

This form is made under section 51 of the Building Regulation 2021 and may be used by the builder for the work to meet their obligations to notify the building certifier that a stage of building work is completed and ready for inspection.

<p><b>1. Builder details</b></p> <p>If the builder works for a company, a contact person must be shown.</p>	<p>Name <i>(in full)</i></p> <p>.....</p> <p>Company name <i>(if applicable)</i> <span style="float: right;">Contact person</span></p> <p>.....</p> <p>Business phone number <span style="float: right;">Mobile number</span></p> <p>.....</p> <p>Email address</p> <p>.....</p> <p>Postal address</p> <p>.....</p> <p>..... State ..... Postcode .....</p>
<p><b>2. Property description</b></p> <p>The description must identify all land the subject of the application.</p> <p>The lot and plan details (e.g. SP/RP) are shown on title documents or a rates notice.</p> <p>If the plan is not registered by title, provide previous lot and plan details.</p>	<p>Street address <i>(include number, street, suburb/locality and postcode)</i></p> <p>.....</p> <p>..... State ..... Postcode .....</p> <p>Lot and plan details <i>(attach list if necessary)</i></p> <p>.....</p> <p>Local government area the land is situated in</p> <p>.....</p> <p>Building development approval number</p> <p>.....</p> <p>Building certifier's reference number</p> <p>.....</p>
<p><b>3. Assessment manager/building certifier</b></p> <p>A copy of this notice must be forwarded to the assessment manager/building certifier.</p> <p>If the assessment manager/building certifier works for a company, a contact person must be shown.</p>	<p>Name <i>(in full)</i></p> <p>.....</p> <p>Company name <i>(if applicable)</i> <span style="float: right;">Contact person</span></p> <p>.....</p> <p>Business phone number <span style="float: right;">Mobile number</span></p> <p>.....</p> <p>Email address</p> <p>.....</p> <p>Postal address</p> <p>.....</p> <p>..... State ..... Postcode .....</p> <p>Licence number</p> <p>.....</p>

<p><b>4. Inspection</b></p> <p>The building work has been carried out to the completion of a stage and is ready for inspection.</p>	<p>Indicate stage completed</p>
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<p><b>5. Signature of builder</b></p>	<p>Signature</p> <p>.....</p>	<p>Date</p> <p>.....</p>
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**LOCAL GOVERNMENT USE ONLY**

<p><b>Date received</b></p>		<p><b>Reference number/s</b></p>	
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**PRIVACY NOTICE**

The Department of Energy and Public Works is collecting personal information as required under the *Building Act 1975*. This information may be stored by the Department, and will be used for administration, compliance, statistical research and evaluation of building laws. Your personal information will be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the *Building Act 1975*. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.