

**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 BUILDER 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****CERTIFIER 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 builder's 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.

Certifier 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 provided to the Environment and Planning Directorate (EPD) to enable the processing of your application. The collection of personal information is authorised by the *Building Act 2004*. If all or some of the personal information is not collected EPD cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. EPD's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found at [www.environment@act.gov.au](http://www.environment@act.gov.au)

**Contact Details:**

Environment and Planning Directorate

Customer Service Centres

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