



BOARD OF
**PROFESSIONAL
ENGINEERS**
OF QUEENSLAND

RESTORATION OF REGISTRATION — EXPLANATORY NOTES (1 SEPTEMBER TO 28 FEBRUARY)

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ABOUT RESTORATION OF REGISTRATION

If your registration as a registered professional engineer of Queensland (**RPEQ**) has lapsed you may apply to BPEQ to have it restored.

Registration restoration applications will be considered on a case by case basis and BPEQ will only approve a restoration application if it is satisfied that it is reasonable in all circumstances to do so.

Restoration applications can be made up until the end of February the following year. A restoration application made after February in the following year will not be considered by BPEQ.

Time frames to apply for restoration of registration are mandated in the *Professional Engineers Act 2002 (PE Act)*.

REGISTRATION PERIOD

Registration is for a period of no more than 12 months and expires 30 June each year.

HOW TO APPLY

Restoration applications are to be made using the approved Application for Restoration of Registration (Form 4) (**form**). If you have not satisfied BPEQ's continuing registration requirements or have a fitness to practise issue, you should attach all relevant documents with your form when submitting your restoration application.

HOW TO COMPLETE YOUR APPLICATION

You must fully complete the form and attach all required documents (attachments should clearly identify the applicant). If you do not, your restoration application may be invalid and may not be processed.

Documents or, copies of documents in languages other than English, must be translated prior to submitting to BPEQ.

Please contact BPEQ at admin@bpeq.qld.gov.au or call 07 3210 3100 if you have any questions or need help completing your application. A list of frequently asked questions (**FAQs**) is available on the [BPEQ website](#).

Personal details

You must provide various personal details in the form.

BPEQ will use your residential address, business / employer address, and email address to send correspondence, including notices as required under the PE Act. Your residential address cannot be a PO Box.

If your registration is restored, the following of your personal details will be kept in BPEQ's register of RPEQs which is open for inspection by members of the public:

- your first name, middle name(s), and surname; and
- your preferred name (if any); and
- your business / work name; and
- your business / work address; and
- your business / work telephone; and
- your business / work facsimile; and/or
- your business / work email.

Your residential address will be used if you do not have a business / employer address (e.g. you are not practising or are not practising predominantly at one place).

Details including name, RPEQ number, date of registration, business / employer name and business / employer suburb / city, postcode, state / territory and country also appear in the online RPEQ Directory available on BPEQ's website.

Your other personal information is collected to authenticate your identity when you contact BPEQ to discuss your personal information and assist BPEQ in performing its functions under the PE Act.



Business / employment details

Details you provide in this section will appear in the online RPEQ Directory.

If you do not have a business/employer address (e.g. you are not employed, you are not practising, or you are not practising predominately at one workplace) then your residential address will be used as your primary contact address.

Registration type & area of engineering

You must indicate whether you are restoring as a practising RPEQ or non-practising RPEQ.

You can only restore your registration in the area/s of engineering that you were previously registered for.

You cannot be restored in an area/s of engineering for which you have not been assessed as qualified and competent. If you wish to be registered in an area/s of engineering in which you were not previously registered for, you will need to make another registration application (for more information see BPEQ's [General Registration Process Policy](#)).

Continuing professional development

You must state whether you have satisfied continuing registration requirements.

Continuing registration requirements are requirements that, if satisfied, demonstrate that an applicant for restoration of registration has maintained competency in the practice of engineering in each area of engineering for which the applicant is registered.

You will satisfy the continuing registration requirements if:

- you are registered with an approved assessment entity, and you comply with the continuing professional development (**CPD**) requirements of the assessment entity; or
- you have complied with BPEQ's CPD requirements.

For practising RPEQs, BPEQ's requirements are 150 hours of structured CPD over the three (3) years before the date you sign the declaration on the form. For non-practising RPEQ's, BPEQ's requirements are 150 hours of structured CPD over the five (5) years before the date you sign the declaration on the form.

