



## Building and Plumbing **NEWSFLASH**



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### Building and Plumbing Newsflash 642

## Forms for finalising building work

### Purpose

This Newsflash will help building certifiers to determine the correct form to use to finalise building work.

### Why the correct form matters

The *Building Act 1975* (the Act) and Building Regulation 2021 (the regulation) require certificates to be issued at each stage of the building work and upon finalisation of the completed works. The use of the correct forms ensures that accurate and consistent information is officially recorded across all building assessment work.

### Completion forms: what is required?

Building certifiers must use the appropriate completion form to finalise building work. The appropriate form will depend on the type of building work.

#### **Mandatory form for the completion of a stage of building work**

- *Form 16 – Inspection certificate*

#### **Mandatory forms for finalising building work**

In addition to the Form 16 being given for the final stage, the following mandatory forms are used to certify the finalisation of building work:

- *Form 11 – Certificate/Interim Certificate of Occupancy*
- *Form 17 – Final inspection certificate* (swimming pools and swimming pool fencing)
- *Form 21 – Final inspection certificate* (single detached class 1a buildings and class 10 buildings or structures).

### Using Form 29 correctly

*Form 29 – Compliance advice for building work* is used to provide compliance advice during assessment of a building development application under section 10(b) of the Act. It cannot be given as an alternative to, or replace, Forms 11, 17 or 21 when finalising building work as it is not a final inspection certificate or a certificate of occupancy.

Form 29 may only be used in the limited circumstances set out in the Act under sections 53 and 60 as part of the assessment of a building development application or to satisfy combustible cladding requirements. It cannot be given to finalise a development approval that has been issued. Additionally, the Act does not specify any other circumstances in which a Form 29 is to be used:

- section 53 states that a local government may rely on particular compliance certificates and other documents.
- section 60 states that a building certifier may rely on particular compliance certificates and other documents.

## Quick reference guide

Use the following guide to identify the appropriate form for each type or stage of building work.

| Building Form                                                                | Use                                                                                                                                                                        | Legislative authority                                  | Limitations                                                                                                                          |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Form 11 – Certificate/Interim Certificate of Occupancy                       | To be used for the purpose of certifying the completion of a building or alterations to a building other than a single detached class 1a or class 10 building or structure | Sections 102(2), 103 and 104 of the Act                | Not to be used for a single detached class 1a or a class 10 building or structure                                                    |
| Form 16 – Inspection Certificate                                             | To be used for the purpose of certifying, upon inspection, that all relevant aspects of a stage have been completed and comply with the building development approval      | Section 10 of the Act and section 53 of the regulation | Used for stages of building work                                                                                                     |
| Form 17 – Final inspection certificate (swimming pools/swimming pool fences) | To be used for the purpose of certifying, upon inspection, that at the final stage, the work complies with the building development approval                               | Sections 98 and 99 of the Act                          | Used to certify a swimming pool or swimming pool barrier is compliant with the building development approval                         |
| Form 21 – Final inspection certificate                                       | To be used for the purpose of certifying, upon inspection, that at the final stage, the work complies with the building development approval                               | Sections 98 and 99 of the Act                          | Used for single detached class 1a buildings and class 10 buildings or structures (excluding swimming pools and swimming pool fences) |
| Form 29 – Compliance advice for building work                                | To be used for the purpose of providing compliance advice for building work the subject of a building development application.                                             | Sections 10(b), 53 and 60 of the Act                   | Not to be used post-approval.<br><br>Cannot be used in place of Forms 11, 17, 21, 16, 12 or 43.                                      |

# What are the legislation requirements?

Either Form 21 or Form 17 are to be used for the purposes of sections 98 and 99 of the Act:

- Section 98 outlines the application of part 1, which refers to the giving of inspection documentation for single detached class 1a buildings and class 10 buildings or structures
- Section 99 states that the building certifier must ensure the owner of the building is given a Final Inspection Certificate (Form 21 or 17) on the final inspection.

Form 11 is to be used for the purposes of sections 102(2), 103 and 104 of the Act:

- Section 102(2) states that the building certifier must ensure the owner of the building is given a Certificate of Occupancy (Form 11) that complies with the requirements under section 103
- Section 103 outlines the Certificate of Occupancy requirements
- Section 104 outlines the Interim Certificate of Occupancy requirements if a building is remote.

These forms are to be used in accordance with the Act, including where building work is for a part or an element of a building, as this work may affect the building's structural adequacy, wind classification, fire performance or other compliance matters.

For Class 2-9 buildings, correctly completing the building description on Form 11 confirms the certification relates only to the works subject of the building development approval, and does not supersede the existing Form 11 for the entire building.

Forms 11, 17 or 21 are also to be used for demolitions to certify that the demolition works are finished and to finalise the building approval. Demolition approvals are to be properly completed before expiry to ensure site safety and to provide certainty for future development of the site.

## Safer buildings and combustible cladding

Information contained in this Newsflash does not limit or alter the use of Form 29 to meet the requirements of the combustible cladding provisions of the regulation. Whilst Form 29 may also be used for this purpose; it does not replace the prescribed completion certification forms required under the Act when finalising building work covered by a building development approval.

## For more information

For more information about the building forms and certification requirements, please visit the [Department of Housing and Public Works](#) website.

You can read the [Building Act 1975](#) and the [Building Regulation 2021](#).

If you have any questions or require further clarification, please contact Building Policy: [buildingpolicy@hpw.qld.gov.au](mailto:buildingpolicy@hpw.qld.gov.au)

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