



**BUILDING COMMENCEMENT NOTICE**

**PART A PROJECT DETAILS**

Block  Section  Suburb  Unit No.

Street Address

Date Building Approval Issued

**Description of work to which this Commencement Notice relates:**

Describe each item of building work in this building approval	BCA Occupancy Class	BCA Construction Type	Area (m <sup>2</sup> )	Number of Storeys	Cost of Works (refer to building cost guide)
1					
2					
3					
4					
5					
6					

**ENERGY EFFICIENCY REQUIREMENTS**

Is an Energy Efficiency Rating required for any of the work listed above?  YES  NO

If YES please specify item number/s

**PART B BUILDERS DETAILS**

Licence Holders Name as it appears on Licence Card:

Licence Number  Class  Expiry Date

If the builder is a company or partnership provide details of the nominee who will supervise the building work

Nominee

Licence Number  Class  Expiry Date

**PART C****INSURANCE**

For residential building work please provide details of insurance where applicable

Insurance  
Provider

Policy  
No.

Date  
Issued

**PLEASE NOTE:**

- ▶ A copy of the Commencement Notice application, this notice and where applicable the residential building insurance policy or fidelity certificate must be given to the Construction Occupations Registrar within one (1) week of the issue date.
- ▶ A copy of the Commencement Notice must also be provided to the builder and the owner/s.

**PART D****CERTIFIERS DECLARATION**

Name of Certifier Issuing Notice:

Licence No:

Issue Date of  
Commencement Notice

This Commencement Notice is issued in accordance with the *Building Act 2004*, to the licensed builder stated above and authorises the commencement of the stated building work. The issue of this Commencement Notice indicates that I am satisfied that the builders license authorises the work in the building approval. Where applicable, for residential building work I have been provided with a residential building insurance policy or fidelity certificate.

This building commencement notice will end if:

- (a) for residential building work – the work is no longer insured; or
- (b) the building approval for the work ends.

Certifiers Signature

Date

**NOTE:** There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

**Privacy Notice:** The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

**Contact Details:**

Environment and Sustainable Development Directorate  
GPO Box 1908, Canberra City 2601

Customer Service Centre, 8 Darling Street, Mitchell ACT 2911 and 16 Challis Street, Dickson ACT 2602

Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)

Phone: (02) 6207 1923

TTY: (02) 6207 2622

Email: [actpla.customer.services@act.gov.au](mailto:actpla.customer.services@act.gov.au)

Website: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)