

This form is the approved form that must be used in accordance with section 10 of the *Building Act 1975* and section 53 of the *Building Regulation 2021*. The relevant building certifier, another building certifier or an appointed competent person is stating a stage of work is compliant with the building development approval.

Explanatory information relevant to completion of this form is in the Appendix at the end of this form.

<p><b>1. Stage of the building work</b></p> <p>See section 44 of the Building Regulation 2021 for what constitutes a stage of assessable building work.</p>	<p>List stage/s of building work (indicate the stage)</p>				
<p><b>2. Property description</b></p> <p>The description must identify all land the subject of the application.</p> <p>The lot and plan details (e.g. SP/RP) are shown on title documents or a rates notice.</p> <p>If the plan is not registered by title, provide previous lot and plan details.</p>	<p>Street address <i>(include number, street, suburb/locality and postcode)</i></p> <p>.....</p> <p>..... State ..... Postcode .....</p> <p>Lot and plan details <i>(attach list if necessary)</i></p> <p>.....</p> <p>Local government area the land is situated in</p> <p>.....</p>				
<p><b>3. Building/structure description</b></p>	<table border="1"> <thead> <tr> <th data-bbox="553 1249 1177 1294">Building/structure description</th> <th data-bbox="1177 1249 1524 1294">Class of building/structure</th> </tr> </thead> <tbody> <tr> <td style="height: 150px;"></td> <td></td> </tr> </tbody> </table>	Building/structure description	Class of building/structure		
Building/structure description	Class of building/structure				
<p><b>4. Description of component/s certified</b></p> <p>Clearly describe the extent of work covered by this certificate, e.g. all structural aspects of the steel roof beams.</p>					

<p><b>5. Basis of certification</b></p> <p>Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications were relied upon by the inspecting person.</p>	
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<p><b>6. Reference documentation</b></p> <p>Clearly identify any relevant documentation, e.g. numbered structural engineering plans or aspect inspection certificates.</p>	
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<p><b>7. Building certifier reference number and building development approval number</b></p>	<p>Building certifier reference number      Building development approval number</p> <p>.....</p>
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<p><b>8. Building certifier or appointed competent person</b></p> <p>Under Part 6 of the Building Regulation 2021 a person must be assessed, by the relevant building certifier as competent to give inspection help for the stage work.</p>	<p>Name <i>(in full)</i></p> <p>.....</p> <p>Company name <i>(if applicable)</i>      Contact person</p> <p>.....</p> <p>Business phone number      Mobile number</p> <p>.....</p> <p>Email address</p> <p>.....</p> <p>Postal address</p> <p>.....</p> <p>..... State      Postcode</p> <p>.....</p> <p>Licence class or registration type <i>(if applicable)</i></p> <p>.....</p> <p>Licence or registration number <i>(if applicable)</i></p> <p>.....</p>
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<p><b>9. Signature of building certifier or appointed competent person</b></p>	<p>Signature      Inspection Date</p> <p>.....</p> <p>.....</p> <p>..... Certificate Date</p> <p>.....</p>
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**LOCAL GOVERNMENT USE ONLY**

<b>Date received</b>		<b>Reference number/s</b>	
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## Appendix – explanatory information

**IMPORTANT NOTE:** a competent person who knowingly or reasonably suspects the information they are giving to the building certifier is false or misleading, including the information contained in this certificate (Form 16), commits an offence and is liable to a maximum penalty of 100 penalty units.

**Who can complete this certificate?** (sections 10 of the *Building Act 1975* (Building Act) and 53(2) of Building Regulation 2021 (BR 2021)). This form must be completed and signed by a building certifier for the work or another building certifier or the appointed competent person (inspection) – the **inspecting persons**.

### **When is a Form 16 needed?**

This form is to be completed when an inspecting person inspects a stage of assessable building work, as stated in a notice for inspection and is satisfied that all relevant aspects of the stage of work have been completed and comply with the building development approval for the work.

The inspection time for a stage of work is to be agreed between the builder and building certifier and must be carried out by the inspecting person in accordance with best industry practice.

