




COMPLETING THIS FORM

1. This is an interactive PDF that you may complete in your web browser. Save this PDF form to your personal records and print a hard copy to submit by post or in person.
2. If you choose to fill out with a pen, use BLACK pen only – print clearly in BLOCK LETTERS - DO NOT use correction fluid. Cross out mistakes and initial any amendments.

SUBMITTING YOUR FORM

-  **In person:** At any QBCC Customer Service Centre
-  **Post:** GPO Box 5099, Brisbane Qld 4001
-  **Email:** qbcc.saferbuildings@qbcc.qld.gov.au
(all required documents must be scanned and attached)

INFORMATION REGARDING THIS FORM

This is the approved form required under the *Building Regulation 2006* Section 16ZA for an owner to notify the QBCC that an affected private building notice is displayed.

OBLIGATION ON OWNER/AGENT

Section 16ZA of the Regulation states that within 5 business days after the owner displays the affected private building notice the owner is required to give a copy of this form to the QBCC via qbcc.saferbuildings@qbcc.qld.gov.au.




Penalties may apply for non-compliance.

PRIVACY NOTICE – PLEASE READ

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.

Visit the QBCC Privacy Policy at <https://www.qbcc.qld.gov.au/privacy-policy> for more information, including steps to access and amend your personal information, or submit a privacy complaint.

1. BUILDING DETAILS

-  The description must identify the subject building. The lot and plan details (e.g. 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 number (e.g. 6)

Plan type (e.g. RP)

Plan number

Street address

Suburb

State

Postcode

Building name
(if applicable)

2. BUILDING OWNER DETAILS

Building owner's full name (e.g. if a Body Corporate – Body Corporate for XYZCTS123)

ACN

ABN

CONTACT PERSON DETAILS

If the owner is a corporation, trust, body corporate/management body, an 'authorised representative' as a contact person must be shown.

Contact person's
full name

All correspondence will be mailed to the nominated postal address or forwarded electronically to the nominated email address.

Postal address

Suburb

State

Postcode

Phone

Alternative
contact number

Email

3. DATE THE FIRE ENGINEER STATEMENT (FORM 35) STATING THE BUILDING HAS A CLADDING FIRE RISK, WAS GIVEN TO THE OWNER BY THE FIRE ENGINEER

Date / /

4. COMPLIANCE NOTICE STATEMENT

The affected private building notice has been:


displayed in a conspicuous position; **and**

securely attached to a wall, or the internal side of a door, near a main entry point to a building; **and**

if the building has a fire indicator panel – also securely attached to a wall, or the internal side of a door that is adjacent to the panel.

Date the affected private building notice was displayed as stated above / /

5. PHOTOGRAPHIC EVIDENCE

 To complete this approved form you must attach:

a close-up photograph of the Affected Private Building notice so that the writing is clearly legible; **and**

a wide image showing the placement of the Affected Private Building notice in a conspicuous position; **and**

if the building has a Fire Indicator Panel an image showing the placement of an Affected Private Building notice adjacent to the panel.

6. DECLARATION AND SIGNATURE



WARNING: Providing false or misleading information may lead to prosecution for an offence.

I declare that:

- the information contained in this form and any attached documents is true and correct
- I have read and understood the Privacy Notice and Warning included above.

I understand that by signing this form below, I am declaring that I have read and agree to the statements above.

Name of
owner/agent

Signature of
owner/agent

Date

D	D	/	M	M	/	Y	Y	Y	Y

This form must be signed by hand. Digital signatures are not accepted.