



FORM 22

Application for renewal or restoration of licence

PLEASE COMPLETE THE FOLLOWING IN BLOCK LETTERS

1. APPLICANT'S CURRENT DETAILS

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss
Family name		Given name/s		
Licence No.				
Postal address				
		State	Postcode	
Email address				
Phone number (at least one phone number must be provided)	Home:	Work:	Mobile:	

2. RENEWAL/RESTORATION DETAILS

Select a licence time period Note: For the restoration of a licence, application must be made within 1 year from the date the licence expired.	<input type="checkbox"/> 1 year <input type="checkbox"/> 2 years <input type="checkbox"/> 3 years <input type="checkbox"/> 4 years <input type="checkbox"/> 5 years <input type="checkbox"/> Restoration
	1. I am retired or a teacher at a Registered Training Organisation* <input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, name of RTO you are working for: _____

3. PROOF OF IDENTITY

I have provided a colour passport size photo of my current true likeness	Yes <input type="checkbox"/>
Note: a photo is only required if your current licence photograph is over 5 years old	

4. PAYMENT - fees are set in the *Plumbing and Drainage Regulation 2003* and are detailed in the schedule of fees notice.

<input type="checkbox"/> Online (BPAY or credit card www.qld.gov.au/plumbers)	<input type="checkbox"/> Cheque (payable to QBCC)
<input type="checkbox"/> Credit card (provide details below) No Amex/Diners card	<input type="checkbox"/> Money order (payable to QBCC)
Card type	Amount: \$
Cardholder's name	Card number:
Signature	Expiry Date:

Note: The fee includes the administrative fee in the total payment. View the schedule of fees at www.qbcc.qld.gov.au

5. DECLARATION BY APPLICANT

I _____ declare that the information contained in this application is a true and accurate record to the best of my knowledge.

Signature		Date	
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Note: there are substantial penalties for making a statement, or giving a document to the QBCC that you know is false or misleading in a material particular.

6. LODGING THIS FORM

When you have completed this form, make sure you have enclosed all required attachments and payment, and email to the QBCC or post to **QBCC**, GPO Box 5099, Brisbane Qld 4001.
 For more details phone 139 333, visit www.qbcc.qld.gov.au or email plumbers@qbcc.qld.gov.au.

Note:

1. It is an offence under the *Plumbing and Drainage Act 2002* to perform, direct the performance of, or supervise plumbing or drainage work without the required licence (maximum penalty \$19,437).
2. It is your responsibility to ensure that your licence is current, and that it is renewed before the expiry date.
3. If you do not renew your licence within 12 months after it expires, your licence details will be archived and you will need to reapply for a new licence.

Renewing occupational licences:

You can renew your licence for 1 year or up to 5 years at a time.

FULL LICENCE RENEWAL SCALE

Number of years	Total fee to pay
1	\$136.50
2	\$207.85
3	\$279.20
4	\$350.55
5	\$421.90

RETIRED RATE SCALE (NOT TO WORK FOR PAYMENT)

Number of years	Total fee to pay
1	\$86.05
2	\$106.95
3	\$127.85
4	\$148.75
5	\$169.65

Please note: The holder of retired plumbing or drainage licence cannot perform or contract for plumbing or drainage work for payment.

When applying for a retired plumbing and drainage licence the applicant **MUST** provide a statutory declaration stating the following:

- the applicant no longer performs plumbing or drainage work for payment,
- the applicant does not intend to perform plumbing and drainage work for payment.

Privacy: The information on this form is collected as required under the *Plumbing and Drainage Act 2002* (PDA) by the QBCC. This information may be stored in the QBCC's database and will be used for the purposes related to deciding an application and monitoring compliance under the PDA. Your personal information will be disclosed to the financial institution which handles the Queensland Government's financial transactions and may be disclosed to other local government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the PDA. Personal information will otherwise only be disclosed to third parties with your consent or in accordance with the *Information Privacy Act 2009*.

Right to Information: The information collected on this form will be retained as required by the *Public Records Act 2002* and other relevant Acts and regulations, and is subject to the Right to Information regime established by the *Right to Information Act 2009*. For more information regarding your privacy, contact RTI on (07) 3225 2910.



YOUR NEW PIPELINE FOR NOTIFIABLE WORK (FORM 4/4A) | Submit your forms on myQBCC

