




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 payment details by email.**

When can you apply for a licence restoration?

You can restore your pool safety inspector licence within 3 months after the renewal expiry date. After this time you will need to make a full application and meet the current technical requirements for the licence.

PLEASE PROVIDE THE FOLLOWING






- Photo identification, proof of work eligibility and declarations 
- Evidence of professional indemnity (PI) insurance and continuing professional development (CPD) 
- Complete all sections of restoration form 
- Review checklist and ensure all documents are provided 
- Submit restoration form with full payment 

Your total restoration application fee must be paid in full before QBCC will start to process or review your application.

Your restoration application CANNOT proceed to assessment until all required documents have been received and accepted.

If information is missing or incomplete, your restoration application will be delayed.

THE QBCC WILL

-  Review your restoration application
-  Assess your continuing professional development (CPD) evidence
-  Request further information if required
-  Make a decision on your restoration application
-  **Notify you of the outcome**

CHECKLIST

Review and complete this checklist before submitting your restoration application.

It will help ensure you have provided all the required information.



Your restoration application CANNOT proceed to assessment until all required documents have been received and accepted and all fees paid. If information is missing or incomplete, the assessment of your restoration application will be delayed. Do not send original documents as they will not be returned. Copies should be provided instead.

Place a tick ✓ in each box as you complete the item.

SECTION 1 – PERSONAL DETAILS – page 3

The contact details you provide on this form will be used to communicate with you.

Providing incorrect personal information may affect our ability to contact you and could delay your restoration application.

I have provided all my **personal details** (including my full name, phone contact number and email address).

I have provided all **address details** (including my postal, business and home addresses).

I have read the **declaration** and **signed and dated the form**.

Only for current or previous QBCC licence holders

I have provided my **QBCC licence number**.

SECTION 2 – PROOF OF IDENTITY – page 4

I have attached a **certified copy of my current and valid photo identification**.

SECTION 3 – CONTINUING PROFESSIONAL DEVELOPMENT (CPD) – page 4

I have provided **evidence of CPD** I have **completed within the last 12 months**.

SECTION 4 – OPTIONAL - CERTIFIED PASSPORT-SIZE PHOTOS – page 5

Only if you have decided to provide photos for inclusion on your licence card

I have provided **two (2) colour passport-size photos, less than 6 months old, signed and dated** on the back by a qualified witness.

Using a paperclip, I have attached the **signed and dated photos** to this form in the box indicated.

The qualified witness has **ticked the box to indicate their witness category** and has **signed and dated the declaration**.

SECTION 5 – PROFESSIONAL INDEMNITY (PI) INSURANCE – page 6

I have attached a copy of my **certificate of currency or schedule of insurance** as evidence of my current PI insurance policy.

Only if the PI insurance policy is in the name of a company or business.

I have provided all of the required **details for my insurance cover**.

The Professional Indemnity Insurance Declaration has been **signed by a company director or principal of the business**.

SECTION 6 – LEGAL ELIGIBILITY AND SUITABILITY – page 8

If you have any questions or require further clarification on anything in this section, please contact QBCC to discuss.

I have **answered all the questions** in this section with either a YES or NO.

Only if you answered 'YES' to any of the questions in this section

I have provided **details of the matters** in the space provided and copies of any relevant documentation.

SECTION 7 – INTERSTATE AND NEW ZEALAND LICENCES – page 9

I have **answered the questions** relating to whether I hold, or have held, any interstate or New Zealand licences.

Only if you currently hold, or have held, a licence to carry out or undertake pool safety inspection functions in another Australian state, territory or New Zealand.

I have provided **details of all my interstate or New Zealand licences** and have attached additional documentation to my restoration application to provide these details where required.

Where these **licences are, or have been, suspended or cancelled**, I have attached copies of any decisions or proceedings documents.

SECTION 8 – PAYMENT OF FEES – page 10

I have reviewed the **restoration fees schedule** and identified the **total amount payable**.

I have filled out my **credit card details in full**, including the total amount payable section.

I am aware that if my restoration application is not successful, **the restoration application fee is non-refundable**.

1. PERSONAL DETAILS – PAGE 1 OF 2

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information about you to determine whether you are entitled to have your licence restored, and if so, to maintain your licence. This is authorised by the *Building Act 1975*. 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 is required by the *Building Act 1975* to publish licensee information in the Pool Safety Inspector register on the QBCC website (qbcc.build/psi-search). This includes licensee name, business contact details, and licence details. This information may also be published on the Queensland Government Open Data Portal.

The QBCC may also be required by law to provide licensing information to other interstate or New Zealand licensing bodies for regulatory or enforcement purposes. Your personal information will only otherwise be disclosed with your consent or as required or authorised by law.