If you declare that you have complied with BPEQ's CPD requirements, BPEQ may audit your CPD. If you are selected for audit, you will be required to provide a copy of your CPD log. BPEQ may require further evidence of your completion of CPD including, but not limited to, receipts for payment of attendance fees and notes taken during activities. You must provide this information at your cost.

If you have not satisfied BPEQ's CPD requirements, you must state the extent to which you have satisfied the requirements and explain why you have not fully satisfied them. Attach all relevant documents to your outline restoration application before submitting.

For more information see BPEQ's [Continuing Registration Requirements Policy](#).

Fitness to practise

You do not need to declare any matter previously disclosed to BPEQ in any previous application for restoration of registration. You should declare any new matters that you became aware of in the current registration year, and matters that have not previously been disclosed to BPEQ.

For new declarations that might affect your fitness to practise as a RPEQ:

bankruptcy means:

- you are a bankrupt in respect of a bankruptcy from which you have not been discharged, whether in
- Australia or in an external territory of foreign country
- you have the status of an undischarged bankrupt under the law of an external territory or a foreign country;
- your property is subject to control by the Official Trustee or another specified registered trustee or a solicitor, whether under a personal insolvency or otherwise, under the *Bankruptcy Act 1966* (Cth) (**Bankruptcy Act**) or the corresponding law of an external territory or foreign country;
- you have executed a personal insolvency agreement under *Bankruptcy Act* or the corresponding law of an external territory or foreign country, and the terms of the agreement have not been fully complied with;



- you are party to a debt agreement under the *Bankruptcy Act* or the corresponding law of an external territory or foreign country.

control action means:

- execution of a deed of company arrangement under the *Corporations Act 2001* (Cth) (***Corporations Act***) or the corresponding law of an external territory or a foreign country;
- a winding-up, whether voluntarily or under court order, under the *Corporations Act* or the corresponding law of an external territory or foreign country;
- appointment of an administrator, liquidator, receiver, or receiver and manager under the *Corporations Act* or the corresponding law of an external territory or foreign country.

conviction means a conviction by or before any court for an offence, whether recorded, in Australia or overseas.

rehabilitation period, for a conviction, means—

- (a) in relation to a conviction on indictment recorded against a person who in relation to that conviction was not dealt with as a child —
 - i. a period of 10 years commencing on the date the conviction is recorded; or
 - ii. where an order of a court made in relation to the conviction has not been satisfied within that period of 10 years—a period terminating on the date the order is satisfied;

whichever period is the later to expire; or

- (b) in relation to a conviction recorded against a person where paragraph (a) above does not apply—

- i. a period of five (5) years commencing on the date the conviction is recorded; or
- ii. where an order of a court made in relation to the conviction has not been satisfied within that period of five (5) years—a period terminating on the date the order is satisfied;

whichever period is the later to expire.

revival, for any conviction for which a rehabilitation period has expired, means the following:

- (1) Subject to paragraph (2) below, where a person who has incurred a conviction—

- a. in relation to which the rehabilitation period is running; or
- b. in relation to which the rehabilitation period has expired;

is again convicted for an offence in Australia or overseas—

- c. in the case referred to in subparagraph (a) above—the rehabilitation period in relation to that conviction commences again to run on the date the offender is again convicted and any part of the rehabilitation period that elapsed between that conviction and that date is disregarded; and
- d. in the case referred to in subparagraph (b) above—that conviction is taken to be revived and the rehabilitation period in relation to that conviction commences again to run on the date of the revival of that conviction.

- (1A) However, if the subsequent conviction is quashed on appeal, the provisions of subparagraphs (c) or (d) above (whichever is appropriate) do not apply and it is as if the subsequent conviction had not been incurred.

- (2) Paragraph (1) above does not apply where the offence for which a person is subsequently convicted is a simple offence or a regulatory offence or an offence that if committed in Queensland would be a simple offence or a regulatory offence or an offence in respect of which the offender could be dealt with in summary proceedings unless the court by which the person is subsequently convicted is satisfied that, having regard to the public interest, previous convictions recorded against the person, or any of them, should be revived and pronounces accordingly in its order.

