

This form is a non-mandatory form can be used to provide information on building work eligible to be assessed under the building assessment provisions in force immediately before an amendment, in accordance with section 37 of the *Building Act 1975*.

Additional explanatory information is included in the Appendix at the end of this form.

1. Property description

The lot and plan details (e.g. SP/RP) are shown on title documents or a rates notice.

For any lot sold or purchased 'off the plan', please provide a copy of the proposed lot's disclosure plan or plan of survey, and evidence of the date of the contract for the sale for the proposed lot.

Lot and plan details e.g. RP (*attach list if necessary*)

Street address	
Suburb	
Postcode	
Local government	

2. Description of proposed building work

Provide a summary description of proposed building work.

Provide a summary description of proposed building work.	
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3. Building certifier details

Name (<i>in full</i>)	
QBCC Licence No.	
Business phone number	Mobile
Email address	
Postal address	
Suburb	

State	Choose an item.	Postcode	
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4. Declaration

Provide details of how the proposed building work satisfies all the criteria below.

For section 37(1)(d) of the *Building Act 1975*, I declare that:
Planning for carrying out the work started before a building assessment provision was amended, and, as the building certifier for the building development approval, I certify that all three conditions below have been met.

i. Substantial progress was made on the design of the building, or the design was completed, before the amendment

ii. The design would need to be changed to comply with the amended provision

iii. The changes needed are not minor changes, having regard to the amendment and the nature of the building work

7. Signature of building certifier

Signature	Date	Click or tap to enter a date.
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Appendix – explanatory information

Who can complete this form?

This form is to be completed by the building certifier responsible for assessing the proposed dwelling.

What is the purpose of this form?

Section 37(1)(d) of the *Building Act 1975* states that building work may be assessed under the building assessment provisions in force immediately before an amendment, if planning for carrying out the work started before a building assessment provision is amended and the building certifier for the building development approval certifies in writing that all three conditions have been met:

- (i) substantial progress was made on the design of the building, or the design was completed, before the amendment; and
- (ii) the design would need to be changed to comply with the amended provision; and
- (iii) the changes needed under subparagraph (ii) are not minor changes, having regard to the amendment and the nature of the building work.

An example of a change to a design that is not a minor change is changing a roof to a lighter colour shade.

This form constitutes the means by which a building certifier may certify the above in writing.

What if there is not enough space for all the supporting material/documents?

Items 2 and 4 require the building certifier to clearly identify the proposed building work and how it satisfies the criteria in section 37(1)(d) of the *Building Act 1975*.

You can edit this Microsoft Word version of the form to include additional material in the relevant parts of the form. Editing the Microsoft Word version of the form may cause the relevant boxes to expand and increase the length of the document. This is acceptable and does not change the approved form, provided the section text is not altered.

PRIVACY NOTICE

Privacy

All information collected in this form will be used by assessment managers (e.g. private building certifiers and local governments) associated with a development approval for building work that is assessable against the building assessment provisions under the *Planning Act 2016*. This information may be stored by an assessment manager or by a local government for recording a building certifier's decision under section 37 of the *Building Act 1975*.

Information in this form may be disclosed to a local government, the Queensland Building and Construction Commission or to third parties for purposes relating to administering and monitoring compliance with the *Building Act 1975*.

Personal information will only otherwise be disclosed to third parties by consent or in accordance with other relevant Acts, such as the *Information Privacy Act 2009*. The information collected on this form may be stored in relevant databases and retained as required by the *Public Records Act 2002*. It may also be subject to the *Right to Information Act 2009*.