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

LICENSEE DETAILS

Title Mr Mrs Miss Ms Other

Family name

Given names

Licence number

PHONE AND EMAIL

Restoration applicants are required to complete all phone number and email detail fields

Business phone

Home phone

Mobile phone

Email

ADDRESS

BUSINESS ADDRESS

Restoration applicants are required to complete all business address fields

- Your business address must be a physical address.
- PO Box or post office addresses are not acceptable.
- Business addresses for licensees are listed on the public QBCC Pool Safety Inspector register.
- If your business address is also your home address, you may provide an alternative address such as your solicitor or accountant.

Business address

Suburb

State

Postcode

HOME AND POSTAL ADDRESSES

Restoration applicants are required to complete all home and postal address fields

Your home address will be listed on the public QBCC Pool Safety Inspector register if you leave the business address section above blank or provide an unacceptable address.

Home address

Suburb

State

Postcode

Postal address

Suburb

State

Postcode

OFFICE	CRN		Receipt amount	\$		Reference no.	
USE ONLY	Receipt no.		Received by				

1. PERSONAL DETAILS – PAGE 2 OF 2

DECLARATION AND SIGNATURE



WARNING: Providing false or misleading information may lead to your licence restoration application being refused, prosecution for an offence and/or cancellation of your licence.

I declare that:

- the information I am providing in this restoration application 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.

Restoration
applicant's
signature

Date

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"/>

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

2. PROOF OF IDENTITY



All restoration 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).

Restoration 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)

3. CONTINUING PROFESSIONAL DEVELOPMENT (CPD)



A copy of your evidence of any continuing professional development (CPD) MUST be provided. These documents do not require certification.

The QBCC is authorised by the *Building Act 1975* to collect evidence of your continuing professional development. This may include sensitive information, such as details of your memberships with professional or trade associations.

Are you a licensed building certifier?

Yes – You are required to provide evidence demonstrating **4 CPD points** attained **within the last 12 months**.

No – You are required to provide evidence demonstrating **6 CPD points** attained **within the last 12 months**.

Acceptable evidence of CPD may be in the form of:

- certificates
- statements of attainment
- membership of one of the following organisations
 - Australian Institute of Building Surveyors
 - Royal Institution of Chartered Surveyors
 - Swimming Pool and Spa Association of Queensland
 - Institute of Building Consultants as a division of Master Builders.

I have attached a **copy** of my **current CPD evidence** that demonstrates the required number of CPD points.



If any of the documents required to meet the CPD evidence are not provided:

- processing of your restoration application will be delayed
- your application CANNOT be approved by QBCC until your documents have been received and approved.



WARNING: Please do not send original documents. Original documents will not be returned.

4. OPTIONAL - CERTIFIED PASSPORT-SIZE PHOTOS

Pool Safety Inspectors have the **option** to include a passport-size photo on their licence card.

Would you like to include a passport-size photo on your licence card?

NO – Your licence card will be issued with a blank silhouette.

YES – See next question.

Does the QBCC have a passport-size photo of you **that was taken within the last 10 years** that you consent to reuse for this application?

YES – You are not required to complete this section. **Go to section 5.**

NO OR UNSURE? – Please complete all sections on this page.

PLEASE NOTE: Any passport-size photos you provide may be used on other QBCC licences you hold, and you may be required to provide photos for other licences in the future.

- Provide **two (2) identical, certified passport-size photos of yourself that are less than 6 months old** with this restoration application and have a qualified witness complete the declaration below.
- The qualified witness can be a Lawyer, Justice of the Peace, Notary Public, Commissioner for Declarations or a QBCC staff member.
- The photos need to be suitable for **inclusion in a QBCC licence**.
- Your photos will be **valid for 10 years** once they have been received by the QBCC.

CERTIFYING YOUR PASSPORT-SIZE PHOTOS

- Go to a recognised **passport-size photo provider** (such as Australia Post, a professional photographer or a store with printing facilities) and have **two (2) passport-size photos** taken. You may also use passport-size photos that you already have.
- Your passport-size photos must be **high resolution, in colour, meet our photo requirements** and be **less than 6 months old**.
- Take this **form and your two (2) passport-size photos to a qualified witness** and ask them to **certify that the photos are a true likeness of you**, the restoration applicant. The qualified witness must:
 - write the words “This is a true likeness of [insert restoration applicant’s full name]” and sign the back of both of the passport-size photos (see example above) **AND**
 - complete and sign the qualified witness declaration below.
- Using a paper clip, **attach the signed photos to this form** in the space provided above. **DO NOT STAPLE PHOTOS TO THIS FORM.**

QUALIFIED WITNESS DECLARATION

I, [insert full name of qualified witness]

certify the passport-size photos attached to this form are a true likeness of [insert full name of restoration applicant].