- (3) Where a court pronounces in its order that one or some only of several convictions recorded against a person are to be revived the provisions of paragraph (1) above applies in respect of that conviction or those convictions.



spent conviction means:

a conviction in Australia or overseas for which any rehabilitation period (or equivalent overseas concept) has expired and that is not revived.

The list of issues that might affect your fitness to practise is not exhaustive. If you have any doubt about whether an issue might affect your ability to competently and safely practise as a RPEQ, you must contact BPEQ at admin@bpeq.qld.gov.au or call 07 3210 3100 to discuss before lodging your notice.

Further information

You must explain why you did not renew your registration for BPEQ to decide whether to approve your application.

Consent to electronic notices

By completing the form, you consent to receiving all notices, certificates and other information from BPEQ by email. This applies to any notices under the PE Act, certificates and other information to be given after the date you submit this application.

Privacy statement

Your personal information is collected for the purposes of assisting BPEQ in determining whether or not you are eligible and fit to practise as a RPEQ and to maintain the register of registered professional engineers. The information is required to be collected under the PE Act. The contact details on this form are required to be collected under section 18(3), (5) and (6) of the PE Act. As required by section 102(3)(a) of the PE Act your name and the contact details you provide on this form will be made available for inspection by the public at BPEQ's office and on the BPEQ website (www.bpeq.qld.gov.au). All other personal information will be protected in accordance with BPEQ'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. BPEQ 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 and stored outside Australia to administer and deliver these services and communications.

Please visit www.bpeq.qld.gov.au for more privacy information and information about how to access or amend documents containing your personal information.

Declaration for restoration of registration

If you do not make the declaration, your application will be invalid and will not be processed.

Fees and payment

Registration fees are subject to change, up to date fee information can be found on the [BPEQ website](#). Registration fees are GST exempt.

Payment is required at the time of submitting your restoration application. Otherwise, your registration application will be invalid. Payment can be made by Visa or Mastercard.

Your Tax Receipt will be available through your My Account portal 24 hours after payment has been received.

False or misleading statements in form or documents attached with application

Making a false or misleading statement in the form or providing a false or misleading document with your application is an offence against the PE Act and is a ground for disciplining a RPEQ or cancelling registration.

Lodgement

You can lodge your application by post or email, details of which can be found on the [BPEQ website](#).



PROCESSING PERIOD

BPEQ will endeavour to process your application within two (2) weeks of receiving it (*processing period*). If there are issues with your qualification for registration or fitness to practise, however, the processing period will be longer.

AMENDING APPLICATION DURING PROCESSING PERIOD

To amend your application (the form or any supporting documentation) during the processing period, email the amendments from your email address stated in the form to admin@bpeq.qld.gov.au.

NOTIFICATION REQUIREMENTS DURING PROCESSING PERIOD

During the processing period, you must amend your application immediately if any of the information in your application changes. This includes, but is not limited to:

- any of your personal or business / employer information changes; or
- a fitness to practise issue arises that you did not declare on the form.

If you are registered and it is subsequently revealed that information in your application (form or any supporting documents) changed but you did not advise BPEQ you can be prosecuted for the false or misleading statement / document offence detailed above and disciplined and your registration can be cancelled.

FURTHER INFORMATION DURING THE PROCESSING PERIOD

During the processing period, BPEQ may require you to provide other relevant information it reasonably requires to decide your application. If BPEQ requires other information from you, it will give you a notice stating:

- the required information;
- the time by which you must give the information to BPEQ; and
- if you do not give the information to BPEQ within a certain time (at least 21 days after the date of the notice) your application will lapse.

You may request an extension of time to give BPEQ the information, which BPEQ may grant if satisfied it would be reasonable in all the circumstances.

