

Guidelines for inspection of class 1a and 10 buildings and structures

Guideline under the *Building Act 1975*

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Scope

The scope of this guideline is limited to the inspection of class 1 buildings and class 10 buildings and structures e.g. garages, sheds and swimming pools as defined in the *Building Code of Australia* (BCA). This guideline also includes information for the inspection of 1b buildings.

Purpose of this guideline

The purpose of this guideline is to provide guidance to inspecting persons (e.g. building certifiers and competent persons) and builders about how to meet their inspection responsibilities under the *Building Act 1975* (BA) and the *Building Regulation 2021* (BR). This guideline sets out the legislative provisions applicable to inspections of assessable building work for class 1 buildings and class 10 buildings and structures.

This guideline does not cover inspections undertaken outside the scope of the BA or BR such as those covered in the *Electrical Safety Act 2002* or the *Workplace Health and Safety Act 2011*.

For single detached class 1a buildings and class 10 buildings and structures the BR prescribes what stages of assessable building work must be inspected once notified by the builder as complete. The Appendix at the end of this guideline identifies various aspects of building work (not an exhaustive list) that make up a particular stage for which an inspection is mandatory.

This guideline improves building standards by helping practitioners undertake inspections in accordance with industry best practice, ensuring safe community outcomes through higher levels of statutory compliance of buildings and encouraging accountability among building industry practitioners.

Carrying out inspections in accordance with best industry practice means following all the procedures and protocols in this guideline including, but not limited to:

- what and when to inspect
- who can inspect work
- assessing the competency of other practitioners (competent persons)
- certifying compliant work, including how and when to give certificates
- addressing non-compliant work, including how and when to give notices
- accepting certificates and notices from others
- retaining documents and records.

Legal status of this guideline

This guideline is made under section 258 of the BA. The chief executive may make guidelines to help achieve compliance with the BA, which includes guidelines about inspecting building work and what aspects or items make up the completion of assessable building work or a particular stage of assessable building work.

Section 47 of the BR provides that a person inspecting and certifying aspects of assessable building work is taken to have complied with this part if the person inspects and certifies the work under the guidelines made by the chief executive.

Under section 133A of the BA, in performing a function under the BA, including a building certifying function, a building certifier must have regard to any guideline made under section 258 that are relevant to performing the function. Evidence that a building certifier has had regard to those guidelines in performing a function may assist the building certifier in dealing with a complaint about their performance of the function.

Background

In 1998 Queensland introduced a private building certification system, which requires all building certifiers to be licensed with the Queensland Building and Construction Commission (QBCC). Building certifiers can be private certifiers or work for local government.

Building certification involves independently assessing building work to ensure it complies with the safety, health, amenity, and sustainability standards prescribed in legislation and building codes. During this process, building certifiers must undertake inspections of building work at the stages stated in the building development approval (BDA). In practice, this means that a building certifier is required to take a holistic view of a building rather than just consider a single aspect, such as structural adequacy.

The building certifier must also consider the fire safety aspects of the building. For example, for a building development application for an attached class 1a building, the building certifier may decide to inspect separation walls, as well as carrying out the inspections for the prescribed stages of work.

The BR requires mandatory inspections for less complex buildings and structures, such as houses (single detached class 1a buildings) and sheds, garages and swimming pools (class 10 buildings and structures). However, this does not prevent the building certifier from undertaking additional inspections for other aspect work, such as waterproofing. If a BDA lists work that is to be inspected, then that work is a stage that must be inspected by a building certifier or competent person.

Inspections

1. Notices for inspection

Builder must give notice for inspection

The person who is in charge of carrying out building work¹ (a builder²) **must** ensure the building certifier is given a notice (a notice for inspection).

Examples of a builder:

- a person who contracts with an owner to perform building work for the owner
- a person who holds an owner-builder permit under the *Queensland Building and Construction Commission Act 1991* (QBCCA) for building work and who, under the QBCCA, engages subcontractors to perform all or part of the work.

A notice for inspection³ advises the building certifier that the building work has been carried out to the completion of a stage when inspection, and in some cases testing, must be carried out.

A notice for inspection may be given in writing or orally⁴ as agreed between the builder and the building certifier. For example, the notice may be a telephone call, email or by other electronic communications. As part of adopting good business practices, it is expected the builder will keep a record of giving the notice for inspection to the building certifier.

In the case where the building certifier is a local government building certifier, the builder may give notice to the building certifier by giving it in writing to the local government.

A [Form 58 – Notice for inspection for a stage of building work](#) may be used by the builder to meet their obligation under section 48 of the BR to give notice for inspections at the completion of each stage of the work.

¹ Section 5 of the BA

² Schedule 10 of the BR

³ Section 48 of the BR

⁴ Section 48(3) of the BR

Once notified by the builder, the relevant certifier must ensure the stage of work is inspected at the time agreed with the builder.

The builder must not start the next stage of work until they have been given a certificate of inspection for the current stage stating that it complies with the BDA i.e. a [Form 16 – Inspection certificate](#).

Consequences of a builder not giving notice for inspection

If a builder, including an owner-builder, fails to give a building certifier notice for inspection of a stage of work, the building certifier, once aware of the fact, **must** notify the QBCC⁵. The QBCC then has a discretion to investigate the noncompliance and take enforcement action where appropriate.

Inspections without notice

A building certifier or competent person can inspect any aspect of another stage of the work, regardless of whether a builder has given a notice of inspection for the stage.⁶

2. What and when to inspect

Aspects

An **aspect** of building work is a **component of a stage**⁷. Various aspects make up each stage of assessable building work.

For example, for the final stage of class 1a buildings, aspects include a check of the site drainage, termite management system and weatherproofing (amongst others). Note that where 'drainage' is used in this guideline, the reference is to drainage **other than** sanitary drainage.

Whilst there are no prescribed aspects of building work, a table of example aspects for class 1 and 10 buildings and structures is included within the Appendix at the end of this guideline.

Note: The examples provided in the Appendix are not exhaustive.

To meet the statutory obligation to carry out inspections in accordance with best industry practice, inspections of any aspects should be physically undertaken onsite.

A person inspecting and certifying aspects of assessable building work is taken to have complied with part 8 of the BR if they inspect and certify the work under this guideline⁸.

Stages

A stage of assessable building work is the **stage** at which the work **must be inspected**⁹. Stages of assessable building work are prescribed in section 44 of the BR.

The building certifier should take a holistic view of the assessable building work for the class of building under the building development application being assessed.

Additionally, the building certifier can nominate stages of work that require inspection. Any stages nominated in an approval are prescribed stages under section 44(1)(a) of the BR and must be inspected.

⁵ Section 50 of the BR

⁶ Section 62 of the BA

⁷ Schedule 10 of the BR

⁸ Section 47 of the BR

⁹ Schedule 2 of the BA

For example, a certifier may choose to nominate:

- waterproofing
- footings, frame or slab for class 10 buildings e.g. a shed or garage
- the steel reinforcement of a regulated swimming pool
- stormwater
- energy efficiency provisions
- separating walls for attached class 1a buildings.

All stages to be inspected must be listed in the BDA.

Note: For class 1 buildings other than single detached class 1a buildings, the stages nominated in the approval are the only mandatory stages.

The inspection of a stage of work must include all relevant aspects for each stated stage of the building work. A building certifier inspecting and certifying stages of assessable building work must have regard to this guideline¹⁰.

When a relevant building certifier receives a notice for inspection for a stage of building work from the builder¹¹ stating the stage is complete and ready for inspection, the building certifier must ensure the stage is inspected by an inspecting person. The relevant certifier must ensure the stage is inspected by the inspecting person at a time agreed by the builder and certifier¹². The inspecting person must not unreasonably refuse to inspect a **stage** of the assessable building work at the agreed¹³ time.

For class 1 and 10 buildings and structures, the prescribed stages for inspection are identified in the tables below.

Class 1 buildings – prescribed stages under section 44 of the BR

	Single detached class 1a building		Attached class 1a All class 1b
	New construction	Alterations	New construction or alterations
All stages at which the BDA states the work must be inspected	X	X	X
After excavation of foundation material and before the concrete for the footings, or slab, for the building are poured	X	*	
If the building is to have footings - after the placement of formwork and reinforcement for the footings but before the concrete for the footings is poured	X	*	
If the building is to have a slab - after the placement of formwork and reinforcement for the slab but before the concrete for the slab is poured	X	*	
To the extent the bracing for the frame of the building consists of cladding or lining - after the cladding or lining is fixed to the frame	X	*	
To the extent the bracing for the frame of the building does not consist of cladding or lining - before the cladding or lining is fixed to the frame	X	*	
If reinforced masonry construction is used for the frame of the building - before the wall cavities are filled	X	*	
At the completion of all aspects of the work	X	*	

* if stage is relevant to the alterations

¹⁰ Section 133A of the BA

¹¹ Section 48 of the BR

¹² Section 51 of the BR

¹³ Section 51 of the BR

Notes:

- Excavation, footings and slab can be inspected at the same time.
- If alterations include preliminary work such as partial demolition, the BDA could state that this is an inspection stage.
- If alterations are to the frame of an existing single detached class 1a building, the BDA should state that this is an inspection stage.

