

## 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



**Email:** [info@qbcc.qld.gov.au](mailto:info@qbcc.qld.gov.au)

### PRIVACY NOTICE – PLEASE READ

The QBCC is collecting information on this form to ensure your information in our systems and on the licence register in relation to a particular licensee is correct. This is authorised by the *Queensland Building and Construction Commission Act 1991* (QBCC Act). Your information will be used to maintain your licence and may be shared with other interstate or New Zealand licensing bodies as per the *Mutual Recognition Act 1992* or similar legislation, as listed in the QBCC Privacy Policy. Some of this information will be included in the QBCC licensee register and the [data.qld.gov.au](http://data.qld.gov.au) 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](http://qbcc.build/privacy-info).



### PLEASE READ BEFORE YOU COMPLETE THIS FORM

- QBCC licence holders must inform us of any changes to their individual or company's licence details **within 14 days** of the change being made.
- If you have a **myQBCC account**, you may be able to make some of these updates yourself. For more information, visit [qbcc.build/myqbcc-help](http://qbcc.build/myqbcc-help).
- **Trade, Builder, Design, Inspection, Fire Protection and Mechanical Services** individual and company licence holders can use this form to update their licence details.
- **Certifiers, Pool Safety Inspectors and occupational licensees in a Plumber and Drainer class** can find more information about updating their licence details on the QBCC website at [qbcc.build/update-details](http://qbcc.build/update-details). These licence classes have different processes for updating contact details.

## 1. LICENSEE DETAILS

Provide name of licensee as it appears on their licence card.

Licensee name

QBCC licence  
number

Date change to  
licensee details  
took place

D	D	/	M	M	/	Y	Y	Y	Y

## 2. DECLARATION



**WARNING: Providing false or misleading information may lead to prosecution for an offence and/or cancellation of your licence.**

I declare that:

- the information I am providing 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.

Licensee's  
signature

Date

D	D	/	M	M	/	Y	Y	Y	Y

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

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

### 3. CHANGE OF PARTICULARS REQUEST TYPE

Which change request applies to you?

Complete and send  
relevant pages to  
the QBCC.

Change of contact details - *complete section 4*

Change of address for licensees - *complete section 5*

Change of address for company director - *complete section 6*

Change of name - *complete section 7*

Change of company director or office holder details - *complete section 8*

Change of ABN - *complete section 9*

Change of partnership details - *complete section 10*

Change of business name - *complete section 11*

### 4. CHANGE OF CONTACT DETAILS FOR INDIVIDUAL OR COMPANY LICENSEE

Do you currently hold a separate QBCC individual or company licence?

Please remember to complete a separate form for each licence.

Business phone

Home phone

Mobile phone

Email

### 5. CHANGE OF ADDRESS FOR INDIVIDUAL OR COMPANY LICENSEE

#### BUSINESS ADDRESS UPDATE

- 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 licensee 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





#### POSTAL ADDRESS UPDATE

Postal address

Suburb

State




Postcode





#### HOME ADDRESS UPDATE **For individual licensees only**

Home address

Suburb

State




Postcode





#### REGISTERED ADDRESS UPDATE **For company licensees only**

Registered  
address

Suburb

State




Postcode





### 6. CHANGE OF ADDRESS FOR COMPANY DIRECTOR WHO IS NOT A QBCC LICENSEE

Family name

Given names

Postal address

Suburb

State




Postcode

## 7. CHANGE OF NAME

### COMPANY LICENSEE

Existing name

New name



Attach a copy of your ASIC Name Change Certificate of Registration or an ASIC Current and Historical Company Extract.

### INDIVIDUAL LICENSEE

Existing name

New name




Attach a copy of your amended birth certificate, Deed Poll or marriage certificate etc.

## 8. CHANGE OF COMPANY DIRECTOR OR OFFICE HOLDER DETAILS

### NOTICE OF NEW COMPANY DIRECTOR OR OFFICE HOLDER

Complete this section when a new director or office holder has been appointed for your company.

You must also provide an **ASIC Current and Historical Company Extract** showing this new appointment when you submit this form.

 Any new **director, registered secretary or office holder** listed on the company's ASIC Current and Historical Company Extract must supply a **valid and current certified copy of photo identification** such as a driver's licence, passport or other government issued photo ID card.

You can confirm all the directors that are currently recorded by the QBCC on the website at [qbcc.build/licensee-search](http://qbcc.build/licensee-search).

### CERTIFIED COPY OF ID FOR NEW DIRECTOR OR OFFICE HOLDER

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).

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 service centre. Our staff can view, copy and verify them for you. For more information, visit [qbcc.build/certified-copy](http://qbcc.build/certified-copy).

Place and country of birth (e.g. Brisbane, Australia)

### OTHER LEGAL NAMES

Has the new director or office holder been known by any other legal names? Yes No

 **Ticked YES?** You must provide full details of all previous names you have been known by, including any relevant documentation (copy of proof of name change, marriage certificate etc.).

### NOTICE OF COMPANY DIRECTOR CESSATION

Complete this section when a company director ceases being a company director for your company.

Family name

Given names

### EVIDENCE OF DIRECTOR CHANGE - Attach relevant documents

I have provided a copy of an **ASIC Current and Historical Company Extract**.

The QBCC may request an MFR Report if you have had a significant change to the business and it appears that the changes may have impacted your financial position.

## 9. CHANGE OF ABN

Previous ABN

Updated ABN

## 10. CHANGE OF PARTNERSHIP DETAILS

### PARTNERSHIP DETAILS UPDATE

To update your partnership details, you will need to provide information about the changes that have taken place and supporting documentation. This documentation may vary depending on the type of change to the partnership.

**Please provide details of the changes to your partnership, including when a partnership comes to a close.**

### EVIDENCE OF PARTNERSHIP CHANGE

Please provide the following evidence based on the type of change to your partnership:

#### NEW PARTNER

If you have **added a new partner** to your business:

1. Provide a signed copy of the QBCC's **Partner Declaration form**.



This form is to be completed and signed by each business partner and includes questions about legal eligibility and suitability to be a business partner of a QBCC licence holder.

#### AND EITHER

- 2a. A copy of the partnership agreement that states:



- the names of the parties involved
- the terms of the business partnership
- details of the partnership changes.

#### OR if no partnership agreement exists

- 2b. A copy of the QBCC's Statutory Declaration for Partnership Agreement, found on page 3 of the Partner Declaration form.



A link to the Partner Declaration form can be found on the QBCC website at [qbcc.build/partner-dec](http://qbcc.build/partner-dec).

### CURRENT BUSINESS PARTNER

If you have made changes to your **existing partnership arrangement with your current business partner**:

- 2a. An updated copy of the partnership agreement that states:



- the names of the parties involved
- the terms of the business partnership
- details of the partnership changes.

#### OR if no partnership agreement exists

- 2b. A copy of the QBCC's Statutory Declaration for Partnership Agreement, found on page 3 of the Partner Declaration form.



A link to the Partner Declaration form can be found on the QBCC website at [qbcc.build/partner-dec](http://qbcc.build/partner-dec).

More information about the licensing requirements for partnerships can be found on the QBCC website at [qbcc.build/company-partner-trust](http://qbcc.build/company-partner-trust).

### 11. CHANGE OF BUSINESS NAME



To add or remove a registered business name from your licence, please provide a copy of a Business Names Extract or Registration of Business name.

**I wish to add a registered business name.**

Name

**I wish to remove a registered business name.**

Name

I have provided a copy of my **ASIC Business Names Extract or Registration of Business name.**