I am a: Lawyer Justice of the Peace Notary Public QBCC staff member Commissioner for Declarations

Witness
signature

Date

D	D

 /

M	M

 /

Y	Y	Y	Y

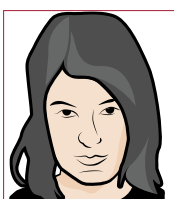
This form must be signed by hand. Digital signatures are not accepted.



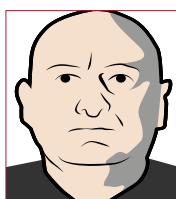
More information about photo requirements and certifying your passport-size photos can be found on the QBCC website at qbcc.build/passport-size-photos.



No glasses.



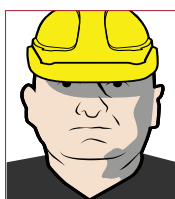
Head/chin must be up and directly looking into the camera.



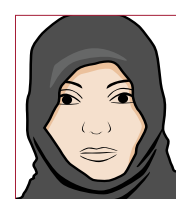
Face and background must be shadow free.



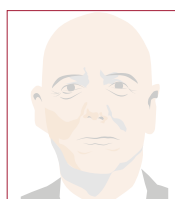
No side profiles. Image should be taken front on.



No hats or objects obstructing a clear view of the face.



Head coverings must not obscure eyes or edges of the face.



Do not overexpose the image. Features must be clear and distinguishable at a glance.

5. PROFESSIONAL INDEMNITY (PI) INSURANCE – PAGE 1 OF 2



You must demonstrate you have professional indemnity (PI) insurance to apply for, renew or restore a pool safety inspector licence. Working without PI insurance is an offence.

PI insurance provides financial protection and may cover some or all of the costs if a contractor has caused building errors or omissions.

EVIDENCE OF PROFESSIONAL INDEMNITY INSURANCE



To demonstrate you have adequate PI insurance you must provide a copy of the **certificate of currency or schedule of insurance** for the policy showing the following:

- **Pool Safety Inspections** in the business description
- **minimum limit of indemnity of \$1,000,000** for any one period of insurance that may arise from the performance by the pool safety inspector of a pool safety inspection function
- indemnity for costs and expenses incurred with the consent of the insurer for **defending or settling a claim** (not limited to an amount less than \$200,000)
- no exclusion or special limitation for **personal injury or property damage**
- no requirement for any particular **disclaimer** to be given by the pool safety inspector to their clients or customers before, during or after the performance of a pool safety inspection function
- indemnity for **breaches of professional duty** as a pool safety inspector arising from an act, error or omission of the inspector after the day the inspector first became a pool safety inspector
- at least **one automatic reinstatement** of indemnity
- indemnity for **negligent performance** of a pool safety inspection function, other than for claims for fraudulent or illegal acts or omissions
- indemnity for **former principals, partners and directors of the employer** of the pool safety inspector who were, but no longer are, pool safety inspectors.

I have attached a **copy** of my **certificate of currency or schedule of insurance**.

PROFESSIONAL INDEMNITY INSURANCE DECLARATION

Complete this section only when the PI insurance policy is in the name of a company, business or trust, not an individual. This declaration should be completed and signed by a company director, principal of the business or trustee of the policy holder.

Name of insured (as it appears on the certificate of currency or schedule of insurance)

Policy number

Current to

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"/>

Insurer/
underwriter

I am the insured or the principal of the insured company/business listed on the **certificate of currency/schedule of insurance attached**.

I have, or the company/business has, professional indemnity insurance that provides the following:

- minimum limit of indemnity of \$ for any one period of insurance that may arise from the performance by the pool safety inspector of a pool safety inspection function

- an insurance period of

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

 /

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

 to

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

 /

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

- provides cover for the following pool safety inspector/s listed under **Schedule A on the next page**.

5. PROFESSIONAL INDEMNITY (PI) INSURANCE – PAGE 2 OF 2

SCHEDULE A – POOL SAFETY INSPECTORS COVERED BY PROFESSIONAL INDEMNITY INSURANCE POLICY

Complete this section only where the insured party is a company or business with nominated employee inspectors.

Pool safety inspector

Pool safety inspector

Pool safety inspector

Pool safety inspector

DECLARATION AND SIGNATURE

This declaration must be signed by either the company director, principal of the business or trustee of the policy holder.

Signature of
director/
principal/trustee

Date

D	D	M	M	Y	Y	Y	Y

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

6. LEGAL ELIGIBILITY AND SUITABILITY

PLEASE NOTE: To hold a licence, a QBCC licensee must be a suitable person. This means that licensees must act with honesty and integrity and comply with the statutory and commercial obligations in relation to their business. QBCC may refuse to issue or renew a licence if you are not a suitable person to hold a licence.