Class 10 buildings and structures (other than swimming pools) – prescribed stages under section 44 of the BR

	Class 10 (except swimming pool)
	New construction or alterations
All stages at which the BDA states the work must be inspected	X
The completion of the building or structure or the alteration	X

Note: If the alteration includes preliminary work such as partial demolition, the BDA could state that this is an inspection stage.

Class 10 swimming pools – prescribed stages under section 44 of the BR

	Class 10 - swimming pool (with temporary fence)	Class 10 - swimming pool (no temporary fence)
	New construction or alterations	New construction or alterations
All stages at which the BDA states the work must be inspected	X	X
On the completion of the construction of the temporary fence and before the pool is filled with water to a depth of 300mm or more	X	
If the building certifier for the work extends the period within which the temporary fence for the pool must be constructed – before the extension is given	X	
At the completion of the pool and its fencing and, if no temporary fence for the pool was constructed, before the pool is filled with water to a depth of 300mm or more	X	X

Note: A building certifier may only extend the use of a temporary fence instead of a permanent barrier for further periods of **up to three months** from the date the fence was inspected and approved as a temporary fence if satisfied that the safety of young children would not be at risk if the approval were given.

Note: If the occupier of the premises or the builder for the pool work refuses to allow the certifier to carry out an inspection, the certifier must notify the local government within two business days of the refusal.

Other inspections – pools

Inspections of pools must be undertaken when notified by the builder at the stage/s shown in the above table. However, if a certifier does not receive a notice to inspect or a deferral notice, then the certifier must inspect the pool as soon as practicable after the defined 'inspection day' and before the BDA lapses¹⁴.

The defined 'inspection day' for BDAs that are only for pools¹⁵, is the earlier of:

- six months after the approval is given
- two weeks before the approval lapses.

The defined 'inspection day' for BDAs that include the construction or alteration to class 1 buildings¹⁶, is the earlier of:

- two years after the approval is given
- two weeks before the approval lapses.

A deferral notice is a notice given by the pool builder to the building certifier asking the building certifier to inspect the pool on a day that is later than the inspection day. A certifier who receives a deferral notice must inspect the pool before the BDA lapses¹⁷.

¹⁴ Section 59 of the BR

¹⁵ Section 58 of the BR

¹⁶ Section 58 of the BR

¹⁷ Section 61 of the BR

Other inspections – additional certifying functions

The building owner, where they are not the client, may request that the building certifier carry out additional inspections by giving the client an additional certification notice within 10 business days of being given the [Form 18 – Notice to the owner \(where owner is not the client\) that a private certifier has been engaged](#). The client must then give the notice to the certifier within five business days of receiving it¹⁸.

The certifier must perform the additional certifying function requested in the notice and in the time agreed between the parties or as determined by the certifier and provide copies of the documentation relevant to that function to both the client and the owner within five days of performing that function.

The owner is liable for the reasonable costs for the performance of the additional certifying function under the notice¹⁹.

The table below illustrates the steps that must be followed by the owner (where they are not the client), client and certifier to facilitate the request for an additional certifying function.

Owner	The owner must give an additional certification notice to the client within 10 business days of receiving a Form 18 – Notice to the owner (where owner is not the client) that a private certifier has been engaged .
Client	The client must give a copy of the additional certification notice to the building certifier within 5 business days after receiving the notice. The owner may withdraw this notice prior to a decision on the agreed day or way to determine the agreed day.
Client Building certifier Owner Builder (if not client)	Within 10 business days of the certifier receiving an additional certification notice, the building certifier, owner, client and builder (if not the client) must decide on the agreed day or an agreement to determine the agreed day to perform the additional function/s. Otherwise, the certifier must nominate a day, or a way to determine the agreed day, within 15 business days after receiving an additional certification notice and notify the owner and client.
Building certifier	The building certifier must perform the certifying function stated in the additional certification notice on or before the agreed day.
Building certifier	The building certifier must give the owner and client, within five business days, after performing the certifying function, copies of all documents relevant to the function.

[Building Form 31 – Additional certification notice](#) may be used by the owner and the client to meet the requirements of section 143B of the BA for an owner to request the performance of an additional certifying function.

¹⁸ Section 143B of the BA

¹⁹ Section 143B (10) of the BA

Agreed day

The agreed day is defined²⁰ as the day agreed to or worked out under an agreement between the client (i.e. person who engaged the certifier), the building certifier, the owner or the builder (if not the client) and the builder (if not the client). Otherwise, the day nominated by the building certifier²¹.

If the agreed day or an agreement to determine the agreed day is not decided within 10 business days after the day (relevant day) the client gives a copy of the additional certification notice to the building certifier. The building certifier must then nominate the agreed day or the way to determine the agreed day, within 15 days from the relevant day. The building certifier must tell the client and the owner what they have decided.

For instance, if the agreed day or an agreement to determine the agreed day is not reached, then the building certifier must either nominate a day, or a way to determine the agreed day and then inform the client and owner. For example, the building certifier may nominate that the way to determine the agreed day is within two days of the date when the client (e.g. builder, architect, design professional) contacts the building certifier and notifies them the building work subject of the additional certification notice is ready to be inspected.

3. Who inspects or assesses work on-site?

The building certifier for the assessable building work

The building certifier for the assessable building work is the certifier who approved the building development application for the work.

When a building certifier undertakes inspections, they are an 'inspecting person'²².

A building certifier can undertake inspections in accordance with the level of certifier licence held by the individual.

A **building certifier – level 1** may undertake inspections for all classes of buildings and structures²³.

A **building certifier – level 2** may only:

- without the supervision of a building certifier – level 1: undertake inspections for buildings and structures having a rise of no more than three storeys and a total floor area no more than 2,000m² or
- under the supervision of a building certifier – level 1: help in inspecting all classes of buildings and structures²⁴.

A **building certifier – level 3** may only undertake inspections for class 1 buildings or class 10 buildings or structures²⁵.

When undertaking inspections, building certifiers must:

- act in the public interest
- avoid any conflicts of interest
- comply with the code of conduct.

A building certifier can work for a local government or be a private certifier.

²⁰ Section 143B (11) of the BA

²¹ Section 143B (8) of the BA

²² Section 51 of the BR

²³ Section 152 of the BA

²⁴ Section 153 of the BA

²⁵ Section 154 of the BA

Cadet building certifiers

A cadet building certifier is a person who has been appointed by a supervising certifier and who:

- has been employed for at least three months by a local government or private certifier assisting and under direct supervision of a building certifier (with the three months completed within the last 6 months)
- is undertaking an accredited course of study²⁶.

A supervising certifier should ensure that a cadet building certifier has the necessary ability, experience, qualifications and skills to assist to undertake inspections²⁷.

Cadets can only undertake inspections that are permitted under the level of licence held by the supervising certifier, and the supervising certifier is ultimately responsible for the inspection²⁸.

Another building certifier

Another building certifier is a building certifier who is **not** the building certifier for the assessable work (i.e. not the certifier who approved the building development application). Another building certifier can undertake aspect or stage inspections on behalf of the building certifier for the assessable work. Another building certifier can act as a 'competent person (inspection)' or as an 'inspecting person', depending upon the function they are performing.

Aspects

Another building certifier undertaking **aspect** inspections:

- inspects the work to check the aspect is complete and compliant with the BDA
- must be deemed a competent person by the building certifier for the assessable work **prior** to undertaking the inspection
- is termed a 'competent person (inspection)'
- can give an aspect inspection certificate ([Form 12 – Aspect inspection certificate \(Appointed competent person\)](#)).

Another building certifier acting as a competent person may accept and rely on an aspect inspection certificate from another competent person without inspecting the work, subject to the provisions of section 76 of the BR. Both persons must be deemed a competent person by the building certifier for the assessable work **prior** to undertaking the inspection.

Restrictions

As another building certifier is a 'competent person (inspection)' when undertaking **aspect** inspections, they are subject to the same restrictions applicable for other competent persons.

For **single detached class 1a buildings**, another building certifier acting as a competent person (inspection) may only undertake aspect inspections for:

- the boundary clearance aspect if they are a cadastral surveyor
- the reinforcement of footing system aspect if they are a registered professional engineer²⁹.

For single detached class 1a buildings, the reinforcement of footing system aspect is:

- the reinforcement of footing system work
- the formwork and reinforcement for a slab³⁰.

For further information about competent persons, refer to the *Competent persons* section of this guideline and the *Guideline for competent persons*.

²⁶ Section 41 of the BR

²⁷ Section 42 of the BR

²⁸ Section 42 of the BR

²⁹ Section 74 of the BR

³⁰ Section 35 of the BR

Stages

Another building certifier undertaking **stage** inspections:

- inspects the work to check all aspects are complete and compliant with the BDA
- does not need to be deemed a competent person by the building certifier for the assessable work
- is termed an 'inspecting person'
- can give a stage inspection certificate ([Form 16 – Inspection certificate](#)).

Another building certifier may accept and rely on an aspect inspection certificate from a competent person or a QBCC licensee certificate for an aspect of the stage of the assessable building work without inspecting the stage.

However, for the **final stage of single detached class 1a buildings or class 10 buildings or structures**, another certifier cannot accept aspect inspection certificates for all aspects – the competent person must physically inspect the work at this stage³¹.

Competent persons

A competent person for inspections is a person who the building certifier decides is competent to give the certifier inspection help, termed 'competent person (inspection)'³². They can undertake aspect or stage inspections on behalf of the building certifier for the assessable work.

A competent person assisting the building certifier for the assessable work can act as a 'competent person (inspection)' or 'inspecting person' depending upon the function they are performing.

A building certifier may choose to assess an individual³³ as competent to give inspection help for a stage of work, or aspect work for a stage, where the work may be either:

- highly technical or is of such complexity that the building certifier needs inspection help from another building practitioner who has expertise the building certifier does not have
- in a remote area where due to excessive travel distances it may be impracticable for the building certifier to inspect work personally.

In assessing the person³⁴, the building certifier must:

- have regard to the individual's experience, qualifications, and skills for the matter
- ensure that the person is registered or licensed if a law requires the person to be registered or licensed to be able to give the help
- comply with the guidelines for the assessment of competent persons made by the chief executive.

The building certifier must assess and decide an individual is a competent person for inspection help **before** they can, as a competent person, give inspection help³⁵ i.e. the building certifier must assess and decide that the individual is competent **prior** to them carrying out the inspection.

A building certifier may decide that a cadet building certifier is a competent person³⁶, unless the building certifier is either:

- the cadet building certifier's supervising certifier
- the cadet building certifier's employer
- employed by the same employer as the cadet building certifier.

Aspects

A competent person undertaking **aspect** inspections:

- inspects the work to check the aspect is complete and compliant with the BDA

³¹ Section 52 of the BR

³² Section 33 of the BR

³³ *Acts Interpretation Act 1954* defines an *individual* as a natural person.

³⁴ Section 34 of the BR

³⁵ Section 33 of the BR

³⁶ Section 43 of the BR

- must be deemed a competent person by the building certifier for the assessable work **prior** to undertaking the inspection
- is termed a 'competent person (inspection)'
- can give an aspect inspection certificate ([Form 12 - Aspect inspection certificate \(Appointed competent person\)](#))).

A competent person may accept and rely on an aspect inspection certificate from another competent person without inspecting the work, subject to the provisions of section 76 of the BR. Both persons must be deemed a competent person by the building certifier for the assessable work **prior** to undertaking the inspection.

Restrictions

For **single detached class 1a buildings**, a competent person (inspection) may only undertake **aspect** inspections for:

- the boundary clearance aspect if they are a cadastral surveyor
- the reinforcement of footing system aspect if they are a registered professional engineer³⁷.

For single detached class 1a buildings, the reinforcement of footing system aspect is:

- the reinforcement of footing system work
- the formwork and reinforcement for a slab³⁸.

For further information about competent persons, refer to the *Competent persons* section of this guideline and the *Guideline for competent persons*.

Stages

A competent person undertaking **stage** inspections:

- inspects the work to check all aspects are complete and compliant with the BDA
- must be deemed a competent person by the building certifier for the assessable work prior to undertaking the inspection
- is termed an 'inspecting person'
- can give a stage inspection certificate ([Form 16 – Inspection certificate](#)).

A competent person may accept and rely on an aspect inspection certificate from another competent person or a QBCC licensee certificate for an aspect of the stage of the assessable building work without inspecting the stage.

However, for the **final stage** of **single detached class 1a buildings** or **class 10 buildings or structures**, a competent person cannot accept aspect inspection certificates for all aspects – the competent person must physically inspect the work at this stage³⁹.

Restrictions

For **single detached class 1a buildings** or **class 10 buildings or structures**, a competent person cannot undertake an inspection for the following stages:

- after excavation of foundation material and before the concrete for the footings, or slab, for the building or structure are poured
- if the building or structure is to have footings – after the placement of formwork and reinforcement for the footings but before the concrete for the footings is poured
- if the building or structure is to have a slab – after the placement of formwork and reinforcement for the slab but before the concrete for the slab is poured
- the final stage of the work at the completion of all aspects of the work⁴⁰ (for swimming pools, the final stage is at the completion of the pool and its fencing and, if no temporary fence for the pool was constructed, before the pool is filled with water to a depth of 300mm or more⁴¹).

³⁷ Section 74 of the BR

³⁸ Section 35 of the BR

³⁹ Section 52 of the BR

⁴⁰ Section 46 of the BR

⁴¹ Section 44 of the BR

A competent person cannot be an inspector for these stages as they cannot sign a certificate for the stage. The BR requires that for these **stages** of work, an inspection certificate can only be signed by the building certifier for the assessable work or another building certifier⁴².

In addition to the stages above, if the structure is a **swimming pool that includes a temporary fence**, a competent person cannot undertake inspections for the following stages:

- on the completion of the construction of the temporary fence and before the pool is filled with water to a depth of 300mm or more
- before an extension is given to extend the period within which the temporary fence must be constructed.

A competent person cannot be an inspector for these stages as these temporary pool fencing inspections must be undertaken by a building certifier⁴³.

Additionally, for **all building classes**, a competent person cannot undertake an inspection for a **stage** of building work if they are the builder for the work or carried out building work for any aspect of the stage⁴⁴.

Note: Nothing prevents a competent person from providing inspection help for **aspect** work of the prescribed stages of work⁴⁵.

For further information about competent persons, refer to the *Guideline for competent persons*.

QBCC licensees

For class 1 and 10 buildings and structures, a QBCC licensee can have **up to 3** roles - a “QBCC licensee”, a ‘competent person (inspection)’ or an ‘inspecting person’ – dependent upon the function they are performing and subject to any applicable restrictions.

Aspects

A QBCC licensee **stating in a certificate that aspect work complies:**

- ensures that work complies with the BDA
- does not need to be deemed a competent person by the building certifier for the assessable work
- is termed a ‘QBCC licensee’
- can give a QBCC licensee certificate ([Form 43 – Aspect certificate \(QBCC licensee\)](#)).

Restrictions

A QBCC licensee, can only state that work complies with the BDA and give a QBCC licensee certificate if:

- the work is for a single detached class 1a building or class 10 building or structure and
- the licensee either carried out the work when holding a QBCC licence of an appropriate class or is able to give a QBCC licensee certificate for the work⁴⁶.

A QBCC licensee **undertaking aspect inspections:**

- inspects the work to check the aspect is complete and compliant with the BDA
- must be deemed a competent person by the building certifier for the assessable work **prior** to undertaking the inspection
- is termed a ‘competent person (inspection)’
- can give an aspect inspection certificate ([Form 12 – Aspect inspection certificate \(Appointed competent person\)](#)).

A QBCC licensee acting as a competent person may accept and rely on an aspect inspection certificate from another competent person without inspecting the work, subject to the provisions of section 76 of the BR. Both persons must be deemed a competent person by the building certifier for the assessable work **prior** to undertaking the inspection.

⁴² Section 46 of the BR

⁴³ Section 3 of Schedule 1 of QDCMP 3.4

⁴⁴ Section 39 of the BR

⁴⁵ Section 46(3) of the BR

⁴⁶ Section 68 of the BR

Restrictions

As a QBCC licensee is a 'competent person (inspection)' when undertaking aspect inspections, they are subject to the same restrictions applicable for other competent persons.

For **single detached class 1a buildings**, a QBCC licensee acting as a competent person (inspection) may only undertake aspect inspections for:

- the boundary clearance aspect if they are a cadastral surveyor
- the reinforcement of footing system aspect if they are a registered professional engineer⁴⁷.

For single detached class 1a buildings, the reinforcement of footing system aspect is:

- the reinforcement of footing system work
- the formwork and reinforcement for a slab⁴⁸.

For further information about competent persons, refer to the *Competent persons* section of this guideline and the *Guideline for competent persons*.

