

COMPLETING THIS FORM

1. This is an interactive PDF that you may complete in your web browser. Save this PDF form to your personal records and print a hard copy to submit by post or in person.
2. If you choose to fill out with a pen, use BLACK pen only – print clearly in BLOCK LETTERS - DO NOT use correction fluid. Cross out mistakes and initial any amendments.

SUBMITTING YOUR FORM



In person: At any QBCC Customer Service Centre



Post: GPO Box 5099, Brisbane Qld 4001



Email: info@qbcc.qld.gov.au

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting personal information on this form to process your request to add an endorsement on your licence. This is authorised by the *Plumbing and Drainage Act 2018*. The QBCC will not be able to process the application 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 will update your licence information in our online registers, including the Plumbing and Drainage Licensee Register on the QBCC website (qbcc.build/occ-pd-search). The personal information provided on this form will only otherwise be disclosed by the QBCC to another party with your consent, or as authorised or required by law.

Visit the QBCC Privacy Policy (qbcc.build/privacy-info) for more information.

IMPORTANT - Before you complete this form, refer to the Technical Qualifications for Licensing: Plumbing and Drainage Occupational Licences guide on the QBCC website at qbcc.build/occ-pd-tech-quals to ensure you have the appropriate technical qualifications for the endorsements you wish to apply for.

1. LICENSEE DETAILS

Provide your name as it appears on your licence card.

Licensee name

Licence number

PHONE AND EMAIL

Applicants are required to complete all phone number and email detail fields

Business phone

Home phone

Mobile phone

Email

ADDRESSES

Applicants 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	<input type="text"/>	Receipt amount	\$	<input type="text"/>	Reference no.	<input type="text"/>
	Receipt no.	<input type="text"/>	Received by	<input type="text"/>			

2. DECLARATION AND SIGNATURE



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.

I understand that by signing this form below, I am declaring that I have read and agree to the statements above.

Licensee's
signature

Date

D	D	/	M	M	/	Y	Y	Y	Y

This form must be signed by hand. Digital signatures are not accepted.

3. ENDORSEMENTS – PAGE 1 OF 2



You must refer to the *Technical Qualifications for Licensing: Plumbing and Drainage Occupational Licences* on the QBCC website before completing this attachment.

Which endorsement/s do you wish to apply for? *Tick all that apply.*



A copy of your relevant technical qualification MUST be provided, including the units of competency you completed (where relevant).
You must hold at least one technical qualification for each endorsement.

PLUMBERS OR PROVISIONAL PLUMBERS LICENCES

BACKFLOW PREVENTION

Tick to indicate which technical qualification you hold.

CPCPWT4022 — Commission and maintain backflow prevention devices.

OR

You are a plumber or provisional plumber who has previously held a backflow prevention endorsement, and you completed the Backflow Prevention Revalidation course within the last five (5) years.



I have attached a copy of the technical qualification.

THERMOSTATIC MIXING VALVE

Tick to indicate you hold the technical qualification.

CPCPWT4023 — Commission and maintain hot and heated water temperature control devices.



I have attached a copy of the technical qualification.

FIRE PROTECTION – COMMERCIAL AND INDUSTRIAL

Tick to indicate which technical qualification you hold.

Successful completion of a Certificate III in Fire Protection completed after 1 January 2011.

OR

Successful completion of a qualification in fire protection completed prior to 1 January 2011 if have also completed the following units of competency:

- CPCPCM2043 — Carry out WHS requirements
- CPCPFS3046 — Test the integrity of water-based fire protection systems using pressure
- CPCPFS3047 — Test and maintain automatic fire sprinklers
- CPCPFS3037 — Install residential life safety sprinkler systems; and
- CPCPFS3041 — Inspect and test fire pumpsets.



I have attached a copy of the technical qualification.

Continued on next page.

3. ENDORSEMENTS – PAGE 2 OF 2

Plumbers or provisional plumbers licences – continued from previous page.

Which endorsement/s do you wish to apply for? *Tick all that apply.*

FIRE PROTECTION – DOMESTIC AND RESIDENTIAL

Tick to indicate you hold the technical qualification.

- (a) CPCPFS3037 — Install domestic and residential life safety sprinkler systems; and
- (b) CPCPFS4021 — Commission domestic and residential fire suppression sprinkler systems; and
- (c) CPCPFS4024 — Design residential fire sprinkler systems; and
- (d) CPCPCM2043 — Carry out work health and safety requirements.



I have attached a copy of the technical qualification.

SOLAR AND HEAT PUMP HOT WATER SYSTEM INSTALLATION

Tick to indicate you hold the technical qualification.

Course in Evaluating and Planning the Installation of Solar and Heat Pump Water Systems.



I have attached a copy of the technical qualification.

DRAINERS OR PROVISIONAL DRAINERS LICENCES

ON-SITE SEWAGE FACILITY MAINTENANCE

Tick to indicate you hold the technical qualification.

- (a) WEP01B — Maintain and service domestic treatment plants and on-site sewage facilities; and
- (b) CPCPDR4013 — Design and size domestic treatment plant disposal systems.



I have attached a copy of the technical qualification.

4. ENDORSEMENT APPLICATION FEE CALCULATION

Have you already paid the annual administration fee of \$78.25 to the QBCC this financial year?

This only needs to be paid **once per financial year per licensee**. If you have already paid for a licence application or renewal, or another licence-related transaction within this financial year, you do not need to pay it again.

Yes – I have already paid the annual administration fee. The fee for your endorsement application is **\$17.70 per endorsement**.

No – I have not yet paid the annual administration fee. The fee for your endorsement application, including the annual administration fee, is **\$95.95**.

5. PAYMENT OF FEES

PAYMENT



Your endorsement application fee must be **paid in full** before the QBCC will start to process your request.

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.

Pay by mail – if you are posting your application to us, you **must complete the credit card details section below**.

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

PAYMENT OPTIONS

I will pay by card **in person** at the Customer Service Centre.

OR

I will pay by credit card by filling out the card details below and **sending this form by post**.



Name of cardholder

Credit card number

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Expiry

M		M		/	Y		Y	
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Total Amount \$

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS

Submit your application either in person or via post.



In person: A full list of QBCC Customer Service Centres can be found on the QBCC website at qbcc.build/contact-us.



Post: GPO Box 5099, Brisbane Qld 4001



For security purposes, do NOT send QBCC forms that include payment details by email.