

This form is made for the purpose of sections 98 and 99 of the *Building Act 1975*.

The building certifier for the work must give this signed form to the owner as the final inspection certificate for a single detached class 1a buildings and class 10 buildings or structures (excluding swimming pools and swimming pool fences) certifying the work is compliant with the building development approval.

**Note:** Form 17 – Final inspection certificate – swimming pool fences is the final inspection certificate for a regulated pool under the *Building Act 1975*.

Additional explanatory information is included in the Appendix at the end of this form.

<p><b>1. Owner details</b></p> <p>If the owner 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> <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 style="text-align: right;">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 style="text-align: right;">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><b>3. Building description</b></p>	<p>Building description <span style="float: right;">Class of building/structure</span></p> <p>.....</p>
<p><b>4. Details of the building development approval</b></p>	<p>Building development approval number <span style="float: right;">Building certifier reference number</span></p> <p>.....</p>

<p><b>5. Performance standards</b></p> <p>If the building work uses a performance-based solution, list the performance requirements used.</p>	<p>Performance requirements</p>
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<p><b>6. Certification</b></p> <p>Pursuant to section 10 of the <i>Building Act 1975</i> for the performance of building certification functions.</p>	<p>I certify that on an inspection carried out in accordance with best industry practice, the building work for the above building or structure was inspected and complies with the building approval or certificates of inspection were accepted from competent persons at the following stages of the construction.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 20%;">Date of inspection</th> <th style="width: 20%;">Date of certificate</th> </tr> </thead> <tbody> <tr> <td>Foundation and excavation stage</td> <td></td> <td></td> </tr> <tr> <td>Footing/slab stage</td> <td></td> <td></td> </tr> <tr> <td>Frame Stage</td> <td></td> <td></td> </tr> <tr> <td>Final stage</td> <td></td> <td></td> </tr> <tr> <td>Other stages</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Dated this ..... Day of ..... 20 .....</p>		Date of inspection	Date of certificate	Foundation and excavation stage			Footing/slab stage			Frame Stage			Final stage			Other stages								
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Final stage																									
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<p><b>7. Building certifier</b></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>
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<p><b>8. Signature of building certifier for the work</b></p>	<p>Signature <span style="float: right;">Date</span></p> <p>.....</p>
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**LOCAL GOVERNMENT USE ONLY**

<b>Date received</b>		<b>Reference number/s</b>	
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## Appendix – explanatory information

### Who can complete and sign a Form 21? (section 99(2) of the *Building Act 1975*)

The relevant building certifier must complete and sign the Form 21 for the purpose of stating the work is certified compliant with the building development approval.

The building certifier is required to attach to this form, all relevant inspection documentation that has been relied on by the building certifier to certify the building work complies with the building development approval. Inspection documentation, for inspection of building work, means the following documents given for the building work:

- a compliance certificate
- a notice, given to the builder for the work by or for the building certifier about an inspection of the work
- a certificate about an inspection under this Act
- a final inspection certificate
- a certificate of occupancy
- a certificate relating to the inspection of the building work relied on by the relevant building certifier.

Examples of the above documents are the **Form 16 – Inspection certificate, 43 – Aspect certificate (QBCC licensee) and 12 – Aspect Inspection Certificate (appointed competent person)**.

Visit the [Business Queensland website](#) for all approved and administrative building forms published by the department.

### When is a Form 21 issued? (section 99 of the *Building Act 1975*)

If the building certifier is satisfied the final stage of building work complies with the building development approval and the inspection was carried out under industry best practice, that the work complies with the building development approval, they must within the required period give the Form 21 and the inspection documentation to the owner. The required period means the period that ends five business days after:

- accepting all the inspection documentation relied on by the building certifier, or
- all of the building work has been inspected.

### Giving inspection documents to the relevant local government (section 149 of the *Building Act 1975*)

A private certifier must give the relevant local government copies of all inspection documentation within five business days after one of the following happens:

- the giving of the final inspection certificate for the building work or a certificate of occupancy for the relevant building
- the discontinuance of the engagement of the private certifier
- the lapsing of the building development approval; in these circumstances the certifier must also give the local government a copy of the relevant reminder notice issued under section 95 of the Building Act.

However, if the inspection documentation includes certificates relied on by the certifier, the five business days do not start until after the certifier has accepted all the certificates.

**Note:** under section 150 of the Building Act the building certifier must keep all inspection documentation for at least seven years.

### Competent person (section 10 of the *Building Act 1975* and Part 6 of the BR 2021)

A building certifier must assess and decide to appoint an individual as a competent person before they can, as a competent person, give design-specification help. The building certifier is required to keep detailed records about what was considered when appointing a competent person.

A competent person cannot give inspection help to a building certifier until they have been appointed by the building certifier. For further information about assessment of someone as a competent person refer to the **Guideline for the assessment of competent persons**.

Under section 36 of the Building Regulation 2021, the building certifier must record the details of their decision making to appoint a competent person and keep this record for at least 7 years. A maximum 20 penalty units apply for each offence committed under this provision.

### Inspection help (section 34 of the BR 2021)

A building certifier must be satisfied that an individual is competent to give the type of inspection help having regard to the individual's experience, qualifications and skills and if required by law to hold a licence or registration, that the individual is appropriately registered or licensed.

For further information about [conducting inspections for class 2 to 9 buildings](#), refer to the **Guideline for inspection of class 2 to 9 buildings**.

For further information about conducting inspections for detached class 1a and 10 buildings or structures refer to the **Guideline for inspections of class 1 and 10 buildings and structures**.

### 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.