APPOINTMENT OF BUILDER & APPLICATION FOR COMMENCEMENT NOTICE

Building Act 2004, S151

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. (**Construction Occupations (Licensing) Act 2004)*

PART A - PROJECT DETAILS

Block | **Section** | **Suburb** | **Unit No.**

Street Address

Name of Certifier | ***COLA No.**

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 - OWNER DETAILS – Please Print

All owners **must** be listed - Owner 1 will be considered the contact person in relation to this application

Company Details

ACN/ABN Number

Owner 1 _____ **Owner 2** _____

Owner 3 _____ **Owner 4** _____

Postal Address

Suburb | **State** | **Postcode**

Phone Number Business Hours | **Mobile**

Email Address

PART C - DEVELOPER DETAILS – Please Print

Approved form AF2026-77 approved by Jodie Vaile, Construction Occupations Registrar on 6 November 2026
under Section 151 of the *Building Act 2004*. This form repeals AF2025-14
Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

Name		**Developer Licence#**	
Number of Dwellings			

PART D - 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

(**Construction Occupations (Licensing) Act 2004)*

Licence Holders Name as it appears on licence card					
***COLA Licence Number**		**Class**		**Expiry Date**	
List any conditions or endorsements on licence					
Email Address					

PART E - 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 as it appears on licence card					
***COLA Licence Number**		**Class**		**Expiry Date**	
Signature of Nominee				**Date**	

PART F - OWNER SIGNATURE/S – all owners **must** sign this form

Owner 1		**Signature**		**Date**	
Owner 2		**Signature**		**Date**	
Owner 3		**Signature**		**Date**	
Owner 4		**Signature**		**Date**	

PART G - 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		**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 H - INSURANCE OR FIDELITY CERTIFICATE

For residential building work please provide details of insurance where applicable

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Provider		Policy No		Issue Date	

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 provided to Access Canberra 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 Access Canberra 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. Access Canberra's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. Access Canberra Information Privacy Policy can be found at www.act.gov.au/accessCBR

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Canberra, ACT 2601

In Person:
Please visit www.act.gov.au
Or call **13 22 81** to find an
Access Canberra Shopfront.

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