PAYMENT

I _____ *(insert full name)*

of _____ *(insert address)*

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

1. I hold an occupational plumber or drainer licence under the *Plumbing and Drainage Act 2018*.

2. My occupational plumber or drainer licence number is _____ *(insert QBCC licence number)*

3. I am retired and do not intend to carry out plumbing or drainage work for payment after this licence is restored.

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

ASSOCIATED QBCC ACT LICENCES

Do you hold a plumbing or drainage licence as a contractor, nominee supervisor or site supervisor under the QBCC Act?

Individuals who hold one of these QBCC licences are not required to pay a fee if they apply for, restore or renew a range of corresponding occupational licences under the Plumbing and Drainage Act (PD Act).

If you successfully apply for an associated QBCC Act licence in the first column in the table below, you will not have to pay a fee to apply for, restore or renew the occupational the licence listed in the second column.

If you gain your associated QBCC Act licence during the term of your occupational licence, the fee waiver is applied at your next renewal.

LICENSEES WITH THESE QBCC ACT LICENCE CLASSES	ARE NOT REQUIRED TO PAY FOR THESE PLUMBING AND DRAINAGE ACT LICENCES
• Plumbing and drainage • Plumbing and draining restricted to plumbing • Plumbing and drainage restricted to tanks—water supply	→ Plumber
• Plumbing and drainage • Drainage	→ Drainer
• Gas Fitting	→ Water plumber—gas
• Irrigation	→ Water plumber—irrigation
• Fire protection—water-based fire system stream—install and maintain • Fire protection—water-based fire system stream—install and maintain—restricted to commercial and industrial types	→ Water plumber—fire protection (hydrants and hose reels)
• Fire protection—water-based fire system stream—install and maintain • Fire protection—water-based fire system stream—install and maintain—restricted to commercial and industrial types	→ Water plumber—fire protection (commercial and industrial types)
• Fire protection—water-based fire system stream—install and maintain • Fire protection—water-based fire system stream—install and maintain—restricted to commercial and industrial types	→ Water plumber—fire protection (domestic and residential types)
• Drainage—on-site sewage facility maintenance	→ Drainer—on-site sewage facility (maintenance)
• Drainage—on-site sewage facility maintenance installation	→ Drainer—on-site sewage facility (maintenance installation)
• Mechanical services plumbing	→ Water plumber—water sanitary

Licensees who only hold a plumbers, drainers or restricted occupational licence under the PD Act must pay all prescribed fees for their occupational licence.

Licensees applying for an endorsement on a licence are required to pay the application fee for an endorsement and an administration fee (where applicable). For more information go to qbcc.build/pd-endorsements.