The QBCC is authorised by the *Building Act 1975* to seek information from you to determine your suitability. This may include sensitive information, such as details about past criminal convictions.



You must answer ALL questions in the following section. The QBCC regularly cross-checks the information you provide here with external agencies.

Do you have any disclosable convictions for relevant offences? A conviction includes a finding of guilt, or the acceptance of a plea of guilty, by a court, whether or not a conviction is recorded. Yes No

Relevant offences are offences under the following **relevant Acts**:

- | | |
|--|--|
| - <i>Queensland Building and Construction Commission Act 1991</i> | - <i>Building Act 1975</i> |
| - <i>Planning Act 2016</i> | - <i>Other Australian federal, state or territory, or New Zealand, legislation regulating pool safety inspectors, pool safety or the building and construction industry.</i> |
| - <i>Building and Construction Industry (Portable Long Service Leave) Act 1991</i> | |

A conviction can be for an offence in any state or territory, including Commonwealth, State and Local Government offences.

As a guide, a conviction is usually disclosable if:

- a conviction was recorded for an offence heard in the **Supreme Court or District Court in the past 10 years** (or longer if the sentence is not completed in that time)
- a conviction was recorded for an offence heard in the **Magistrates Court in the past 5 years** (or longer if the sentence is not completed in that time).

You are not required to disclose spent convictions.

Have you:

- | | | |
|---|-----|----|
| <ul style="list-style-type: none"> previously: <ul style="list-style-type: none"> been refused a licence had a licence suspended or cancelled been disqualified from holding a licence under one of the relevant Acts listed above. | Yes | No |
| <ul style="list-style-type: none"> ever had disciplinary action taken against you under one of the relevant Acts listed above. | Yes | No |

Has a court, tribunal or other authority ever made findings about your standard of honesty or integrity? Yes No

Ticked YES? Please provide information about the matters in the space below including details of events, dates and jurisdictions. You also need to provide copies of relevant documents relating to the matters including decisions handed down or summaries of disciplinary action etc.

7. INTERSTATE AND NEW ZEALAND LICENCES

Do you currently hold a licence permitting you to carry out or undertake pool safety inspection functions that was issued by another Australian state or territory, or New Zealand? Yes No

Have you held a licence permitting you to carry out or undertake pool safety inspection functions that was issued by another Australian state or territory, or New Zealand, that has since been suspended or cancelled? Yes No

Ticked YES for either question above? Provide the following details for each licence you hold or held.

Issuing Australian state or territory, or New Zealand

NSW ACT VIC TAS SA WA NT NZ


Licence number

Class of licence (e.g. pool safety inspector)

Has the licence been cancelled or suspended (i.e. excluding voluntary cancellations and/or circumstances where your licence lapsed or was not renewed)? Yes No


Ticked YES? Provide the date licence was suspended or cancelled

D	D	M	M	Y	Y	Y	Y
<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/>

 If you have answered **YES** to any of the above questions, please provide copies of all relevant documentation including:

- copies of interstate or New Zealand licences
- copies of any decisions or proceedings documents if your interstate or New Zealand licence has been suspended or cancelled.

Reason the licence was suspended or cancelled

 **Need to provide details of more than one licence?** Attach a document providing these details for each licence to your application.

8. PAYMENT OF FEES

FEES

Refer to the **restoration fee schedule** below for applicable fees.

Restoration applicants pay a **restoration fee and a year's licence fees**.

The restoration application fee component is **non-refundable if your restoration application is unsuccessful**.



LICENCE CARD

You will be issued with a **QBCC licence card** for no additional cost. It will be posted to you once your licence is approved and will arrive separately to the approval letter.

PAYMENT



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

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 restoration 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

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry

M	M	/	Y	Y

Total Amount \$

RETURN YOUR COMPLETED FORM AND ALL DOCUMENTS

Submit your restoration 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.

INDIVIDUAL RESTORATION FEES SCHEDULE

Effective 1 July 2025 – 30 June 2026

RESTORING A POOL SAFETY INSPECTOR LICENCE

Restoration Application Fee	Licence Fee for first 12 months	Total Restoration Fee
\$459.17*	\$228.90	\$688.07



*** If your restoration application is unsuccessful, this restoration application fee is non-refundable.**

Licence fees and charges increase on 1 July each year due to indexation in line with legislative requirements. You can contact us to find out details about specific fees, charges or prices.

These are the applicable fees under the *Building Act 1975* and *Building Regulation 2021*.

Renewals will be sent to you prior to your renewal due date (one year from the date your licence was originally issued).

The QBCC's licence and application fees are exempt from GST. You will not be issued with a tax invoice.