



APPLICATION FOR REGISTRATION (FORM 2)

Section 8 – *Professional Engineers Act 2002 (Act)*
Approved 11 February 2021
Version 5 (January 2021)

SECTION A: PERSONAL DETAILS	
Title (Mr/Mrs/Ms/Miss/Prof/Dr)	
First name	
Middle name/s	
Surname (family name)	
Preferred name	
Previous name/s known by (if any)	
Date of birth	
Country of birth	
City/Town/Suburb of birth	
State or Territory of birth	
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Is English your first language? (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If no, what is your first language?
Do you identify as Aboriginal or Torres Strait Islander? (optional)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential address (must be a street address—PO Box not accepted)	
Home telephone (include area code)	
Mobile telephone	
Email	
Postal address for correspondence (if different from residential or business address)	
Business / employer name	
Business / employer address (must be a street address—PO Box not accepted)	
Business / employer telephone (include area code)	
Business / employer fax number	
Business / employer email	

Your business / employer details will appear on the register and on the Board's website.

Section 32 of the Act requires registrants to inform the Board about changes to their contact details.

OFFICE USE ONLY		Recommending:
RPEQ #:	IMIS ID:	Date:
TRANS #:	IMIS Checked:	Signed:



SECTION B: REGISTRATION TYPE

What registration type are you applying for registration in?

- practising registered professional engineer non-practising registered professional engineer

Non-practising registered professional engineers must not carry out, or be responsible for the carrying out of, professional engineering services. Different registration fees apply.

SECTION C: EVIDENCE OF IDENTITY

You must provide evidence of your identity by providing: one Category A document and one Category B document OR two Category B documents and one Category C document. Indicate below which evidence of identity documents you are submitting and attach a copy of documents and translation of documents if required.

Category A	Australian / Foreign Passport
	Australian / Foreign Driver's Licence
	Australian Adult Proof of Age Card
	Australian / Foreign Birth Certificate (not commemorative)
Category B	Medicare Card
	Marriage Certificate
	Australian Visa / Immigration Status
	Firearms Licence
	Queensland Government Public Service ID
Category C	Council Rates Notice
	Financial / Bank Card
	Change of name Certificate
	Electoral Roll Entry
	Letter from Employer

SECTION D: ACADEMIC QUALIFICATIONS

List your engineering qualifications. For each qualification, state the full name of the qualification, the name and country of the institution, and the year of graduation.

Qualification	Name of institution	Country of institution	Graduation year



SECTION E: AREA OF ENGINEERING AND ELIGIBILITY FOR REGISTRATION

State the area/s of engineering you are applying for registration in, the entity that assessed your eligibility and the date of assessment. You must also provide evidence of your assessment for registration by an approved assessment entity (this will be provided by the assessment entity).

Area of engineering	Assessment entity	Date of assessment

The areas of engineering and the Board's assessment schemes are listed on the Board's website.

SECTION F: FITNESS TO PRACTISE

Answers to the following questions must be provided pursuant to section 11 of the Act. If your answer to any of the following questions is YES, please provide details on separate but attached page/s. The following information is for the purposes of the Board only.

Q1. Offences

Do you have a conviction, other than a spent conviction, for any of the following:

- an indictable offence; or
- an offence against the Act or the *Professional Engineers Act 1988 (Qld)*; or
- an offence, relating to the practice of engineering, against a law applying, or that applied, in Australia or overseas?

Yes

No

Q2. Suspensions or Cancellations

Has your registration to practise as a professional engineer ever been suspended or cancelled in Queensland, interstate or overseas?

Yes

No

Q3. Disciplinary Action

Have you ever been subject to a disciplinary order by Queensland Civil and Administrative Tribunal, the Queensland Commercial and Consumer Tribunal, or the Professional Engineers Disciplinary Panel?

Yes

No

Q4. Bankruptcy

Are you affected by bankruptcy action in Australia or overseas?

Yes

No

Q5. Control action of a corporation

Are you an executive officer of a corporation affected by control action?

Yes

No

Q6. Health assessment

Have you ever been required by the Board to undergo a health assessment?

Yes

No



SECTION G: CONSENT TO ELECTRONIC NOTICES

Indicate if you consent to receiving electronic notices under the *Electronic Transactions (Queensland) Act 2001*

I consent to receiving all notices, certificates and other information from the Board by email. This applies to any notices, certificates and other information to be given after the date you submit this application. This includes any notices under the Act.