Stages

A QBCC licensee undertaking **stage** inspections:

- inspects the work to check all aspects are complete and compliant with the BDA
- must be deemed a competent person by the building certifier for the assessable work prior to undertaking the inspection
- is termed an 'inspecting person'
- can give a stage inspection certificate ([Form 16 – Inspection certificate](#)).

A QBCC licensee acting as a competent person may accept and rely on an aspect inspection certificate from a competent person or a QBCC licensee certificate for an aspect of the stage of the assessable building work without inspecting the stage.

However, for the **final stage of single detached class 1a buildings or class 10 buildings or structures**, a QBCC licensee cannot accept aspect inspection certificates for all aspects – the QBCC licensee must physically inspect the work at this stage⁴⁹.

Restrictions

As a QBCC licensee is a 'competent person (inspection)' when undertaking stage inspections, they are subject to the same restrictions applicable for other competent persons.

For **single detached class 1a buildings or class 10 buildings or structures**, a QBCC licensee acting as a competent person cannot undertake an inspection for the following stages:

- after excavation of foundation material and before the concrete for the footings, or slab, for the building or structure are poured
- if the building or structure is to have footings – after the placement of formwork and reinforcement for the footings but before the concrete for the footings is poured
- if the building or structure is to have a slab – after the placement of formwork and reinforcement for the slab but before the concrete for the slab is poured
- the final stage of the work at the completion of all aspects of the work⁵⁰ (for swimming pools, the final stage is at the completion of the pool and its fencing and, if no temporary fence for the pool was constructed, before the pool is filled with water to a depth of 300mm or more⁵¹).

A QBCC licensee acting as a competent person cannot be an inspector for these stages as they cannot sign a certificate for the stage. The BR requires that for these **stages** of work, an inspection certificate can only be signed by the building certifier for the assessable work or another building certifier⁵².

⁴⁷ Section 74 of the BR

⁴⁸ Section 35 of the BR

⁴⁹ Section 52 of the BR

⁵⁰ Section 46 of the BR

⁵¹ Section 44 of the BR

⁵² Section 46 of the BR

In addition to the stages above, if the structure is a **swimming pool that includes a temporary fence**, a QBCC licensee acting as a competent person cannot undertake inspections for the following stages:

- on the completion of the construction of the temporary fence and before the pool is filled with water to a depth of 300mm or more
- before an extension is given to extend the period within which the temporary fence must be constructed.

A competent person cannot be an inspector for these stages as these temporary pool fencing inspections must be undertaken by a building certifier⁵³.

Additionally, for **all building classes**, a QBCC licensee acting as a competent cannot undertake an inspection for a **stage** of building work if they are the builder for the work or carried out building work for any aspect of the stage⁵⁴.

Note: Nothing prevents a competent person from providing inspection help for **aspect** work of the prescribed stages of work⁵⁵.

For further information about competent persons, refer to the *Competent persons* section of this guideline and the *Guideline for competent persons*.

4. Results of inspections

Work complies

Aspects

QBCC licensee certificate

A QBCC licensee for an **aspect** of building work may give a QBCC licensee certificate to the building certifier for the assessable work or a competent person (inspection) if the aspect work complies with the BDA⁵⁶.

The approved form for a QBCC licensee certificate is [Form 43 – Aspect certificate \(QBCC licensee\)](#).

The QBCC licensee certificate must state both:

- the basis for giving the certificate
- any tests, specifications, rules, standards, codes of practice or publications relied on.

All certificate fields must be completed in full. A QBCC licensee must personally sign the QBCC licensee certificate. An electronic signature may be used in accordance with the *Electronic Transactions (Queensland) Act 2001*.

Note: A QBCC licensee must not give a QBCC licensee certificate ([Form 43 – Aspect certificate \(QBCC licensee\)](#)) the licensee knows, or reasonably suspects, is false or misleading in a material particular⁵⁷.

Restrictions

A QBCC licensee certificate can only be given if:

- the work is for a single detached class 1a building or class 10 building or structure and
- the licensee either carried out the work when holding a QBCC licence of an appropriate class or is able to give a QBCC licensee certificate for the work⁵⁸.

⁵³ Section 3 of Schedule 1 of QDCMP 3.4

⁵⁴ Section 39 of the BR

⁵⁵ Section 46(3) of the BR

⁵⁶ Section 70 of the BR

⁵⁷ Section 71 of the BR

⁵⁸ Section 68 of the BR

Aspect inspection certificate

A competent person (inspection) for an **aspect** of building work may give the building certifier an aspect inspection certificate if the competent person:

- has carried out an inspection in accordance with best industry practice
- is satisfied that the aspect of the stage has been completed and complies with the BDA⁵⁹.

The approved form for an aspect inspection certificate is [Form 12 - Aspect inspection certificate \(Appointed competent person\)](#).

The aspect inspection certificate must state both:

- the basis for giving the certificate and
- any tests, specifications, rules, standards, codes of practice or publications relied on⁶⁰.

All certificate fields must be completed in full, including date of inspection.

A competent person may accept and rely on an aspect inspection certificate from another competent person, subject to the provisions of section 76 of the BR. Both persons must be deemed a competent person by the building certifier for the assessable work prior to undertaking the inspection.

A competent person must personally sign the aspect inspection certificate. An electronic signature may be used in accordance with the *Electronic Transactions (Queensland) Act 2001*.

Note: A competent person (inspection) must not give the building certifier a document containing information the person knows, or reasonably suspects, is false or misleading in a material particular⁶¹.

Restrictions

For **single detached class 1a buildings**, a competent person (inspection) may only give an aspect inspection certificate for:

- the boundary clearance aspect if they are a cadastral surveyor
- the reinforcement of footing system aspect if they are a registered professional engineer⁶².

For single detached class 1a buildings, the reinforcement of footing system aspect is:

- the reinforcement of footing system work
- the formwork and reinforcement for a slab⁶³.

Stages

Stage inspection certificate

An inspecting person for a **stage** of building work must give the builder a stage inspection certificate if the inspecting person:

- has carried out an inspection in accordance with best industry practice
- is satisfied all relevant aspects of the stage have been completed and comply with the BDA for the work⁶⁴.

The approved form for a stage inspection certificate is [Form 16 – Inspection certificate](#).

The stage inspection certificate must state:

- the reasons all relevant aspects of the stage are complete and compliant with the BDA
- any tests, specifications, rules, standards, codes of practice or publications relied on⁶⁵.

⁵⁹ Section 74 of the BR

⁶⁰ Section 77 of the BR

⁶¹ Section 40 of the BR

⁶² Section 74 of the BR

⁶³ Section 35 of the BR

⁶⁴ Section 52 of the BR

⁶⁵ Section 53 of the BR

All certificate fields must be completed in full, including date of inspection.

The inspecting person may accept and rely on an aspect inspection certificate for each aspect of the stage of the assessable building work. However, for the **final stage of single detached class 1a buildings or class 10 buildings or structures**, the inspecting person cannot accept aspect inspection certificates for all aspects – the inspecting person must physically inspect the work at this stage⁶⁶.

The inspecting person must personally sign the stage inspection certificate. An electronic signature may be used in accordance with the *Electronic Transactions (Queensland) Act 2001*.

Note: If the inspecting person is a competent person (inspection), the competent person must not give the building certifier a document containing information the person knows, or reasonably suspects, is false or misleading in a material particular⁶⁷.

Restrictions

For **single detached class 1a buildings** and **class 10 buildings or structures**, only the building certifier for the assessable building work, or another building certifier, may sign the stage inspection certificate for the following stages:

- after excavation of foundation material and before the concrete for the footings, or slab, for the building or structure are poured
- if the building or structure is to have footings – after the placement of formwork and reinforcement for the footings but before the concrete for the footings is poured
- if the building or structure is to have a slab – after the placement of formwork and reinforcement for the slab but before the concrete for the slab is poured
- the final stage of the work at the completion of all aspects of the work⁶⁸ (for swimming pools, the final stage is at the completion of the pool and its fencing and, if no temporary fence for the pool was constructed, before the pool is filled with water to a depth of 300mm or more⁶⁹).

In addition to the stages above, if the structure is a **swimming pool that includes a temporary fence**, only the building certifier for the assessable building work, or another building certifier, may sign the stage inspection certificate for the following stages:

- on the completion of the construction of the temporary fence and before the pool is filled with water to a depth of 300mm or more
- before an extension is given to extend the period within which the temporary fence must be constructed⁷⁰.

For **single detached class 1a buildings** and **class 10 buildings or structures**, the inspecting person cannot accept aspect inspection certificates for all aspects of the final stage⁷¹.