If you do not provide the requested information within the time stated, your application will lapse.

CRIMINAL HISTORY CHECKS AND OTHER ENQUIRIES

BPEQ may obtain your criminal history in Australia or overseas and conduct any other inquiries it considers necessary regarding matters relevant to your application without consulting you.

RESTORATION DECISION

BPEQ will notify you in writing whether it has restored or refused to restore your registration and, if it restores your registration, whether it has imposed conditions.



APPLICATION FOR RESTORATION OF REGISTRATION (FORM 4)

Section 23 – *Professional Engineers Act 2002 (Act)*
Approved 11 February 2021
Version 8.1 (December 2020)

SECTION A: PERSONAL DETAILS	
RPEQ number	
Area/s of engineering	
Title (Mr/Mrs/Ms/Miss/Prof/Dr)	
First name	
Middle name/s	
Surname (family name)	
Preferred name	
Previous name/s known by	
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"/> Prefer not to say
Is English your first language? <i>(Optional)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If no, what is your first language? <input type="text"/>
Do you identify as Aboriginal or Torres Strait Islander? <i>(Optional)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Residential address <i>Must be a street address—PO Box not accepted</i>	
Home telephone <i>Include area code</i>	
Mobile telephone	
Email	
Postal address for correspondence <i>If different from residential or business address</i>	
Business / employer name	
Business / employer address <i>Must be street address—PO Box not accepted</i>	
Business / employer telephone <i>Include area code</i>	
Business / employer fax number	
Business / employer email	

Your business details will appear on the register and 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 AND AREA OF ENGINEERING

State the registration type and the area /s of engineering you are applying for restoration.

- practising registered professional engineer non-practising registered professional engineer

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: CONTINUING PROFESSIONAL DEVELOPMENT

Are you registered with a Board-approved assessment entity and do you comply with the continuing professional development (CPD) requirements?

Yes No

If YES, state entity below, then proceed to the next section. If NO, proceed to the next question.

Have you complied with the Board's CPD requirements?

Yes No

If YES, proceed to the next section. If NO, provide an explanation on separate but attached page /s why you have not complied with continuing registration requirements and attach all relevant documents.

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.

You do not need to declare any matter previously disclosed to the Board in any previous application for renewal. Only declare matters that you became aware of in the current registration year or otherwise not previously disclosed to the Board.

Q1. Offences

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

- i. an indictable offence; or
- ii. an offence against the *Act* or the *Professional Engineers Act 1988 (Qld)*; or
- iii. 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: FURTHER INFORMATION

Explain why your registration was not renewed on or before 30 June. Please include any other relevant information/documents to support your explanation e.g. medical certificate. You may do this by way of attachment if the field below is not big enough.

SECTION H: 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 I: 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 23(2), (4) and (5) 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 J: DECLARATION FOR RESTORATION OF REGISTRATION

I declare:

- a. I am the person named in this application and in the documents provided;
- b. I apply for restoration of registration as a registered professional engineer in the area/s of engineering stated in Section B 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 restoration of 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 the Board transferring my personal information outside Australia for the purposes stated in the Privacy Statement.

Print name

Signature

Date



TAX INVOICE RESTORATION

REGISTRATION INFORMATION

Amount due	Registration valid to
\$306.25	30 June 2022
RPEQ Practising restoration fee (GST exempt)	Registration is valid for a period of no more than 12 months, expiring end of financial year.
\$185.75	
RPEQ Non-Practising restoration fee (GST exempt)	

HOW TO PAY

Credit: Enter credit card payment details below and post to PO Box 15213, CITY EAST QLD 4002

VISA Mastercard			
Cardholder name			
Card #		Card expiry	/
Total fees A\$		Signature	

Direct debit: Complete Direct Debit Request Form and post to PO Box 15213, CITY EAST QLD 4002 with Tax Invoice

Credit card and account information is not stored by BPEQ and will be destroyed after payment has been accepted.

A receipt will be issued following restoration.