

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

For security purposes, do NOT send QBCC forms that include credit card payment details by email.
PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information on this form to determine whether you are entitled to a licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Your information will be used to maintain your licence and may be shared with other interstate or New Zealand licensing bodies as per the *Mutual Recognition Act 1992* or similar legislation, as listed in the QBCC Privacy Policy. Some of this information will be included in the QBCC licensee register and the data.qld.gov.au open data website.

You may receive information from us for educational purposes in accordance with the QBCC Act. We may use your email address to contact you about improving the delivery and effectiveness of our services, including activities such as customer research and engagement. You will be able to opt-out of receiving this information. All information held by QBCC may be subject to application for access under the Right to Information and Privacy legislation or as authorised or required by law. For further information visit the Privacy Policy on the QBCC website at qbcc.build/privacy-info.


IMPORTANT – WHEN TO USE THIS FORM

- **You can only request to restore your licence if it was cancelled for non-payment of licence fees.** You have the option to request your licence to be restored and renewed for 1 or 3 years.
- The QBCC must receive **this form and full payment of fees within 3 months** of the date your licence was cancelled for non payment of licence fees.
- **If the QBCC does not receive this restoration form and full payment within 3 months of the expiry date since your licence was cancelled you will have to reapply for the licence and meet the current licensing requirement.**
- If your request is approved, your licence will be **restored from your original renewal date. This date will be less than 12 months from the restoration date** if you choose to renew your licence for one year.

Your licence cannot be restored if:

- **Your licence has been suspended or cancelled for any reason other than late fees** - you may need to provide information based on the reasons your licence your licence was suspended or cancelled and then reapply for the licence and meet the current licensing requirements.

More information about restoring a licence can be found on the QBCC website at qbcc.build/form-restore-licence.

1. LICENSEE DETAILS – PAGE 1 OF 2

Title	Mr	Mrs	Miss	Ms	Other
Name of individual or company					
Contact name (for company licensees)					
Licence number					ACN

POSTAL ADDRESS

Address					
Suburb	State	<input type="text"/>	<input type="text"/>	<input type="text"/>	Postcode
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

PHONE AND EMAIL

Phone	Mobile phone
Email	

OFFICE	CRN	<input type="text"/>	Receipt amount	\$	<input type="text"/>	Reference no.	<input type="text"/>
USE ONLY	Receipt no.	<input type="text"/>	Received by	<input type="text"/>			

1. LICENSEE DETAILS – PAGE 2 OF 2

DECLARATION AND SIGNATURE

I declare that:

- the information I am providing in this notice is true and correct.
- I have read and understood the Privacy Notice included above.

I understand that by signing this notice 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 notice must be signed by hand. Digital signatures are not accepted.
Company licensee requests must be signed by a company office holder.

2. PAYMENT OF FEES

FEES

Effective 1 July 2024 – 30 June 2025

Calculate your licence restoration fee.

Licence renewal fee \$ + restoration fee of \$133.51 = **Total amount \$**
(licence renewal fee + restoration fee)

Can't remember your licence renewal fee? A full list of licence fees can be found on the QBCC website at qbcc.build/fees.

PAYMENT

Your restoration fee must be **paid in full** before QBCC will start to process or review 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 request 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

Expiry date

M	M	/	Y	Y

Total Amount \$ (licence renewal fee + restoration fee)

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS

Submit your request 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.

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