

REVIEW OF LICENCE CONDITIONS FORM OCCUPATIONAL PLUMBER OR DRAINER

Approved form under section 35, Plumbing and Drainage Act 2018

COMPLETING THIS FORM

- 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 undertake a review of the conditions of 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 may update your licence condition information in our online registers, including the Plumbing and Drainage Licensee Register on the QBCC website (qbcc.build/occ-pd-search). The QBCC may also provide updated licensing information to other interstate or New Zealand licensing bodies. Your personal information will only otherwise be disclosed with your consent or as required or authorised by law.

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



ONLY

- · You cannot apply for a review of your licence conditions if you have an application for review of the licence conditions currently underway with the Queensland Civil and Administrative Tribunal (QCAT).
- A review will consider whether the conditions remain necessary or desirable for you to competently carry out plumbing or drainage work.
- · After reviewing the conditions of the licence, the QBCC will decide to either confirm, change or remove them.

1. LICENSEE DETAILS															
Title	Mr	Mrs	Miss	Ms	Other										
Family name															
Given names															
Licence number															
PHONE AND EMAI	PHONE AND EMAIL Licensees are required to complete all phone number and email detail fields														
Business phone	Home phone														
Mobile phone				Ema	ail										
ADDRESSES 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 CRN USE ONLY Receipt no.			Receipt amoun Received b			Reference no.									

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2. DECLARATION



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

I declare that:

- · The Queensland Civil and Administrative Tribunal (QCAT) is not currently reviewing the decision to impose conditions on my licence
- · 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 / / / / / / / /

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

3. PROOF OF IDENTITY



All review applicants are required to supply a valid and current certified copy of their identification.

I have provided a **valid and current certified copy** of my photo identification (e.g. driver's licence, passport, other government issued photo ID card).

Review applicants providing an Australian driver's licence or photo identification card: please include **valid and current certified copies** of the front and back of the card.



A certified copy is a copy that has been verified as being a true copy of the original document by any one of the following:

- Justice of the Peace
- Commissioner for Declarations
- Lawyer

- Conveyancer
- · Notary Public.

Alternatively, if you are submitting this form in person, you can bring your original documents with you when you lodge a form at a QBCC Customer Service Centre. Our staff can view, copy and verify them for you. For more information visit qbcc.build/certified-copy.

Place and country of birth (e.g. Brisbane, Australia)

4. REVIEW OF CONDITIONS

List the conditions to be reviewed.

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5. REASONS FOR REVIEW

Explain why the conditions are no longer necessary or desirable for you to competently carry out plumbing or drainage work. If you need more space, attach a document providing the additional details.



Attach copies of any evidence or supporting documentation referred to in this review application.

I have attached copies of all evidence or supporting documentation referred to in this review application.

6. REVIEW 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 licence condition review is \$75.30.

NO – I have not yet paid the annual administration fee. The fee for your licence condition review, including the annual administration fee, is **\$153.55**.

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7. PAYMENT OF FEE



Your licence condition review 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 notice 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

										Μ	Μ	Υ	Υ
Credit card number									Expiry				

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.

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