

## 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

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### 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

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### 2. Details

Completion details

<input type="checkbox"/> Building work	<input type="checkbox"/> Stage of building work
<input type="checkbox"/> Demolition work	<input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Builder / demolition contractor's name

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Registration details (if applicable)

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

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Phone/Mobile

Phone no:	Mobile No:
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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.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	5.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Tests completed		Evidence attached?
Date and types of tests (provide test certificates)	1.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	2.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	3.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	4.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	5.	<input type="checkbox"/> Yes <input type="checkbox"/> 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.