

## EXEMPTION ASSESSMENT B NOTICE LODGEMENT FORM

To be completed by Building Surveyor and submitted with  
Exemption Assessment B Notice and relevant documentation

### Lease/Site Details *Please Print*

Block  Section  Suburb  Unit No.

Street Address

### Owner Details – All owners MUST be listed

Owner 1 \_\_\_\_\_ Owner 2 \_\_\_\_\_

Owner 3 \_\_\_\_\_ Owner 4 \_\_\_\_\_

### Description of Building Works relevant to the attached notice *If more than 3 items please attach further details*

1	
2	
3.	

### Building Surveyor Details *Please Print*

Surname  First Name

Company Name

ACN Number  Licence Number

Postal Address

Suburb  State  Postcode

Phone Number  Mobile   
Business Hours

EMAIL ADDRESS

**DATE OF ISSUE - S14B 2(d) Building Act 2004**

A copy of the Exemption Assessment B Notice must be provided to the Construction Occupations Registrar within 5 days after the day the building surveyor issues the notice.

*Date notice issued*

**Documentation Checklist**

	Provided ✓		Provided ✓
Exemption Assessment B Notice		A copy of the plans and documents used in the exemption assessment of the building work provided	
Exemption details are marked on, or attached to each page of the plans used in the assessment		Plans have been initialled , dated and marked with the building surveyor's licence number on each page of the plans & numbered consecutively through each document, starting with the number 1 Each page states the total number of pages comprising the attached documents	

**Note:** If, because of the size of the plans, it is impractical to mark the exemption on each page of the plans, the building surveyor may, instead of marking the exemption on each page of the plans, mark each page of the plans with his/her initials, licence number and date; and indicate that the details of the exemption are in the exemption assessment B notice.

**Building Surveyor Declaration**

I declare I have issued the attached Exemption Assessment B Notice in accordance with the requirements of the *Building Act 2004* and *Building (General) Regulations 2008*.

**Building Surveyor Signature**

**Date**

**NOTE:** There are penalties for deliberately giving false and misleading information.

**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:**

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