

Administrative Access(AA) Policy Guidelines

Document Type	Administrative Access available to	Specific documents available	Associated costs
<p>Copy of Correspondence customer has sent to QBCC or QBCC has sent to customer</p> <p>(may have been sent either by email, mail or online through myQbcc)</p>	Sender or receiver of the document	<p>Correspondence sent between customer and QBCC and QBCC and the customer</p> <p>(At QBCC's discretion if large number of documents. Applicant may need to lodge an IP or RTI application or narrow the scope of the request.)</p>	Free under AA
Licensee Activity Report	<p>Licensee for the report</p> <p>If a licensed company the Director/s of the licensed company within the timeframe of the Activity report requested.</p>	<ul style="list-style-type: none"> Licensee Activity Report 	Free
Owner Builder Permit	Owner of permit	<ul style="list-style-type: none"> Owner builder application and supporting documents Copy of permit Correspondence sent between QBCC and the permit holder 	Free
Owner Builder Permit	Third Party	<ul style="list-style-type: none"> Limited information relating to permit <p>This search is available only for Owner Builder Permits that are active</p>	<p>Online owner builder search available on QBCC website</p> <p>Free</p>
Personnel files	QBCC employees	<ul style="list-style-type: none"> Employees will only be allowed access to their own Personnel file 	Free

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Contractor / builder/ certifier/Searches	Public		<p>Online trade contractor, builder, certifier search available on QBCC website Free</p> <p>Some certifiers and licensees can be located in specific areas can be located on the 'Find a Contractor' search tool on the QBCC website for free</p>
Site/Insurance Searches (up to 6.6 years old)	Owner or prospective buyer of home		Charges will apply
List of QBCC Licensed Certifiers	Public		<p>Charges will apply in accordance with the <i>Building Act 1975</i></p> <p>Or search the Certifier Register on QBCC website for free</p> <p>Some Certifiers in specific areas can be located on the 'Find a Contractor' search tool on the QBCC website for free</p>

Document Type	Administrative Access available To	Specific Documents available	Associated costs
Copy of QBCC Annual Report	Public		FREE of charge via the QBCC website
Documents and Guides	Public		FREE of charge via the QBCC website
Search a Register on home page of QBCC for a number of searches	Public		FREE of charge via the QBCC website
Forms, Fact sheets and publications	Public		FREE of charge via the QBCC website