



ABN 6010 3855 713

COMPLETION OF BUILDING WORK COMPLIANCE DECLARATION

About this form

Builders must use this form to make a Compliance Declaration under section 38 of the *Building Act 2002 (NI)*. The Compliance Declaration is to be made by the person who carried out the building work for the structure when all stage of the building work is complete and if the person who carried out the work is satisfied that the building work has been completed in accordance with the relevant building approval and the *Building Act 2002 (NI)*. The Compliance Declaration is issued to the owner of the structure and to the General Manager.

How to complete this form

1. Ensure that all fields have been filled out correctly in BLOCK LETTERS.
2. Please note that all fields on this form are mandatory and must be completed before submitting this form.
3. Once completed you may submit this form by mail, email or in person. Please see Lodgement Details below.
4. If there is insufficient space to provide details on this form, please attach a separate sheet(s).

Privacy

Your personal information will be collected, stored, used and treated in compliance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APP) in force from time to time. Where they are not inconsistent with the above Commonwealth laws, Section 739 of the *Local Government Act 1993 (NSW)(NI)* (protection of privacy) as well as the NSW Model Privacy Management Plan for Local Government and the Privacy Code of Practice for Local Government (NSW) may also be or become applicable to our management and use of your personal information.

If you need help, wish to discuss your proposal or have any questions please contact the Council's Planning & Development Office - www.norfolkisland.gov.nf

LODGEMENT DETAILS

(You can lodge the completed Staged Compliance Declaration Notice to General Manager by)

Mail:	Norfolk Island Regional Council Planning & Development PO Box 95 NORFOLK ISLAND 2899	Tel:	(+6723) 23595
Email:	planning@nirc.gov.nf	Subject-	Attention: Building Compliance Officer
In Person:	Norfolk Island Regional Council Customer Care Team 9 New Cascade Road NORFOLK ISLAND	or	Planning Office Cell Block New Military Barracks, Kingston Norfolk Island

OFFICE USE ONLY:	
Receiving Officer	
Date Received	

COMPLETION OF BUILDING WORK – COMPLIANCE DECLARATION

BUILDING APPROVAL NO.

1. PERSON WHO CARRIED OUT THE BUILDING WORK

Name					
	First Name			Last Name	
Phone No.		Mob. No.		Email	

2. PROPERTY DESCRIPTION

Address							
Portion No.		Lot No.		Section No.		Land Area:	

3. DETAILS OF THE OWNER OF THE STRUCTURE

Name					
	First Name			Last Name	
Phone No.		Mob. No.		Email	
Postal Address					

4. BUILDERS COMPLIANCE DECLARATION AT COMPLETION OF BUILDING WORK.

I, being the person identified in Section 1 of this Form, pursuant to Section 38 of the *Building Act 2002 (NI)*, declare to the Owner of the Structure identified in Section 3 of this Form and also to the General Manager that:

- a. I have completed the building work approved in Building Approval No. _____; and described in Section 5 of this Form; and
- b. I am satisfied that the building work has been completed in accordance with Building Approval No. _____ and the *Building Act 2002 (NI)*; and
- c. The building work complies with the requirements of the *Building Act 2002 (NI)*.

Signature of person making the declaration		Date	
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5. DESCRIPTION OF COMPLETED BUILDING WORK TO WHICH THIS COMPLIANCE DECLARATION APPLIES

Please tick this box if you carried out and completed the building work approved in the subject Building Approval (Section 38(1) *Building Act 2002 (NI)*).

Please tick this box if you carried out building work but did **not** complete the building work approved in the subject Building Approval; and.

Please describe the part of the building work you carried out and completed: (Section 38(2) *Building Act 2002 (NI)*)

Please tick this box if you did **not** complete the building work approved in the subject Building Approval;

If you did not complete the whole stage, please state what part of the work has been completed:
