



**APPOINTMENT OF BUILDER &
APPLICATION FOR COMMENCEMENT
NOTICE**

In completing this form the owner is authorising the builder nominated below to apply to the appointed certifier to issue a Commencement Notice for the works detailed in this application form.

PART A PROJECT DETAILS

Block Section Suburb Unit No.

Street Address

Certifiers Name

Description of Building Works relevant to this application-*If more than 6 items please attach further details*

1
2
3.
4
5
6

PART B OWNERS DETAILS – Please Print

All owners **must** be listed

Owner 1 will be considered the contact person in relation to this application

Owner 1 _____ Owner 2 _____

Owner 3 _____ Owner 4 _____

Postal Address

Suburb State Postcode

Phone Number Business Hours Mobile

EMAIL ADDRESS

PART C**APPOINTMENT OF BUILDER**

I/we the owner/s have appointed the person whose details appear below as the builder in relation to the building works described in this form

Licence Holders Name as it appears on licence card

Licence Number

Class

Expiry Date

List any conditions or endorsements on licence

PART D**NOMINEE'S DETAILS**

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

Nominee's Name

Licence Number

Class

Expiry Date

PART E**OWNERS SIGNATURE/S**

Owner 1

Date / /

Owner 2

Date / /

Owner 3

Date / /

Owner 4

Date / /

PART F**BUILDER APPLICATION TO CERTIFIER FOR COMMENCEMENT NOTICE**

I hereby apply to the building certifier listed above for a commencement notice for the works detailed in Part A of this form in accordance with the Building Act 2004.

- A site sign was **not** required to be displayed prior to making this application.
- A site sign **was** required to be displayed prior to making this application and I declare that a compliant sign was erected and displayed for the required period.

Signature of Builder/Nominee

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.

PART G**INSURANCE OR FIDELITY CERTIFICATE**

For residential building work please provide details of insurance where applicable

Insurance Provider

Policy No.

Date Issued

PLEASE NOTE:

- ▶ A copy of 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 owner/s.

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.

Approved form AF2012-126 approved by David Middlemiss Construction Occupations Registrar on 28 May 2012 under section 151 of the *Building Act 2004*. This form repeals AF2011-108