




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.**

PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information on this form to issue a new card, certificate or owner builder permit. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Your information will only be used for this purpose and will be used or shared in line with your original licence or owner builder permit application collection notice. All information held by the 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

-  Use this form to request a replacement or additional copies of your licence card, licence certificate or owner builder permit.
- A fee will apply for each licence card or certificate unless you did not receive one after your application was approved or your licence renewed.
- If you did not receive your licence card or licence certificate, you can request a replacement free of charge. You must complete the Statutory Declaration on page 3 and ensure QBCC receives this form **within 60 days from the date of issue** of the original card or certificate.

LICENSEE OR OWNER BUILDER PERMIT HOLDER DETAILS

Name of individual
or company

Contact name (for
company licensees)

QBCC licence
number

ACN

Owner Builder
permit number

Postal address

Suburb

State

Postcode

Phone

Mobile phone

Email

Replacement request type Licence card (\$9.33) Licence certificate (\$32.91) Owner Builder permit (\$32.91)

Tell us why you are requesting a replacement card or certificate.

- | | | |
|-----------|--|---|
| Lost | Damaged (Owner Builder permits only) | Not received – QBCC will provide a free replacement card or certificate if you complete the Statutory Declaration on page 3 and return this form to the QBCC within 60 days of when your card/certificate was issued. |
| Stolen | | |
| Destroyed | Additional cards/certificates required | |

SIGNATURE OF LICENSEE OR OWNER BUILDER PERMIT HOLDER

I declare that the information I am providing in this form is true and correct.

Licensee's/
Owner Builder's
signature

Date

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"/>

 /

This form must be signed by hand. Digital signatures are not accepted.
Company licensee requests must be signed by a company office holder.

OFFICE	CRN	<input style="width: 90%;" type="text"/>	Receipt amount	\$	<input style="width: 90%;" type="text"/>	Reference no.	<input style="width: 90%;" type="text"/>
USE ONLY	Receipt no.	<input style="width: 90%;" type="text"/>	Received by	<input style="width: 90%;" type="text"/>			

PAYMENT OF FEES

FEES

Effective 1 July 2024 – 30 June 2025

Licence card fee **\$9.33**.

Licence certificate fee **\$32.91**.

Owner Builder permit fee (printed hard copy) **\$32.91**.

Our fees and charges increase on 1 July each year. You can contact us to find out details about specific fees, charges and prices.



PAYMENT



Your replacement fee (if applicable) 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 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 date

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

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 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 the QBCC forms that include payment details by email.

LICENCE CARD OR LICENCE CERTIFICATE NOT RECEIVED?

 Use the Statutory Declaration provided below to declare your licence card or licence certificate has not been received.
A Statutory Declaration must be witnessed by one of the following:

- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Conveyancer
- Notary Public

 QBCC will only replace the licence card or licence certificate free of charge if you **request it within 60 days** from the date of issue of the original card or certificate.
Providing false or misleading information may lead to prosecution for an offence and possible cancellation of your licence.

**STATUTORY DECLARATION – OATHS ACT 1867
CARD OR CERTIFICATE NOT RECEIVED**

I / We, _____ (insert full name)

of _____ (insert full address)

in the State of _____ (insert state) do solemnly and sincerely declare as follows:

1. Name of licensee _____ (insert name of licensee)
is a holder of a _____ (insert licence classes)
(licence pursuant to the Queensland Building and Construction Commission Act 1991)

2. The licence number is _____ (insert licence number)

3. I / We have not received a _____ licence card _____ certificate from the Queensland Building and Construction Commission within the past 60 days.

I / We make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867*.

Declared by _____ (insert full name of partner)

at _____ (insert town/suburb and city where declaration signed)

Signature of declarant _____ Date declaration signed _____

Declared by _____ (insert full name of declarant)


at _____ (insert town/suburb and city where declaration signed)

Signature of declarant _____ Date declaration signed _____

In the presence of _____ (insert full name of witness)

Type of witness _____ (insert type of witness)

Signature of witness _____ Date declaration signed _____

 Please ensure the statutory declaration is not dated more than one month prior to the date this form is submitted to the QBCC.