

PLEASE NOTE

If the building work is already completed, you can apply for a letter of authorisation from QBCC. By submitting this application you are declaring that you have unlawfully performed building work in breach of Section 42 of the *Queensland Building and Construction Commission Act 1991* and this will result in you being fined by the QBCC.

PRIVACY NOTICE

The QBCC is collecting the information on this form to assess your request for a letter of authorisation in relation to building work you have already completed as an owner builder without holding an owner builder permit. Collection of this information is authorised by the *Queensland Building and Construction Commission Act 1991*. Disclosure of this information to other

parties by the QBCC in circumstances other than as above can occur with your consent or as authorised or required by law. For further information visit the QBCC website at qbcc.qld.gov.au.

COMPLETING THIS FORM

This is an interactive PDF form that you may complete in Acrobat Reader, or the web browser this form is being viewed in. Please save this form to your device before printing and submitting.

If you are completing this form in hard copy:

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid - cross out and initial amendments

1. APPLICANT DETAILS

EACH INDIVIDUAL LISTED ON THE PROPERTY TITLE MUST BE ENTERED AS AN APPLICANT

APPLICANT 1

Title Mr Mrs Miss Ms Other

Surname

First name

Postal address

State Postcode

Home phone Mobile

Email

APPLICANT 2

Title Mr Mrs Miss Ms Other

Surname

First name

Postal address

State Postcode

Home phone Mobile

Email

SITE ADDRESS

Postal address

State Postcode

Start date D D / M M / Y Y Y Y

Expected completion date D D / M M / Y Y Y Y

Value of work: (including labour and materials) \$.

Specific details of the work performed: (e.g. three bedroom brick dwelling with carport)

1. APPLICANT DETAILS CONTINUED

Reason why a licence or permit was not obtained prior to commencing the work:

2. DECLARATION

EACH APPLICANT LISTED MUST SIGN AND DATE



WARNING: Incorrect or misleading information may lead to the imposition of a penalty under Section 193 of the Queensland Criminal Code.

I declare that I completed the building work mentioned in this application without the appropriate QBCC licence or owner builder permit in contravention of Section 42 of the *Queensland Building and Construction Commission Act 1991*. I declare that the statements contained in this application are true and correct. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

APPLICANT 1 Signature		D	D		M	M		Y	Y	Y	Y
	Date	/			/						
APPLICANT 2 signature		D	D		M	M		Y	Y	Y	Y
	Date	/			/						

Before the QBCC can issue you with an authorisation letter you need to submit this form with the following documents:

- An original or certified copy of a Current Title Search (no older than 30 days)** Yes
 (I have provided an original or certified copy of a Current Title Search)
- All property holders have signed this form Yes