

*Building Act 1975 (QLD) (the Act) section 261 and Building Regulation 2006 (QLD) (the Regulation) sections 16Q(2), 16T(3), 16W(2), 16X(4).*

**Information regarding form.** This is the approved form to request an extension of time to the compliance period. The application must be made to the QBCC 28 days prior to the compliance period ending. If you have already been granted an extension and wish to apply for a further extension, you must apply to the QBCC 28 days prior to the end of the extended compliance period. You may apply for an extension of time, however it should not be assumed that it will be granted. Extensions may be granted if the extension is reasonable in the circumstances. Penalties may apply if there is non-compliance with the Regulation.

**Privacy Notice.** The Queensland Building and Construction Commission (QBCC) is collecting personal information as required under the Building Regulation 2006. This information may be stored by the QBCC and the Department of Housing and Public Works, and will be used for administration, compliance, statistical research and evaluation of combustible cladding risk. Your personal information may be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring combustible cladding risk. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.

**Return your completed form and ALL required documents by:**

**Post:** GPO Box 5099 Brisbane QLD 4001; email: [qbcc.saferbuildings@qbcc.qld.gov.au](mailto:qbcc.saferbuildings@qbcc.qld.gov.au) (all required documents must be scanned and attached); or **in person:** QBCC Queensland service centres are listed on our website.

## 1. NATURE OF REQUEST

Initial request for an extension of time before the compliance period has ended

Subsequent request for an extension of time before the extended compliance period has ended

## 2. BUILDING OWNER DETAILS

If the owner is a company, trust, body corporate/management body; an authorised representative or agents details as a contact person must be provided.

<b>Building Owner's name:</b>																					
<b>Contact person (if applicable):</b>																					
<b>Position held (if applicable):</b>																					
<b>Postal address</b>																					
											<b>State</b>				<b>Postcode</b>						
<b>Business phone</b>											<b>Home ph</b>										
<b>Mobile phone</b>											<b>Fax</b>										
<b>Email</b>																					

**\*Please provide at least one contact number**

**If a company is the building owner, please provide**

**ABN/ACN**

### 3. BUILDING OWNER AGENT OR REPRESENTATIVE DETAILS (IF APPLICABLE)

If the owner is a company, trust, body corporate/management body, an authorised representative or agents details as a contact person must be shown. \*Note if a new building owner wishes to engage an agent to act on their behalf they will be required to complete the proof of agent declaration.

Agent's name:

Contact person (if applicable):

Postal address

State  Postcode

**\*Please provide at least one contact number**

Business phone  Home ph

Mobile phone  Fax

Email

Your relationship with the building owner? (e.g. agent, company secretary, partner)

Are you authorised to act on behalf of the building owner?

Yes No (If YES, please provide a proof of agent declaration)

### 4. BUILDING DETAILS

The description must identify the subject building. The lot & plan details (eg. SP / RP) are shown on title documents or a rates notice. If the plan is not registered by title, provide previous lot and plan details.

Lot no  Plan type (e.g. RP/SP/BUP/GTP)  Plan no

\*Address Street no

Street name

Suburb/Town  Postcode

Please provide a copy of the Certificate of Classification for the building

### 5. REASONS FOR REQUESTING AN EXTENSION OF TIME

Please attach all documents that support your reasons for requesting an extension of time.

**IMPORTANT:** Do not send original documents - the QBCC will not return any documents submitted.

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## 6. DECLARATION

*\*NOTE: Please ensure you have completed all mandatory fields and have included all relevant documentation and evidence. If the QBCC is not provided with sufficient information, your extension of time request may not be investigated and you will be notified accordingly.*

*I declare the information provided in this extension of time request form and any accompanying documents is true and correct.*

Name

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Signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
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