For **all classes of buildings**, if the inspecting person for the stage is a competent person (inspection), the competent person cannot sign the stage inspection certificate if they are the builder for the work or carried out building work for any aspect of the stage⁷².

⁶⁶ Section 52 of the BR

⁶⁷ Section 40 of the BR

⁶⁸ Section 46 of the BR

⁶⁹ Section 44 of the BR

⁷⁰ Section 3 of Schedule 1 of QDCMP 3.4

⁷¹ Section 52 of the BR

⁷² Section 39 of the BR

Stages – at final / completion

Final inspection certificate

This section applies to work for:

- single detached class 1a buildings
- class 10 buildings and structures (including swimming pools).

A building certifier must give the owner a final inspection certificate if the certifier:

- has carried out an inspection in accordance with best industry practice
- is satisfied that work complies with the BDA for the work⁷³.

The approved form for a final inspection certificate is either:

- [Form 21 – Final inspection certificate](#) or
- [Form 17 – Final inspection certificate - swimming pools and swimming pool fencing](#).

All sections of the final inspection certificate must be completed in full.

The building certifier must personally sign the final inspection certificate. An electronic signature may be used in accordance with the *Electronic Transactions (Queensland) Act 2001*.

Note: As the inspection is also for the **final stage**, then a stage inspection certificate must also be given⁷⁴. Refer to the Work complies, Stages section of this guideline.

Paperwork must be sent to the relevant parties within the required timeframes as shown in the table below.

Give documents to	Documents	Timeframe
Owner	<ul style="list-style-type: none"> • Final inspection certificate • Copy of all inspection documentation 	Within five business days of either inspecting the work or accepting all inspection certificates ⁷⁵
Local government (Council)	<ul style="list-style-type: none"> • Final inspection certificate • Copy of all inspection documentation 	Within five business days of either giving the final inspection certificate or accepting all inspection certificates ⁷⁶
QBCC commissioner *	<ul style="list-style-type: none"> • Details of the final inspection certificate 	Within five business days of giving the final inspection certificate ⁷⁷

* Applicable where the final inspection certificate is for a regulated pool

Certificate of occupancy for the whole of, part of, or alteration to a building

This section applies to work for attached class 1a buildings and all class 1b buildings.

A building certifier must give the owner a certificate of occupancy if:

- the certifier has carried out an inspection and has either:
 - decided the building has been substantially completed
 - decided that the alterations to an existing building have been substantially completed
 - given written consent to occupy part of the building before all of it has been substantially completed
- the applicant has given the certifier a list of all fire safety installations installed in the building and drawings showing their location
- any requirement under the building assessment provisions or a condition of the BDA for a referral agency inspection has been complied with or has ceased to apply⁷⁸.

⁷³ Section 99 of the BA

⁷⁴ Section 53 of the BR

⁷⁵ Section 99 of the BA

⁷⁶ Section 149 of the BA

⁷⁷ Section 246AP of the BA

⁷⁸ Section 102 of the BA

A building has been **substantially completed** when:

- all wet areas are waterproof as required under the building assessment provisions
- reticulated water is connected to and provided throughout the building
- all sanitary installations are installed as required under the building assessment provisions, and either:
 - the local government has issued a final inspection certificate under the *Plumbing and Drainage Act 2018* stating the plumbing or drainage work for the building has been finalised under that Act
 - a notice of notifiable work carried out for the building has, on the completion of that work, been given to the commissioner under the *Plumbing and Drainage Act 2018*, section 83(1)
- all fire safety installations are operational and installed as required under the building assessment provisions
- all health and safety matters relating to the building comply with the building assessment provisions and
- electricity supply is connected to the building to the extent necessary for it to be used under the BCA classification sought
- the building is weatherproof as required under the building assessment provisions
- the building is structurally adequate as required under the building assessment provisions
- all means of access and egress to the building comply with the building assessment provisions
- if the relevant development approval includes conditions advised or required by a referral agency and the conditions are about the building work for the building – the conditions have been complied with⁷⁹.

The approved form for a certificate of occupancy is [Form 11 – Certificate/Interim certificate of occupancy](#).

The certificate of occupancy must state:

- the building's classification (having regard to the classification stated in the decision notice for the BDA, and the use for which the building was designed, built or adapted)
- the type of building or the use for which the building was designed, built or adapted (having regard to any particular categories of uses under the classification and restrictions about use under the BCA or QDC)
- the part of the building to which each classification relates (where relevant)
- any BCA or QDC building solution used, and any use or occupation restriction or management procedure applicable to the building solution
- any performance solution used, and the materials, systems, methods of building, management procedures, specifications and other things applicable to the performance solution⁸⁰.

The building certifier must personally sign the certificate of occupancy. An electronic signature may be used in accordance with the *Electronic Transactions (Queensland) Act 2001*.

The certificate of occupancy continues in force until and unless it is replaced. A certificate of occupancy is replaced when a building certifier approves a BCA classification or use change to a building⁸¹.

Note: As the inspection is also for the **final stage**, then a stage inspection certificate must also be given⁸². Refer to the Work complies, Stages section of this guideline.

⁷⁹ Section 101 of the BA

⁸⁰ Section 103 of the BA

⁸¹ Section 106 of the BA

⁸² Section 53 of the BR

Paperwork must be sent to the relevant parties within the required timeframes as shown in the table below.

Give documents to	Documents	Timeframe
Owner	<ul style="list-style-type: none"> • Certificate of occupancy 	As soon as practicable ^{*83}
Local government (Council)	<ul style="list-style-type: none"> • Copy of certificate of occupancy • Copy of all inspection documentation 	Within five business days of either giving the certificate of occupancy or accepting all inspection certificates ⁸⁴
Referral agency **	<ul style="list-style-type: none"> • Copy of certificate of occupancy • Copy of plans and specifications showing the aspects of the completed work relevant to the referral agency's functions • A list of all fire safety installations and their locations within the building (if QFES is the agency) 	Within 10 business days after giving the certificate of occupancy ⁸⁵
QBCC commissioner ***	<ul style="list-style-type: none"> • Details of the certificate of occupancy 	Within five business days of giving the certificate of occupancy ⁸⁶

* If applicable, the certifier cannot give the certificate of occupancy until the requirement for a referral agency inspection has either been complied with or has ceased to apply.

** Applicable where a referral agency must be given a notice to inspect the building.

*** Applicable where the certificate of occupancy is for a building that includes a regulated pool or is for a building on land on which a regulated pool is situated.

Interim certificate of occupancy

This section applies to work for attached class 1a buildings and all class 1b buildings.

A building certifier may give the owner an interim certificate of occupancy, pending the carrying out of an inspection if it is not practicable for the certifier to inspect the building to determine whether it has been substantially completed, due to the remoteness of the building's location⁸⁷.

The approved form for an interim certificate of occupancy is [Form 11 – Certificate/Interim certificate of occupancy](#).

The interim certificate of occupancy must state:

- that it is an interim certificate
- an expiry date
- all the same contents as for a certificate of occupancy which are:
 - the building's classification (having regard to the classification stated in the decision notice for the BDA, and the use for which the building was designed, built or adapted)
 - the type of building or the use for which the building was designed, built or adapted (having regard to any particular categories of uses under the classification and restrictions about use under the BCA or QDC)
 - the part of the building to which each classification relates (where relevant)
 - any BCA or QDC building solution used, and any use or occupation restriction or management procedure applicable to the building solution
 - any performance solution used, and the materials, systems, methods of building, management procedures, specifications and other things applicable to the performance solution.

The interim certificate may be based on information given to the building certifier by or for the owner of the building.

The building certifier must personally sign the interim certificate of occupancy. An electronic signature may be used in accordance with the *Electronic Transactions (Queensland) Act 2001*.

⁸³ Section 102 of the BA

⁸⁴ Sections 108 and 149 of the BA

⁸⁵ Section 107 of the BA

⁸⁶ Section 246AP of the BA

⁸⁷ Section 104 of the BA

An interim certificate of occupancy expires when the earlier of the following happens:

- the certifier inspects the work and gives a certificate of occupancy or
- the end of six months after the interim certificate is given or
- the building certifier cancels the interim certificate.

If the interim certificate expires without a certificate of occupancy being issued, the building cannot be occupied.

Note: A building certifier can only cancel an interim certificate of occupancy on the ground that the basis on which it was issued was incorrect.

Paperwork must be sent to the relevant parties within the required timeframes as shown in the table below.

