

Section 143A(2) of the *Building Act 1975* requires the client, within 10 business days after the engagement starts, to give the private certifier the owner's name and contact details, unless the client has a reasonable excuse.

Note: the client (where not the owner) may use this form to provide the owner's details to the private certifier in order to fulfil their obligations under section 143A(2).

<p>Notify the private certifier engaged for the assessable work of the owner's contact details.</p>	<p>Provide the owner's name and contact details to the private certifier for the assessable work.</p> <p>I, <i>(insert name of private certifier)</i></p> <p>.....</p> <p>as the building certifier for the assessable work.</p> <p>Company name <i>(if applicable)</i></p> <p>.....</p>																		
<p>1. Property description</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>2. Owner details</p> <p>If the applicant is a company, a contact person must be shown.</p> <p>All correspondence will be mailed to this address.</p>	<p>Name <i>(in full)</i></p> <p>.....</p> <table border="0" style="width: 100%;"> <tbody> <tr> <td>Company name <i>(if applicable)</i></td> <td>Contact person</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>Business phone number</td> <td>Mobile number</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>Email address</td> <td></td> </tr> <tr> <td>.....</td> <td></td> </tr> <tr> <td>Postal address</td> <td></td> </tr> <tr> <td>.....</td> <td></td> </tr> <tr> <td>..... State Postcode</td> <td></td> </tr> </tbody> </table>	Company name <i>(if applicable)</i>	Contact person	Business phone number	Mobile number	Email address			Postal address	 State Postcode	
Company name <i>(if applicable)</i>	Contact person																		
.....																		
Business phone number	Mobile number																		
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..... State Postcode																			

3. Client's details (who is not the owner) If the client works for a company, a contact person must be shown.	Name <i>(in full)</i>	
	Company name <i>(if applicable)</i>	Contact person
	Business phone number	Mobile number
	Email address	
	Postal address	
	State _____ Postcode _____	
	Licence number	
4. Signature of building certifier for the work	Signature	Date
	_____	_____

LOCAL GOVERNMENT USE ONLY

Date received		Reference number/s	
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Appendix – explanatory information

The owner may give an additional certification notice (Form 31 can be used as this notice) to you (the client) as a direction to ask the building certifier to perform additional certification functions.

Section 143B(5) of the *Building Act 1975* requires the building certifier to perform any additional certification inspections stated in the additional certification notice (Form 31) on or before the agreed day, unless the certifier has a reasonable excuse.

The agreed day

The agreed day is defined under section 143B(11) of the *Building Act 1975* as the day agreed to by, or worked out under an agreement between the client (you), the building certifier, the owner and the builder (if not you, the client) for the work that is the subject of the additional certifying function to be undertaken by the building certifier.

If the agreed day is not decided within 10 business days after the day the client gives a copy of the additional certification notice (the relevant day) to the building certifier, then the building certifier must nominate the agreed day or a way to determine the agreed day.

For instance, if such an agreement cannot be reached, within 15 days after the relevant day (10 days after the client gives a copy of the additional certification notice to the building certifier) then the building certifier must either **nominate a day**, or **a way to determine the agreed day** and then inform the client and owner. For example, the certifier may nominate the way to determine the agreed day is within two days of the date when the client contacts the building certifier and tells them the building work the subject of the additional certifying notice is ready to be inspected.

Cost of additional inspections

Under section 143B of the *Building Act 1975* the owner is liable for the reasonable costs of the performance of any additional inspections of assessable building work described in the additional certification notice. The building certifier will determine a reasonable cost to carry out any additional certifying functions.

The owner cannot request additional certifying functions for building work if the building certifier for the work was engaged to inspect the building work before 1 October 2020.

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.