Yes

No

SECTION H: PRIVACY STATEMENT

Your personal information is collected for the purposes of assisting the Board in determining whether or not you are eligible and fit to practise as a registered professional engineer, and to maintain the register of registered professional engineers. The information is required to be collected under the Act. The contact details on this form are required to be collected under section 8(2), (3) & (4) of the Act. As required by section 102(3)(a) of the Act your name and the contact details you provide on this form will be made available for inspection by the public at the Board's office and on the Board's website (www.bpeq.qld.gov.au). All other personal information will be protected in accordance with the Board's obligations under the *Information Privacy Act 2009* and will only be disclosed to third parties if authorised or required under any other State or Commonwealth law. The Board may use third parties to administer and deliver services and communications to you including, but not limited to, newsletters, updates, and online surveys. Some of these third parties may be located outside Australia. Personal information you provide with this application may be transferred to an entity outside Australia and stored outside Australia to administer and deliver these services and communications.



SECTION I: DECLARATION FOR REGISTRATION

I declare:

- a. I am the person named in this application and in the documents provided;
- b. I apply for registration as a registered professional engineer in the area/s of engineering stated in Section E of this form;
- c. I understand that under the terms of the Act, my name, registration status (including the type of registration and area of practice) qualifications, date of registration, contact details and registration number will appear on the public register of professional engineers and the Board's website;
- d. the information provided in this application for registration as a registered professional engineer is true and correct;
- e. I understand it is an offence to state anything on this form, or give the Board any document with this form, that I know is false or misleading in a material particular, and that doing so is a ground for the Board to refuse to register me or, if I become registered, to discipline me or cancel my registration;
- f. I have completed this form with the understanding that a person making a false declaration is liable to the penalties under the Act;
- g. I understand the Board may make enquiries relevant to my registration and ongoing practice;
- h. I undertake to comply with all relevant legislation, Board registration standards and the *Code of Practice for Registered Professional Engineers*;
- i. I understand that I may be liable for disciplinary action under the Act for any contravention of the Board's registration standards or the *Code of Practice for Registered Professional Engineers*;
- j. I have read and understood the Board's privacy and confidentiality statements; and
- k. I consent to BPEQ transferring my personal information outside Australia for the purposes stated in the Privacy Statement.

Print name

Signature

Date



APPLICATION CHECKLIST

To avoid delays in processing your application, please complete the following checklist to ensure you have completed all the necessary steps and are eligible to apply for registration as a RPEQ.

Complete the application

Ensure you answer every question, provide all the requested information and sign the declaration for registration prior to submitting.

Attach your letter of eligibility

You must attach your letter of eligibility for your application to be valid. Your letter will have a title or subject line such as ***Eligibility for Registration as a RPEQ*** and will be provided to you by one of the [approved assessment entities](#).

Attach your identity documents

You must provide your identity documents with your application form. Refer to Section C of the application form for the types of identity documents required.

Submit your completed application

Submit your completed application, with the required supporting documents via one of the following methods:

BY EMAIL: Send your completed application form with the required supporting documents to admin@bpeq.qld.gov.au.

Please ensure the subject of your email is: **Application for RPEQ for Surname, First Name.**

Please ensure your letter of eligibility and identity documents are attached to the email as separate attachments.

BY POST: Send your completed application form with the required supporting documents to

GPO Box 5216
Brisbane QLD 4001
Australia

DROP OFF: You may deliver your completed application form with the required supporting documents to BPEQ's office, during the opening hours of 9:00am to 3:00pm, Monday to Friday at

Level 6, 288 Edward Street
Brisbane QLD 4000
Australia



HOW TO PAY

Once BPEQ has received your completed application, you will receive a **secure payment link** from admin@bpeq.qld.gov.au, to the email address you provided.

Note: your application will not be valid until payment has been received.

SCHEDULE OF FEES

Full year registration fees (01 July to 31 December)		
	Practising RPEQ	Non-practising RPEQ
Registration fee	\$ 273.10	\$ 136.50
Application fee	\$ 74.05	\$ 74.05

Half year registration fees (01 January to 30 June)		
	Practising RPEQ	Non-practising RPEQ
Registration fee	\$ 137.45	\$ 136.50
Application fee	\$ 74.05	\$ 74.05

Annual registration fees (renewals)		
	Practising RPEQ	Non-practising RPEQ
Registration fee	\$ 273.10	\$ 136.50

Other registration fees		
Lapsed application	\$ 74.05	
Refused application	\$ 74.05	
Withdrawn application	\$ 37.05	