Give documents to	Documents	Timeframe
Owner	<ul style="list-style-type: none"> • Interim certificate of occupancy 	As soon as practicable ⁸⁸
Local government (Council)	<ul style="list-style-type: none"> • Copy of interim certificate of occupancy • Copy of all inspection documentation 	Within 5 business days of either giving the interim certificate of occupancy or accepting all inspection certificates ⁸⁹
QBCC commissioner ***	<ul style="list-style-type: none"> • Details of the interim certificate of occupancy 	Within 5 business days of giving the interim certificate of occupancy ⁹⁰

*** Applicable where the interim certificate of occupancy is for a building that includes a regulated pool or is for a building on land on which a regulated pool is situated.

Further certificate of occupancy (for a further completed part of an unfinished building i.e. a building occupied in stages)

This section applies to work for attached class 1a buildings and all class 1b buildings.

A building certifier must give the owner a further certificate of occupancy for a further part of a building if:

- the certifier has:
 - carried out an inspection
 - consents to the occupation of a further part of the building
- the owner has previously been given a certificate of occupancy for another part of the building
- the building remains unfinished⁹¹.

The approved form for a further certificate of occupancy is [Form 11 – Certificate/Interim certificate of occupancy](#).

The further certificate of occupancy must state:

- all the same contents as for a certificate of occupancy which are:
 - the building’s classification (having regard to the classification stated in the decision notice for the BDA, and the use for which the building was designed, built or adapted)
 - the type of building or the use for which the building was designed, built or adapted (having regard to any particular categories of uses under the classification and restrictions about use under the BCA or QDC)
 - the part of the building to which each classification relates (where relevant)
 - any BCA or QDC building solution used, and any use or occupation restriction or management procedure applicable to the building solution
 - any performance solution used, and the materials, systems, methods of building, management procedures, specifications and other things applicable to the performance solution⁹².

⁸⁸ Section 102 of the BA

⁸⁹ Sections 108 and 149 of the BA

⁹⁰ Section 246AP of the BA

⁹¹ Section 105 of the BA

⁹² Section 103 of the BA

The building certifier must personally sign the further certificate of occupancy. An electronic signature may be used in accordance with the *Electronic Transactions (Queensland) Act 2001*.

A further certificate of occupancy continues in force until and unless it is replaced. A further certificate of occupancy is replaced when a building certifier approves a BCA classification or use change to a building⁹³.

Note: If the inspection is also for the **final stage**, then a stage inspection certificate must also be given. Refer to the Work complies, Stages section of this guideline⁹⁴.

Paperwork must be sent to the relevant parties within the required timeframes as shown in the table below.

Give documents to	Documents	Timeframe
Owner	<ul style="list-style-type: none"> Further certificate of occupancy 	As soon as practicable ^{*95}
Local government (Council)	<ul style="list-style-type: none"> Copy of further certificate of occupancy Copy of all inspection documentation 	Within five business days of either giving the further certificate of occupancy or accepting all inspection certificates ⁹⁶
Referral agency **	<ul style="list-style-type: none"> Copy of further certificate of occupancy Copy of plans and specifications showing the aspects of the completed work relevant to the referral agency's functions A list of all fire safety installations and their locations within the building (if QFES is the agency) 	Within 10 business days after giving the further certificate of occupancy ⁹⁷
QBCC commissioner ***	<ul style="list-style-type: none"> Details of the further certificate of occupancy 	Within five business days of giving the further certificate of occupancy ⁹⁸

* If applicable, the certifier cannot give the further certificate of occupancy until the requirement for a referral agency inspection has either been complied with or has ceased to apply.

** Applicable where a referral agency must be given a notice to inspect the building.

*** Applicable where the further certificate of occupancy is for a building that includes a regulated pool or is for a building on land on which a regulated pool is situated.

Work does not comply

Stages

Noncompliance notice

A building certifier must give the builder a noncompliance notice if the certifier:

- has carried out an inspection in accordance with best industry practice is not satisfied all relevant aspects of the stage have been completed and comply with the BDA for the work⁹⁹.

The approved form for a noncompliance notice is [Form 61 – Noncompliance notice](#).

The noncompliance notice must state:

- that the stage does not comply with the BDA
- how the stage does not comply with the BDA
- the work required to ensure the stage complies with the approval¹⁰⁰.

⁹³ Section 106 of the BA

⁹⁴ Section 53 of the BR

⁹⁵ Section 102 of the BA

⁹⁶ Sections 108 and 149 of the BA

⁹⁷ Section 107 of the BA

⁹⁸ Section 146AP of the BA

⁹⁹ Section 54 of the BR

¹⁰⁰ Section 54(2) of the BR

If the builder for the assessable building work is given a noncompliance notice, the builder must:

- perform the work necessary to ensure the stage complies with the BDA
- give the building certifier notice to inspect the stage once the work is complete¹⁰¹.

If the builder does not perform the necessary work and give the certifier notice to inspect, the building certifier (the issuing authority) must give the builder a show cause or enforcement notice¹⁰².

If the inspection is for a pool and the owner has not taken, or is not taking appropriate action to ensure the pool complies with the pool fencing standard, the private certifier (class A) must give the owner a show cause or enforcement notice. If the owner does not comply with an enforcement notice, the certifier must notify the local government as soon as practicable¹⁰³.

Competent person notice

A competent person (inspection) must give the builder and the building certifier for the assessable building work a notice if the competent person:

- has carried out an inspection in accordance with best industry practice and
- is not satisfied all relevant aspects of the stage have been completed and comply with the BDA for the work¹⁰⁴.

The approved form is [Form 62 – Notice that the stage of work does not comply \(Appointed competent person\)](#).

The notice must state:

- that the stage does not comply with the BDA
- how the stage does not comply with the BDA¹⁰⁵.

If the building certifier is given a notice from a competent person, the certifier must either:

- give the builder a noncompliance notice ([Form 61 – Noncompliance notice](#)), if not satisfied the stage complies with the BDA
- give the builder an inspection certificate ([Form 16 – Inspection certificate](#)), if satisfied the stage complies with the BDA¹⁰⁶.

Show cause and enforcement notice

If a building certifier has given the builder a noncompliance notice, and the builder does not perform the necessary work and give the certifier a notice to inspect, the building certifier (the issuing authority) must take enforcement action against the builder¹⁰⁷.

Enforcement action means the giving of a show cause or enforcement notice under chapter 9 of the BA or taking action under chapter 5, part 3 of the *Planning Act 2016* (PA).

If an enforcement notice is given and the builder does not comply with it, the building certifier (the issuing authority) must notify the QBCC. If the issuing authority is a private certifier (class A) they must also notify the local government.

Note: The issuing authority means the person who issued the BDA and can be either a private certifier (class A) or the relevant local government.

¹⁰¹ Section 55 of the BR

¹⁰² Section 56 of the BR

¹⁰³ Section 246ATA of the BA

¹⁰⁴ Section 54 of the BR

¹⁰⁵ Section 54(3) of the BR

¹⁰⁶ Section 54(4) of the BR

¹⁰⁷ Section 56 of the BR

Stages – at final / completion

Information notice

A building certifier must give the applicant or client an information notice if the certifier decides not to give a:

- final inspection certificate because the work does not comply with the BDA (single detached class 1a buildings and class 10 buildings and structures) or
- certificate of occupancy because the building has not been substantially completed (attached class 1a buildings and all class 1b buildings)¹⁰⁸.

An information notice is a notice stating:

- the decision, and the reasons for it
- all rights of appeal against the decision under the PA
- how the rights are to be exercised¹⁰⁹.

There is no mandatory or recommended form for an information notice.

Note: The requirement to give an information notice is **in addition to** the requirement to give either a noncompliance notice or competent person notice (depending upon who is inspecting the work). For giving these notices, refer to the Work does not comply, stages section of this guideline.

Note: It may also be necessary to give a show cause or enforcement notice if compliance with either a noncompliance notice or competent person notice is not achieved. For issuing show cause or enforcement notices, refer to the Work does not comply, stages section of this guideline.

5. Documentation

Inspection documentation – definition

The BA defines ‘inspection documentation’¹¹⁰ as the following documents given for building work:

- A compliance certificate
 - [Form 15 – Compliance certificate for building design or specification](#)
- A notice given to the builder for the work by or for the building certifier about an inspection of the work
 - [Form 61 – Noncompliance notice](#)
 - [Form 62 – Notice that the stage of work does not comply \(Appointed competent person\)](#)
- A certificate about an inspection under the BA
 - [Form 16 – Inspection certificate](#)
- A final inspection certificate
 - [Form 17 – Final inspection certificate - swimming pools and swimming pool fencing](#)
 - [Form 21 – Final inspection certificate](#)
- A certificate of occupancy
 - [Form 11 – Certificate/Interim certificate of occupancy](#)
- A certificate relating to the inspection of building work relied on by the relevant building certifier
 - [Form 12 – Aspect inspection certificate \(Appointed competent person\)](#)
 - [Form 43 – Aspect certificate \(QBCC licensee\)](#)

¹⁰⁸ Section 124 of the BA

¹⁰⁹ Schedule 2 of the BA

¹¹⁰ Schedule 2 of the BA

Documentation required onsite

While the building work is being carried out onsite, the applicant for the BDA (client or the owner) must ensure at least one legible set of current drawings (plans, specifications) are available for inspection by anyone who is entitled to inspect the work, including a building certifier, competent person or the QBCC¹¹¹.

