

## 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. Notification

1. I am the builder/demolition contractor named on the permit.
2. The building work/stage of building work/demolition work has been completed in accordance with the conditions of the building permit/demolition permit.
3. The work I have completed complies with the plans and specifications specified in the applicable certificate of design compliance (applies to building permits only).
4. I attach a copy of each certificate for each inspection or test mentioned on the permit (applies to building permits only).

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 \$

Builder / demolition  
contractor's name

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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)
Email address				
Phone/fax	Phone no		Fax	
Registration details (if applicable)	Registration number / licence number / owner-builder approval number			
Builder / demolition contractor's signature	Signature			Date

**3. 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
	6.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	7.	<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
	6.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	7.	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Please note:**

The builder or demolition contractor named on the permit must give a notice of completion to the relevant permit authority within seven (7) days of completion of the work, or stage of the work for which the permit was granted.