

**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
- Fields with a \* are mandatory - action will not be taken without this information

Return your fully-completed form and ALL required documents by:

**Post:** GPO Box 5099 Brisbane QLD 4001

**Email:** plumbers@qbcc.qld.gov.au (all required documents must be scanned and attached)

**in person:** QBCC Queensland Service Centres are listed on our website.

**1. APPLICANT DETAILS**

Please select title Mr  Mrs  Miss  Ms  Other

Surname

First names

Postal address

State  Postcode

Business address (This cannot be a PO Box)

State  Postcode  Date of birth   /   /

Work ph  Work fax

Home ph  Home fax

Mobile

Email

**2. LICENCE DETAILS**

Tick the licence(s) you require:

<input type="checkbox"/> Plumber	<input type="checkbox"/> Provisional plumber	<input type="checkbox"/> Drainer	<input type="checkbox"/> Provisional drainer
<input type="checkbox"/> Restricted water plumber (RWP) - gas		<input type="checkbox"/> RWP - electrical	
<input type="checkbox"/> RWP - water and sanitary		<input type="checkbox"/> RWP - irrigation	
<input type="checkbox"/> RWP - fire protection (hydrants and hose reels)		<input type="checkbox"/> RWP - fire protection (commercial and industrial)	
<input type="checkbox"/> RWP - fire protection (domestic and residential)		<input type="checkbox"/> Maintaining on-site sewerage facilities	
<input type="checkbox"/> Restricted drainer - On-site sewerage facility:		<input type="checkbox"/> Maintaining on-site sewerage facilities and on-site treatment plant installation work	

**3. PROOF OF IDENTITY**

I have provided a certified copy of proof of identity (e.g. driver's licence, passport or 18 + Card)  Yes

I have provided a colour passport size photo of my current true likeness  Yes

**4. QUALIFICATIONS AND EXPERIENCE**

**Attach** certified copies of current licences, certified copies of certificates, course results or other documents verifying your ability to satisfactorily meet the qualifications and experience requirements for a licence or endorsement application.

**Note:** Details of the qualifications required for each type of licence are provided on our website - [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au)

<b>OFFICE ONLY</b>	CRN:	<input type="text"/>	Licence No:	<input type="text"/>
	Receipt Amount \$	<input type="text"/>	Receipt No:	<input type="text"/>

## 5. INTERSTATE AND OVERSEAS APPLICANTS' QUALIFICATIONS AND EXPERIENCE

Interstate and New Zealand applicants must also complete a Form 28 - Mutual recognition declaration notice

Type of licence/qualification held	Name of authority	State/territory/ country	Licence number

Do you hold a valid visa to perform work in Australia?

No

Yes (enclose a copy)

Are you subject to any special conditions in the carrying out of your occupation in any state/territory/country

No

Yes (provide details below)

Have you had an interstate or New Zealand licence suspended or cancelled?

No

Yes (enclose a copy)

## 6. ENDORSEMENT

Select the type of endorsement you would like to add to your current plumbers/drainers licence. A provisional licensee may also apply for an endorsement if the licensee meets the eligibility requirements.

Endorsement requirements can be viewed on our website

Backflow prevention

Solar and heat pump

Fire protection (domestic and residential)

On-site sewerage facility maintenance

Thermostatic mixing valve

Fire protection (commercial and industrial)

## 7. PAYMENT specify the total amount and payment method

Licensees renewing their licence and endorsements will now only be charged a single administration fee for any renewals made in the same financial year.

**Note:** Remember to include the administrative processing fee in your total payment when applying for a new licence.

The schedule of fees can be viewed on our website

Total \$

Money order (Payable to QBCC)

Cheque (Payable to QBCC)

Credit card (provide details below)

Mastercard

Visa

Card number

Expiry



Cardholder's name

Cardholder's signature

## 8. DECLARATION BY THE APPLICANT

I declare:

- the information contained in, and accompanying, this form is true and correct
- I have read the Privacy Notice (page 1).

Applicant's full name

Signature

Date

**Note:** There are substantial penalties for making a statement, or giving a document to the Queensland Building and Construction Commission that you know is false or misleading in a material particular. Regulated plumbing or drainage work performed in Queensland without a licence will not be considered for the purposes of assessing licence applications. Evidence of work performed without a licence, if submitted, could lead to prosecution.

**PRIVACY NOTICE:** The QBCC is collecting information on this form to determine whether you are entitled to a licence or monitoring compliance for your existing licence. This is authorised by the *Plumbing and Drainage Act 2002* (PDA). Some of your personal information may be disclosed to other government agencies or third parties for purposes relating to administering and monitoring compliance with the PDA. Some limited information collected will be included in the online licensed plumbers and drainers register on the Queensland Government Data website. 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).

# Privacy Policy

The Queensland Building and Construction Commission manages personal information in line with the Information Privacy Act 2009.

This Privacy Policy describes the personal information that may be collected and used by the QBCC. We collect and manage your personal information from you when you:

- complete and submit a form electronically or by mail
- you deal with us over the telephone or counter
- you register for My QBCC
- email us
- provide us with feedback

ask us to contact you, and you consent to us collecting, storing, using, maintaining and disclosing your personal information.

## Information we may request

We may ask you to provide personal information if you submit feedback to QBCC or lodge a form, electronically or otherwise.

We will only do this:

- to meet your needs (e.g. answer a question)
- to meet our needs (e.g. demographic analysis, updating our records)
- if required by law.

'Personal information' includes your name, address, phone number, email address, age, gender, your employer.

## Use of personal information

Depending upon the type of enquiry, application or form you have submitted. If you're a QBCC licensee, your personal details may be used to send you important updates regarding new legislation or amendments, changes to policies and other such information related or connected to your licence.

## Marketing

We will also send (whether by phone, email, SMS, post or facsimile), updates to keep you abreast of industry news, opportunities to submit surveys or feedback on discussion papers, educational information and professional development opportunities including seminars and events. We may also send you information on behalf of Queensland Government departments including Department of Housing and Public Works.

You may opt out at any time if you no longer wish to receive specific types, or all, marketing information. You can make this request by emailing [digitalsupport@qbcc.qld.gov.au](mailto:digitalsupport@qbcc.qld.gov.au), or by "unsubscribe" from the email or other marketing messages you no longer wish to receive.

## Disclosure of personal information

If you have submitted an application or complaint, we may provide all or some of this information (if applicable) to your:

- contractor/client
- members of our panel of technical consultants (includes licensed contractors, registered engineers, and industry specialists)
- rectifying builders
- external legal consultants
- external financial consultants
- reinsurers/actuaries.

We may also disclose your personal information to third parties, including advisors and consultants and with third party service providers we use in connection with conducting our business and always subject to confidentiality provisions we deem appropriate.

Some of the third parties to whom we disclose your personal information may be located outside Australia. For example, we may disclose your personal information to external facilities in the course of data processing services from third parties.

The countries in which these third parties are located will depend on the circumstances. However, in the course of our ordinary business operations we commonly disclose personal information to third parties located in the United States of America.

We will not give your personal information to third parties without your consent, unless as set out above or required by law.

## Access to personal information

If you would like to access any of your personal information that is held by QBCC you can make an Information Privacy application.

## Amending your personal information

You may apply to amend documents containing your personal information held by QBCC, where you believe relevant information is inaccurate, misleading, out of date or incomplete.

## Making a privacy complaint

If you believe there has been a breach of your personal information involving QBCC you may lodge a privacy complaint.

## Right to information

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

## More information

Email us if you would like to know more about information privacy or visit the [guidelines for community members on the website of the Office of the Information Commissioner Queensland](#).