

**Information regarding form.** This is the complaint form for notifying the QBCC of a complaint in relation to the safer building combustible cladding checklist. While all complaints are carefully considered by the QBCC. To make the best use of our resources and increase benefits to the public, we target areas where there is evidence or where there may be public interest. Please refer to the Compliance and Enforcement Strategy.

**Grounds for complaints**

- A complaint may be made against a building owner if the building owner fails to advise occupants of the building fire safety risk assessment.
- A complaint may be made against a building owner if it is believed that building owner has failed to complete the combustible cladding checklist for their building.
- A complaint may be made against a licensee if they were engaged as a building industry professional to complete a statement on the buildings combustible cladding and have been found to provide false or misleading information in the combustible cladding checklist.
- A complaint can me made against fire engineers who provide false or misleading information in a fire safety risk assessment and fire engineer statement.
- Building owners who do not receive these documents from building industry professionals or fire engineers within the 5 business days.
- Other matters relating to the combustible cladding checklist.

**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.

**Completing this form**

- Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid — any amendments should be crossed out and initialled

**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. COMPLAINANT’S DETAILS (PERSON LODGING THE COMPLAINT)**

Name																									
Date of birth	-		-		ABN																				
Postal address																									
	State												Postcode												
<b>*Please provide at least one contact number</b>																									
Business phone													Home ph												
Mobile phone													Fax												
Email																									

**2. BUILDING OWNERS DETAILS**

Name of Building Owner (individual, company or body corporate)																								
Contact name (if known)																								

Continue to the next page >

Postal address																			
											State				Postcode				
Business phone											Home ph								
Mobile phone											Fax								
Email																			

### 3. BUILDING RELEVANT TO THE COMPLAINT (IF KNOWN)

Please provide as much information as possible.

**Real Property Description: these details can be found on your rates notice or your Certificate of Title**

Lot no					Plan type (e.g. RP/SP/BUP/GTP)					Plan no						
*Address	House no					Unit no										
Street name																
Suburb/Town											Postcode					

Is this a residential property?      Yes      No

### 4. COMPLAINT DETAILS

Please outline the complaint in detail below. Please provide any supporting evidence such as emails or contracts.

**IMPORTANT:** Do not send original documents - the QBCC can not return documents. Any documents provided by you will be destroyed.

### 5. DECLARATION

Please ensure you have provided as much information as possible and have included all relevant documentation and evidence. If the QBCC is not provided with sufficient information your complaint may not be investigated.

Name \_\_\_\_\_

Signature       Date 

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---