




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 information on this form to determine whether you are entitled to an Owner Builder permit. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Some information collected on this form will be included in the Owner Builder register on the QBCC website. In addition, the QBCC is obligated to notify the Registrar of Titles of the granting of the permit. On receipt of this information, the Registrar of Titles will enter the notification into the land register.

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 the QBCC may be subject to an 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.

 **PLEASE REVIEW BEFORE YOU COMPLETE THIS NOTICE**
Surrender an Owner Builder permit if you:

- choose not to do any work before or after obtaining building approval and starting work under the permit
- decide to enter into a contract with a licensed builder to carry out the work described in your Owner Builder permit.

You may surrender your Owner Builder permit by completing and submitting the notice to surrender a permit form and returning the permit. **This notice must be completed and signed by all permit holders under the Owner Builder permit.**

If you surrender your permit, **the Owner Builder administrative notation will still remain on your property title for 7 years** in accordance with legislation. Once the 7 years have expired, you can ask Titles Queensland to remove the notation from your title. The QBCC can not do that for you.

More information about surrendering an Owner Builder permit can be found on the QBCC website at qbcc.build/ob-amend-surrender.

Returning your Owner Builder permit

You will need to provide the QBCC with either the hardcopy Owner Builder permit or a copy of the electronic Owner Builder permit when you give notice to surrender your permit. **If you cannot provide the QBCC with either you MUST complete a request for a replacement Owner Builder permit BEFORE submitting this surrender permit notice.** This form is available on the QBCC website at qbcc.build/ob-amend-surrender.

1. EXISTING SITE AND PERMIT DETAILS

You must complete ALL questions in the following section.

 Existing permit number

 Lot number (e.g. 6)

 Plan number (alphanumeric e.g. RP 123456)

 House number

 Year originally built

 Street address

 Suburb


 State


 Postcode

| | | | | | | | |
|----------|-------------|----------------------|----------------|----------------------|----------------------|---------------|----------------------|
| 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"/> | | | |

2. SURRENDER OWNER BUILDER PERMIT

You must complete ALL questions in the following section.

 **You MUST provide the QBCC with either the hardcopy Owner Builder permit or a copy of the electronic Owner Builder permit with this notice.**

 I have attached one of the following:

The hardcopy Owner Builder permit

OR

A copy of the electronic Owner Builder permit.

When do you intend for the surrender to take effect?


The day I give this notice to the QBCC

OR

A later date - you must specify the date:

| | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| D | D | / | M | M | / | Y | Y | Y | Y |
| | | | | | | | | | |

Explain the reasons why you are surrendering the permit.

 **if you require more space**, attach an additional page to your notice.

3. PERMIT HOLDER DETAILS – PAGE 1 OF 2

! The notice to surrender a permit must be completed and signed by all permit holders under the permit.
Need to provide details for more than two permit holders? Attach additional copies of this section to ensure each holder's details are provided.

PERMIT HOLDER 1

Title Mr Mrs Miss Ms Other

Family name

Given names

Date of birth

| | |
|---|---|
| D | D |
|---|---|

 /

| | |
|---|---|
| M | M |
|---|---|

 /

| | | | |
|---|---|---|---|
| Y | Y | Y | Y |
|---|---|---|---|

PHONE AND EMAIL

Phone

Mobile phone

Email

ADDRESS

Address

Suburb

State

| | | |
|--|--|--|
| | | |
|--|--|--|

Postcode

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

DECLARATION AND SIGNATURE – PERMIT HOLDER 1

I declare that:

- the information I have provided 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.

Permit Holder's signature

Date

| | |
|---|---|
| D | D |
|---|---|

 /

| | |
|---|---|
| M | M |
|---|---|

 /

| | | | |
|---|---|---|---|
| Y | Y | Y | Y |
|---|---|---|---|

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

3. PERMIT HOLDER DETAILS – PAGE 2 OF 2

PERMIT HOLDER 2

Title Mr Mrs Miss Ms Other

Family name

Given names

Date of birth

| | |
|----------------------|----------------------|
| D | D |
| <input type="text"/> | <input type="text"/> |

 /

| | |
|----------------------|----------------------|
| M | M |
| <input type="text"/> | <input type="text"/> |

 /

| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Y | Y | Y | Y |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

PHONE AND EMAIL

Phone

Mobile phone

Email

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"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|----------------------|----------------------|

DECLARATION AND SIGNATURE – PERMIT HOLDER 2

I declare that:

- the information I have provided 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.

Permit Holder's
signature

Date

| | |
|----------------------|----------------------|
| D | D |
| <input type="text"/> | <input type="text"/> |


 /

| | |
|----------------------|----------------------|
| M | M |
| <input type="text"/> | <input type="text"/> |

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| | | | |
|----------------------|----------------------|----------------------|----------------------|
| Y | Y | Y | Y |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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

 **Need to provide details for more than two permit holders? Attach additional copies of this section to ensure each holder's details are provided.**