The applicant may make available electronic copies of the current drawings, plans and specifications for the BDA as long as it is a complete set of documents and are **always** available and accessible on the construction site for inspection.

Documentation requested by the owner

An owner may request copies of inspection documentation from the building certifier before the building certifier inspects the final stage of work.

The request can only be made if:

- the certifier has inspected an earlier stage of work
- the earlier stage complies
- the certifier has given an inspection certificate for the earlier stage¹¹².

To request the inspection documentation, the owner may use recommended [Form 35 – Owner request for a copy of inspection documentation](#).

If the building certifier receives a request from the owner, the certifier must give the owner all inspection documentation within five business days (unless they have a reasonable excuse).

Note: Refer to the Inspection documentation section for which documents are inspection documentation.

Documentation where an engagement is discontinued

Where an engagement of a private certifier is discontinued, paperwork must be sent to the relevant parties within the required timeframes as shown in the table below.

Give documents to	Documents	Timeframe
Owner	<ul style="list-style-type: none"> • Copy of all inspection documentation 	Within five business days of either the discontinuance or after the certifier accepts the inspection certificates ¹¹³
Local government (Council)	<ul style="list-style-type: none"> • Copy of the discontinuance notice • Copy of all inspection documentation 	Within five business days of all parties being given notice of the discontinuance ¹¹⁴

The approved form for a discontinuance notice is [Form 22 – Notice of discontinuance of engagement](#).

Documentation where a Building Development Approval lapses

Where a BDA lapses, paperwork must be sent to the relevant parties within the required timeframes as shown in the table below.

Give documents to	Documents	Timeframe
Owner	<ul style="list-style-type: none"> • Copy of all inspection documentation 	Within five business days of lapsing ¹¹⁵
Local government (Council)	<ul style="list-style-type: none"> • Copy of the reminder notice • Copy of all inspection documentation 	Within five business days of lapsing ¹¹⁶

¹¹¹ Section 73 of the BA

¹¹² Section 124A of the BA

¹¹³ Section 148 of the BA

¹¹⁴ Sections 144 and 149 of the BA

¹¹⁵ Section 122 of the BA

¹¹⁶ Section 149 of the BA

The recommended form for a reminder notice is [Form 57 – Reminder notice for the lapsing of an approval](#).

Record keeping

Inspection documentation

A private certifier must keep all inspection documentation for building work for which the private certifier is engaged for at least seven years after the building work is completed¹¹⁷.

Note: Refer to the Inspection documentation section for which documents are inspection documentation.

Competent person documentation

If a building certifier decides an individual is a competent person to give inspection help, the certifier must keep a record stating the following matters in their decision¹¹⁸:

- the competent person's name
- details of the matters for which the individual was decided to be a competent person
- the date the decision was made
- documents or information relied upon to make the decision
- the building certifier's reasons for the decision.

The building certifier must keep the record for at least seven years from the day the decision was made¹¹⁹.

¹¹⁷ Section 150 of the BA

¹¹⁸ Section 36 of the BR

¹¹⁹ Section 36 of the BR

Appendix – Stages and aspects of work

Class 1a single detached dwelling – Foundation / excavation, footings, slab stage

Section 44(1)(b)(i), (ii) and (iii) of the BR sets out that this stage is:

- after excavation of foundation material and before the concrete for footings, or slab, for the building are poured, and
- if building is to have footings – after the placement of formwork and reinforcements for the footings but before the concrete for the footings is poured, and
- if the building is to have a slab – after the placement of formwork and reinforcement for the slab but before the concrete for the slab is poured.

Aspects <i>Inspection of the items in this column can be undertaken in the appropriate order to ensure compliance.</i>	Informative notes <i>The items in this column are some of the elements of each aspect that may be checked to ensure compliance with the BDA. These are not exhaustive lists and may not be relevant to each aspect. Some BDAs may have conditions containing additional stages and aspects.</i>
Residential design and siting provisions	<ul style="list-style-type: none"> • Setbacks to all relevant allotment boundaries and other buildings and structures • Distances from easements and local government infrastructure
Excavation of foundation material	<ul style="list-style-type: none"> • Dimensions of excavations • Profile of soil excavated • Bearing surfaces of excavations
Compaction of fill material (if necessary)	<ul style="list-style-type: none"> • Level of compaction • Retention of compacted fill
Cut and fill batters	<ul style="list-style-type: none"> • Location of cut and fill batters (required as part of the footing and slab system) • Construction and location of retaining walls (required as part of the footing and slab system) • Provisions for drainage of cut and fill batters and retaining walls • Falls to external finished areas
Piers through fill	<ul style="list-style-type: none"> • Location of piers through compacted fill • Depth and bedding of piers through compacted fill to natural ground or in accordance with approved design requirements
Reinforcement of slab and footing system	<ul style="list-style-type: none"> • Type and placement of steel reinforcing • Size and gauge of reinforcing steel • Location and dimension of laps to reinforcement steel • Type of connections to reinforcement steel
Vapour barrier	<ul style="list-style-type: none"> • Type and location of the vapour barrier • Type and location of joint overlaps to vapour barrier • Treatment to penetrations through vapour barrier
Termite management system	<ul style="list-style-type: none"> • Location and type of physical and chemical barriers • Protection of penetrations through footing or slab elements
Floor levels	<ul style="list-style-type: none"> • Finished slab levels to establish heights above flood levels, building height or to accommodate drainage requirements

Class 1a single detached dwelling – Frame stage

Section 44(1)(b)(iv), (v) and (vi) of the BR sets out that this stage is:

- to the extent the bracing for the frame of the building consists of cladding or lining – after the cladding or lining is fixed to the frame
- to the extent the bracing for the frame of the building does not consist of cladding or lining – before the cladding or lining is fixed to the frame
- if reinforced masonry construction is used for the frame of the building – before the wall cavities are filled.

Aspects <i>Inspection of the items in this column can be undertaken in the appropriate order to ensure compliance.</i>	Informative notes <i>The items in this column are some of the elements of each aspect that may be checked to ensure compliance with the BDA. These are not exhaustive lists and may not be relevant to each aspect. Some BDAs may have conditions containing additional stages and aspects.</i>
Sub-floor framing	<ul style="list-style-type: none"> • Member sizes and spacings • Minimum clearances to ground levels • Sub-floor bracing • Provisions for sub-floor ventilation • Termite protection • Ground grading
Lower floor wall framing	<ul style="list-style-type: none"> • Member sizes and spacings • Bracing • Tie-down and point-load locations
Upper floor wall framing	<ul style="list-style-type: none"> • Wall framing elements to slab or upper levels of multi-storey construction should be checked to ensure member sizes and spacings, bracing, tie-down and point-load requirements comply with the BDA
Floor framing and flooring	<ul style="list-style-type: none"> • Member sizes and spacings • Diaphragm bracing and blocking • Waterproof/resistant flooring to wet areas
Insulation for energy efficiency requirements	<ul style="list-style-type: none"> • Insulation or sarking to external wall framing • Roof/ceiling insulation
Structural walls (masonry)	<ul style="list-style-type: none"> • Tie-down points and lateral bracing elements • Core filling (if relevant) • Sizes, lateral support
Roof and ceiling framing	<ul style="list-style-type: none"> • Member sizes and spacings • Cross-bracing and tie-down • Point-loads supported • Location and fixing of truss binders • Batten fixing and joint location (sheet roofs)

Note: Sarking/cladding should not be in place when checking tie down or nailing patterns of bracing sheets.

Class 1a single detached dwelling – Final stage

Section 44(1)(b)(vii) of the BR sets out that this stage is at the completion of all aspects of the work.