If satisfied the stage is compliant the inspecting person must give the builder for the stage of work the completed and signed Form 16. The regulation requires the inspecting person to provide the reasons why they are satisfied all aspects of the stage are completed and compliant, including any tests, specifications, rules, standards, codes of practice or other publications relied upon when making the assessment.

The inspecting person may rely on an aspect certificate from an appointed competent person (inspection), (Form 12 – Aspect Inspection Certificate) or a QBCC licensee (Form 43 – Aspect certificate (QBCC licensee)).

### **Restrictions for who can sign a Form 16 (section 46 of the BR 2021)**

For a single detached class 1a building and class 10 building or structure only the building certifier for the assessable building work, or another building certifier, can sign the certificate of inspection (Form 16) for the following stages:

- after the excavation of foundation material and before the concrete for the footings, or slab, for the building or structure is poured (foundation/excavation stage)
- 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 (footings stage)
- 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 (slab stage).
- the final stage of the work (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 more).

In addition to the stages above for a building development approval, 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, can sign the certificate of inspection (Form 16) 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.

The relevant building certifier can use another building certifier to inspect the stages mentioned above, without assessing and appointing the person as a competent person.

While the building certifier can accept a competent person's aspect inspection certificate (Form 12) as part of their compliance assessment for the stage of work, it remains the building certifier's responsibility to complete and sign the Form 16 for the stages of work mentioned above.

Nothing prevents a competent person (inspection) who is not a building certifier from giving inspection help for an aspect of a stage mentioned above. However, for a single detached class 1a building or a class 10 building or structure, the building certifier must not accept an aspect inspection certificate for all aspects of the final stage.

### **Competent person** (section 10 of the Building Act and Part 6 of the BR 2021)

A building certifier must assess and decide to appoint an individual as a competent person before they can, as a competent person, give inspection help. The building certifier is required to keep detailed records about what was considered when appointing a competent person.

A competent person cannot give inspection help to a building certifier until they have been appointed by the building certifier. For further information about assessment of someone as a competent person refer to the **Guideline for the assessment of competent persons**.

### **Inspection help** (section 34 of the BR 2021)

A building certifier must be satisfied that an individual is competent to give the type of inspection help having regard to the individual's experience, qualifications and skills and if required by law to hold a licence or registration, that the individual is appropriately registered or licensed.

For further information about [conducting inspections for class 2 to 9 buildings](#), refer to the **Guideline for inspection of class 2 to 9 buildings**.

For further information about conducting inspections for detached class 1a and 10 buildings or structures refer to the **Guideline for inspections of class 1 and 10 buildings and structures**.

### **Additional information**

It is considered good practice for a building certifier or appointed competent person who is accepting and relying on this form and any attached certificates i.e. aspect certificates, to check the information or details contained in the form.

This form is also the inspection certificate to be used for temporary swimming pool fencing.

### **Aspect certificates - go to the Business Queensland website to access all building forms**

**Form 43 – Aspect certificate (QBCC licensee)** – for aspect work for a single detached class 1a building and class 10 buildings and structures a building certifier or the appointed competent person can accept and rely on Form 43, the approved form from a QBCC licensee with the appropriate licence class that the work is compliant with the building development approval.

**Form 12 – Aspect Inspection Certificate (appointed competent person)** – for aspects of a stage or other aspect work for all classes of buildings and structures the building certifier may accept and rely on a Form 12 from an appointed competent person stating the aspect work is compliant with the building development approval.

**Form 30 – QBCC licensee aspect certificate for accepted development (self-assessable)** section 70 allows the QBCC licensee to give a Form 30 to the builder for the building work or the owner of the building, stating the subject aspect work complies with the relevant provisions, standards and codes.

### **PRIVACY NOTICE**

The Department of Energy and Public Works is collecting personal information as required under the *Building Act 1975*. This information may be stored by the Department, and will be used for administration, compliance, statistical research and evaluation of building laws. Your personal information will be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the *Building Act 1975*. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.