



OWNER BUILDER PERMIT

Application to Surrender an Owner Builder Permit

You may surrender your Owner Builder Permit by providing written notice to BSA and returning the permit. Any work carried out under the permit is not residential construction work and is not covered by the Statutory Insurance Scheme.

If you decide to enter into a contract with a licensed building contractor to carry out the owner builder work, the permit *MUST* be surrendered *PRIOR* to signing the contract with the builder.

If a permit is surrendered BSA will refund 50% of the application fee paid only if the permit is surrendered within six months from the date of issue and where no owner builder work has been performed under the permit.

Details of Permit Holder

Surname:			
First Names:			
Postal Address:			Post Code:
Site Address:			Post Code:
Permit Number:		Lot No:	Plan No:

Provide the reason why you want to surrender the permit:

(eg I have decided not to proceed with the permit as I will engage a licensed contractor to carry out the work)

Building Approval Summary

Tick the relevant box from the list below

- I have obtained building approval for this work and the building approval has been cancelled.**
(You must supply written confirmation from the building certifier that the building approval has been cancelled)
- I have not obtained building approval for this work**
(You must supply a current Council Search or letter from your solicitor confirming "Vacant Land Status")
- I have obtained building approval for this work and commenced the owner builder work.**

You must complete ONE of the Declarations below. (Complete the Declaration that applies to your situation).

WARNING: Incorrect or misleading information may lead to the imposition of a penalty under Section 193 of the *Queensland Criminal Code*.

Declaration 1:

(This declaration is for an owner builder who wishes to surrender the permit AND request removal of the Owner Builder Notification from Title).

"I declare I have not performed any building work nor will I perform any building work at this site and under this permit number.

I declare I have either cancelled the building approval or I have not sought building approval and will not seek building approval under this permit number in the future.

I declare I have either returned the original permit to the BSA or the original permit documentation is unable to be located.

I declare the statements contained in this application are true and correct. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1867".

Signature of Permit Holder:

.....

Date:

/ /

OR

Declaration 2:

(This declaration is for an owner builder who wishes to surrender the permit).

"I declare I have either returned the original permit to the BSA or the original permit documentation is unable to be located.

I declare the statements contained in this application are true and correct. I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Oaths Act 1867".

Signature of Permit Holder:

.....

Date:

/ /

PRIVACY NOTICE

BSA is collecting the information on this form to process your application to surrender your owner builder permit. Collection of this information is authorised by the *Queensland Building Services Authority Act 1991*. Disclosure of this information to other parties by BSA in circumstances other than as above can occur with your consent or as authorised or required by law. For further information visit the BSA website at www.bsa.qld.gov.au.

CHECKLIST

Before BSA can action your request to surrender your permit you need to submit this form with the following documents:-

- **The original approved Owner Builder Permit. I have returned the original permit**

Yes

OR

Before BSA can action your request to surrender your permit and remove the Owner Builder Notification from Title you need to submit this form with the following documents:-

- **A Current Title Search (no older than 30 days from the date of your request to surrender.) I have enclosed an original Current Title Search**

Yes

If Building approval was already obtained,

- **a copy of written confirmation from the building certifier confirming the cancellation of the approval. I have enclosed a copy of the cancellation confirmation from the certifier**

Yes

If you have not obtained building approval,

- **a copy of a current Council Search or a letter from your solicitor confirming "Vacant Land Status". I have enclosed a copy of a Council Search or a letter from my solicitor**

Yes

Information and application forms are available on BSA's website at www.bsa.qld.gov.au