



COMPLETING THIS FORM

- Use BLACK pen only
• Print clearly in BLOCK LETTERS
• DO NOT use correction fluid — any amendments should be crossed out and initialled

1. LICENCE DETAILS

Licence number [grid] ACN [grid]
Individual/company name [grid]
Postal Address [grid] Postcode [grid]

2. REQUEST FOR [checkbox] LICENCE CERTIFICATE - \$28.35 each [checkbox] LICENCE CARD - \$8.00 each

Reason for replacement request: Lost [checkbox] Stolen [checkbox] Destroyed [checkbox] Damaged [checkbox] *Not received [checkbox] Additional [checkbox]

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

Number of cards [grid] Number of certificates [grid]
Total \$ [grid]
Signature of Licensee or Authorised Company Officer [grid]

3. REQUEST FOR [checkbox] REPLACEMENT OWNER BUILDER PERMIT - \$28.35 each

Owner Builder number [grid]

Table with 3 columns: Name of permit holder, Signature, Date

4. PAYMENT

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

I will be paying

by cheque [checkbox] by credit card [checkbox] (QBCC cannot accept American Express or Diners Club)

Credit card number [grid]

Expiry date [grid] / [grid] VISA [checkbox] Mastercard [checkbox]

Amount paid \$ [grid] . [grid]

Cardholder's name [grid]

Cardholder's signature [grid]

Postal address: Queensland Building and Construction Commission, GPO Box 5099, Brisbane QLD 4001

PRIVACY NOTICE: The QBCC is collecting information on this form to determine issue a new card, certificate or permit entitled to a licence. 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).

Statutory Declaration Form

Card or certificate not received

I / We, _____ (Name)
of _____ (Address)

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

1. _____ (Name of licensee)
is the holder of a _____ (Class/es)

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**.

Signed and declared: _____ Dated: _____
(Signature of person making the declaration)

Taken and declared before me at _____ this _____
(name of town or city and suburb where affidavit signed) (date)
day of _____ 20 _____, before me.
(month) (year)

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.