

### QBCC REQUEST FORM SURRENDER LICENCE / LICENCE CLASSES

Request made under section 50, Queensland Building and Construction Commission Act 1991

#### **COMPLETING THIS FORM**

- 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.
- 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 process the surrender of your licence. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Your information will be used for closure of your licence and may be shared with other interstate or New Zealand licensing bodies as required by law, as listed in the QBCC Privacy Policy. Some of this information will be included in the QBCC licensee register and the <a href="https://data.gid.gov.au">data.gid.gov.au</a> open data website.

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 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.

#### 1. LICENSEE DETAILS - FOR COMPANY LICENCES

Please complete this section

Company name

Company licence number

I wish to surrender:

my FULL licence WARNING: this will surrender all your licence classes

OR

the licence classes listed below

Licence classes - ensure all licence classes to be surrendered are listed (e.g. Builder-low rise)

Reasons for surrendering licence or licence classes

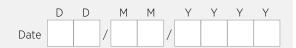
#### 2. DECLARATION - TO BE SIGNED BY A COMPANY DIRECTOR

I declare that by signing this form, I understand that:

- · once the company surrenders the licence or licence class, it will be cancelled by QBCC and will not be reinstated
- if the company holds a continuing class, that the licence class cannot be reissued
- if the company wishes to obtain the licence or licence class in the future, the company will have to submit a new application form, pay the applicable fees and meet all the licensing requirements current at the time
- · the company is required to return its licence cards and any licence certificates to QBCC within 14 days and failure to do so may result in a fine.

Name of Director

Company director's signature



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

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

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## QBCC REQUEST FORM SURRENDER LICENCE / LICENCE CLASSES

### 3. LICENSEE DETAILS - FOR INDIVIDUAL LICENCES

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#### **IMPORTANT**

If your individual licence is cancelled and you decide to reapply for a licence at a later date, you will need to meet all licensing entry criteria current at that time, including the technical qualification. Your current technical qualification may not be sufficient.

criteria current at that time, including the technical qualification. Your current technical qualification may not be sufficient.	
Family name	
Given names	
Licence number	

I wish to surrender:

my FULL licence WARNING: this will surrender all your licence classes

OR

the licence types and classes listed below

Licence types (e.g. Nominee supervisor)	Licence classes (e.g. Builder—low rise)
Electrice types (e.g. Horrilliee super visor)	Electrice classes (e.g. Danaer Tow rise)

Reasons for surrendering licence or licence classes

#### 4. DECLARATION - TO BE SIGNED BY INDIVIDUAL LICENSEE

I declare that by signing this form, I understand that:

- · once I surrender my licence or licence classes, it will be cancelled by QBCC and will not be reinstated
- if I hold a continuing class, that the licence class cannot be reissued
- if I wish to obtain the licence or licence classes in the future, I will have to submit a new application form, pay the applicable fees and meet all the licensing requirements current at the time
- I am required to return my licence cards and any licence certificates to QBCC within 14 days and failure
  to do so may result in a fine.

Licensee's signature

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Date			/		/				

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

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## QBCC REQUEST FORM SURRENDER LICENCE / LICENCE CLASSES



### UNABLE TO RETURN YOUR LICENCE CARD OR LICENCE CERTIFICATE?

Use this statutory declaration provided below to declare if your licence card and/or licence certificate (if you had one) has been lost, stolen or destroyed. A Statutory Declaration must be witnessed by one of the following:

- Justice of the Peace
- Commissioner for Declarations under the *Justices of the Peace and Commissioner for Declarations Act 1991*
- Lawyer
- Conveyancer
- · Notary Public.

# STATUTORY DECLARATION - OATHS ACT 1867 CARD OR CERTIFICATE LOST/STOLEN/DESTROYED

T.	(insert full name)
of	(insert address)
in the State of (insert sta	te) 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 QBCC licence number)
3. The current licence card/certificate issued in my/my company's name has be	een (insert lost/stolen/destroyed)
I make this solemn declaration conscientiously believing the same to be true, a	nd by virtue of the provisions of the <i>Oaths Act 1867.</i>
Declared by (insert full name of de	eclarant)
at (insert town/suburb and city when	re declaration signed)
Signature of declarant	Date D D M M Y Y Y Y declaration signed
In the presence of (insert full name of witness)	
Type of witness (insert type of witness)	
Signature of witness	Date D D M M Y Y Y Y declaration signed /

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