

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 process your request for a list of licensed certifiers. This is authorised by the *Building Act 1975*. 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

- The fee to request a list of licensed certifiers is \$15.00 and must be paid in full before QBCC will process your request.
- Please allow five working days for QBCC to process your request from when it is received.
- Lists can be supplied either as a hard copy or via email (in an Excel spreadsheet).
- The list of licensed certifiers will ONLY include information that is contained in the Certifier register.

1. PERSONAL DETAILS

Applicant
(organisation/
association/
individual)

PHONE AND EMAIL We will use your email address to contact you if we need more information for your request.

Business phone

Mobile phone

Email

ADDRESS

Postal address

Suburb

State

Postcode

2. APPLICATION DETAILS

Please indicate which areas or postcodes you require.

You can obtain a list of licensed certifiers according to an area or postcode.

If you require a list by postcode, we recommend that you search a larger area or range of postcodes to increase the likelihood of finding certifiers in the surrounding area.

Area	Brisbane	Gold Coast	Sunshine Coast
	Toowoomba	SE Queensland	All Queensland

Postcode Range (e.g. 4211 - 4290)

Please indicate how you would like to receive the list: As a hard copy Via email (in an Excel spreadsheet)

Reason for requesting list of licensed certifiers (optional)

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

3. PAYMENT OF FEES

LIST OF LICENSED CERTIFIERS REQUEST FEE

Effective 1 July 2024 – 30 June 2025

Hard copy or electronic version **\$15.00**



PAYMENT



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

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 Customer Service Centres can be found on the QBCC website at qbcc.build/contact-us



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