

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:
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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.