NOTICE FORM BA7

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	

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	

2. Details

Completion details	☐ Building work	☐ Stage of building work
	☐ Demolition work	☐ 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? ☐ Yes ☐ No
Builder / demolition contractor's name	
Registration details (if applicable)	Registration number / licence number / owner-builder approval number:
Email address	
Phone/Mobile	Phone no: / Mobile No:

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:

4. Inspections and tests completed (applies to building permits only)

Inspections completed		**Evidence attached?**
Dates and types of inspections (provide inspection certificates)	1.	☐ Yes ☐ No
	2.	☐ Yes ☐ No
	3.	☐ Yes ☐ No
	4.	☐ Yes ☐ No
	5.	☐ Yes ☐ No

Tests completed		**Evidence attached?**
Date and types of tests (provide test certificates)	1.	☐ Yes ☐ No
	2.	☐ Yes ☐ No
	3.	☐ Yes ☐ No
	4.	☐ Yes ☐ No
	5.	☐ Yes ☐ 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.