

When completed, this form is classified OFFICIAL Sensitive

Notice of completion

*Building Act 2011 section 33
Building Regulations 2012, regulation 4*

PERMIT AUTHORITY
USE ONLY

Reference number

BUILDER / DEMOLITION
CONTRACTOR USE

Reference number

Permit authority

1. Property this notice relates to

Property street
address (provide lot
number where
street number is not
known)

Unit no:

Street no:

Level:

Lot no:

Street name:

Street type:

Street suffix:

Suburb:

State:

Postcode:

Permit number

2. Details

Completion details

☐ Building work

☐ Stage of building work

☐ Demolition work

☐ Stage of demolition work

Date of completion:

Final value of contract: \$

Swimming/spa pool
or safety barrier

Does this notice of completion relate to or include:

a swimming/spa pool or associated safety barrier?

☐ Yes

☐ No

Builder / demolition
contractor's name

Registration details
(if applicable)

Registration number / licence number / owner-builder approval number:

Email address

Phone/Mobile

Phone no:

Mobile No:

Street address
(provide lot number
where street
number is not
known)

Unit no:

Street no:

Level:

Lot no:

Street name:

Street type:

Street suffix:

Suburb:

State:

Postcode:

Country:
(if not Australia)

OR

PO Box address	PO Box no:		Suburb:
	State:	Postcode:	Country (if not Australia):

3. Notification

1. I am the builder/demolition contractor named on the permit.
2. The work, or the stage of work, for which the permit was granted, is completed.
3. I attach a copy of a certificate for each inspection or test mentioned on the building permit.

Builder / demolition
contractor's
signature

Signature:

Date:

4. Inspections and tests completed (applies to building permits only)

Inspections completed		Evidence attached?
Dates and types of inspections (provide inspection certificates)	1.	☐ Yes ☐ No
	2.	☐ Yes ☐ No
	3.	☐ Yes ☐ No
	4.	☐ Yes ☐ No
	5.	☐ Yes ☐ No
Tests completed		Evidence attached?
Date and types of tests (provide test certificates)	1.	☐ Yes ☐ No
	2.	☐ Yes ☐ No
	3.	☐ Yes ☐ No
	4.	☐ Yes ☐ No
	5.	☐ Yes ☐ No

Please note:

1. The notice of completion must be given to the relevant permit authority within **SEVEN (7) DAYS** of completion of the work, or the stage of work, for which the permit was granted.
2. Failure to submit this notice of completion attracts a penalty of up to \$10,000.
3. The submission of this notice of completion does not authorise the occupancy of a Class 2 – Class 9 building for which an occupancy permit is required.

Privacy collection notice

All personal information collected in this form will be used for the purposes of the assessment and determination under the *Building Act 2011* (Act); communicating with you; and any other related reporting requirements or compliance functions of a permit authority under the Act; or in connection with another written law. To understand more about how your personal information will be used and managed by the local government permit authority, please refer to the privacy notice on their website or contact them directly.