Aspects <i>Inspection of the items in this column can be undertaken in the appropriate order to ensure compliance.</i>	Informative notes <i>The items in this column are some of the elements of each aspect that may be checked to ensure compliance with the BDA. These are not exhaustive lists and may not be relevant to each aspect. Some BDAs may have conditions containing additional stages and aspects.</i>
Site works and drainage	<ul style="list-style-type: none"> • Drainage complies with BDA and site facilitates drainage away from the dwelling and protect adjoining properties from stormwater run-off • Drainage of retained earth including batters do not impact on the dwelling or adjoining properties • Surface and roof water discharges to an approved discharge point • Finished ground levels adjacent to the dwelling are graded away • Required finished slab heights above external ground level
Termite management systems	<ul style="list-style-type: none"> • Sub-floor termite shields and other elements of physical and chemical barriers • Exposed slab edges • Termite management system notices in required locations
Damp and weatherproofing	<ul style="list-style-type: none"> • Weatherproof coating to external face of single-leaf masonry walls • Flashing to wall/roof junctions • Location and spacing of weepholes to cavity masonry walls • Flashing to door and window openings for sheet-clad external walls
Fire safety	<ul style="list-style-type: none"> • Hearth construction around free-standing or open fireplace • Termination height of chimney • Fire-rated construction • Construction requirements for bushfire prone areas • Operation and location of smoke alarms
Health and amenity	<ul style="list-style-type: none"> • Ceiling heights to stairs, habitable and non-habitable spaces • Light transmission areas • Natural and mechanical ventilation of rooms • Construction of sanitary compartments
Safe movement and access	<ul style="list-style-type: none"> • Balustrades to stairs, balconies, decks, windows, and path of access to a building, etc. • Construction of stair risers and goings • Construction of landings and thresholds
Construction of wet areas	<ul style="list-style-type: none"> • Water resistant and waterproof construction to wet areas • Treatment of wall floor junctions
Glazing	<ul style="list-style-type: none"> • Location and type of glass installed • Location and type of glass for energy efficiency requirements
Sub-floor ventilation	<ul style="list-style-type: none"> • Location and spacing of sub-floor ventilation • Area of ventilation openings • Ventilation openings to sub-floor internal walls • Sealed impervious membrane over ground in excessively damp areas • Ground grading
Energy efficiency	<ul style="list-style-type: none"> • Energy efficient lighting and hot water supply systems installation • Energy efficiency requirements as per BDA
Water savings measures	<ul style="list-style-type: none"> • Rainwater tanks or greywater treatment plants installation • Water conservation measures—showerheads, aerators, taps

Class 10 building or structure (other than a swimming pool) – Final stage

Section 44(1)(d) of the BR sets out that this stage is if the work is construction of, or an alteration to, a class 10 building or structure, other than a swimming pool – the completion of the building or structure or the alteration.

Aspects <i>Inspection of the items in this column can be undertaken in the appropriate order to ensure compliance.</i>	Informative notes <i>The items in this column are some of the elements of each aspect that may be checked to ensure compliance with the BDA. These are not exhaustive lists and may not be relevant to each aspect. Some BDAs may have conditions containing additional stages and aspects.</i>
Site works, boundary setbacks and drainage	<ul style="list-style-type: none"> • Drainage complies with BDA and site facilitates drainage away from the building or structure and protect adjoining properties from stormwater run-off • Drainage of retained earth including batters do not impact on the building or structure or adjoining properties • Surface and roof water discharges to an approved discharge point • Finished ground levels adjacent to the building or structure are graded away • Setbacks to all relevant allotment boundaries and other buildings and structures • Distances from easements and local government infrastructure • Required finished slab heights above external ground level
Cut and fill batters	<ul style="list-style-type: none"> • Location of cut and fill batters (required as part of the footing and slab system) • Construction and location of retaining walls (required as part of the footing and slab system) • Provisions for drainage of cut and fill batters and retaining walls • Falls to external finished areas
Termite management systems	<ul style="list-style-type: none"> • Sub-floor termite shields and other elements of physical and chemical barriers • Exposed slab edges • Termite management system notices in required locations
Fire safety	<ul style="list-style-type: none"> • Hearth construction around free-standing or open fireplace • Termination height of chimney • Fire-rated construction • Construction requirements for bushfire prone areas
Health and amenity	<ul style="list-style-type: none"> • Ceiling heights to stairs and other spaces • Natural and mechanical ventilation of rooms • Construction of sanitary compartments
Safe movement and access	<ul style="list-style-type: none"> • Balustrades to stairs, balconies, decks, windows, and path of access to a building, etc. • Construction of stair risers and goings • Construction of landings and thresholds
Structural elements	<ul style="list-style-type: none"> • Location and adequacy of structural elements
Energy efficiency	<ul style="list-style-type: none"> • Energy efficient lighting and hot water supply systems installed • Energy efficiency requirements as per BDA
Construction of wet areas	<ul style="list-style-type: none"> • Water resistant and waterproof construction to wet areas • Treatment of wall floor junctions
Glazing	<ul style="list-style-type: none"> • Location and type of glass installed • Location and type of glass for energy efficiency requirements
Sub-floor ventilation	<ul style="list-style-type: none"> • Location and spacing of sub-floor ventilation • Area of ventilation openings. • Ventilation openings to sub-floor internal walls • Sealed impervious membrane over ground in excessively damp areas • Ground grading

Class 10 Swimming pool and barriers – Temporary fence stage

Section 44(1)(e)(i)(A) and (B) of the BR sets out this stage is:

- on the completion of the construction of the temporary fence and before the pool is filled with water to a depth of 300mm or more
- If the building certifier for the work extends the period within which the temporary fence for the pool must be constructed – before the extension is given.

Aspects <i>Inspection of the items in this column can be undertaken in the appropriate order to ensure compliance.</i>	Informative notes <i>The items in this column are some of the elements of each aspect that may be checked to ensure compliance with the BDA. These are not exhaustive lists and may not be relevant to each aspect. Some BDAs may have conditions containing additional stages and aspects.</i>
Pool barriers	<ul style="list-style-type: none"> • Period of use for temporary fence • For extensions of time, risk to safety of persons, particularly young children • At least one compliant gate provided • Temporary fence and gate securely fixed to resist reasonably foreseeable actions to which they may be subjected • Spacing of vertical members • Height above the barrier's finished ground level • Clearance between barrier and the barrier's finished ground level • Non-climbable zones and additional clear areas • Operation of gate • Location, height, and dimensions of intersecting barriers
Access to pool enclosure	<p>Gates</p> <ul style="list-style-type: none"> • Location and direction of swing • Self-closing, self-latching operation • Shielding of latch • Location of latch <p>Windows as part of wall of another building</p> <ul style="list-style-type: none"> • Window opening restricted to maximum 100mm • Opening protected by grille • Sill heights <p>Balconies</p> <ul style="list-style-type: none"> • Location of balcony in relation to pool enclosure • Type of balustrade to balcony • Non-climbable zones between pool barrier and balcony

Class 10 Swimming pool and barriers – Final stage

Section 44(1)(e)(ii) of the BR sets out that this stage is at completion of the pool and its fencing and, if no temporary fence for the pool was constructed, before the pool is filled with water to a depth of 300mm or more.

Aspects <i>Inspection of the items in this column can be undertaken in the appropriate order to ensure compliance.</i>	Informative notes <i>The items in this column are some of the elements of each aspect that may be checked to ensure compliance with the BDA. These are not exhaustive lists and may not be relevant to each aspect. Some BDAs may have conditions containing additional stages and aspects.</i>
Site works, boundary setbacks and drainage	<ul style="list-style-type: none"> • Drainage complies with BDA and site facilitates drainage away from the building or structure and protect adjoining properties from stormwater run-off • Drainage of retained earth including batters do not impact on the building or structure or adjoining properties • Surface water discharges to an approved discharge point • Setbacks to all relevant allotment boundaries and other buildings and structures • Distances from easements and local government infrastructure
Cut and fill batters	<ul style="list-style-type: none"> • Location of cut and fill batters • Construction and location of retaining walls • Provisions for drainage of cut and fill batters and retaining walls • Falls to external finished areas
Pool structure	<p>Concrete pool shells</p> <ul style="list-style-type: none"> • Type and placement of steel reinforcing • Size and gauge of reinforcing steel • Location and dimension of laps to reinforcement steel • Type of connections to reinforcement steel <p>Prefabricated pool shells</p> <ul style="list-style-type: none"> • Backfilling of excavation • Drainage of backfilled area
Pool barriers	<ul style="list-style-type: none"> • Spacing of vertical members • Height above the barrier's finished ground level • Clearance between barrier and the barrier's finished ground level • Non-climbable zones and additional clear areas • Location, height, and dimensions of intersecting barriers
Access to pool enclosure	<p>Gates</p> <ul style="list-style-type: none"> • Location and direction of swing • Self-closing, self-latching operation • Shielding of latch • Location of latch <p>Windows as part of wall of another building</p> <ul style="list-style-type: none"> • Window opening restricted to maximum 100mm • Opening protected by grille • Sill heights <p>Balconies</p> <ul style="list-style-type: none"> • Location of balcony in relation to pool enclosure • Type of balustrade to balcony • Non-climbable zones between pool barrier and balcony
Wastewater drainage	<ul style="list-style-type: none"> • Wastewater drains to approved point of discharge