QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

SAFER BUILDINGS
FORM 37 – CHANGE OF BUILDING OWNERSHIP

Governing Legislation: *Building Act 1975 (Qld)* (the Act) Section 261 and *Building Regulation 2006 (Qld)* (the Regulation) Section 16ZD

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)

OBLIGATIONS ON ORIGINAL OWNER

Before ownership of the building changes, the original owner must

- give the new building owner this form and a copy of each document already given to the QBCC under this legislation
- give the QBCC a copy of this completed form.

Penalties apply for non-compliance.

PRIVACY NOTICE – PLEASE READ

The Queensland Building and Construction Commission (QBCC) is collecting information, including personal information, from this form 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 information, including 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. Collected 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. PREVIOUS BUILDING OWNER'S DETAILS

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

Contact person is: ☐ Building owner ☐ Building owner's authorised representative/agent

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 name in full

All correspondence will be mailed to the address.

Postal address

Suburb | State | Postcode

Mobile phone | Fax

Email

2. NEW BUILDING OWNER'S DETAILS

Note: If the building owner wishes to engage an agent to act on their behalf they will be required to complete the proof of agent form.

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

Contact person is: ☐ Building owner ☐ Building owner's authorised representative/agent

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 name in full

All correspondence will be mailed to the address.

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Mobile phone | Fax

Email

3. BUILDING DESCRIPTION

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 and plan details (attach list if necessary)

Lot number (e.g. 6) | Plan type (e.g. RP)

Plan number

Street address

Suburb | State | Postcode

In which local government area is the land situated?

4. EXTENT TO WHICH THE ORIGINAL OWNER HAS COMPLIED WITH THE COMBUSTIBLE CLADDING CHECKLIST

Attach copies of all documents and forms completed to date.

- ☐ No action taken to date
- ☐ Registered the building and completed Part 1 of the Combustible Cladding Checklist
- ☐ Engaged a Building Industry Professional, and completed Part 2 of the Combustible Cladding Checklist
- ☐ Engaged a Fire Engineer and registered their details on the Safer Buildings website
- ☐ Obtained a Building Fire Safety Risk Assessment, Fire Engineer Statement and completed Part 3 of the Combustible Cladding Checklist

5. DECLARATION AND SIGNATURE FROM PREVIOUS BUILDING OWNER

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

I do solemnly and sincerely declare that:

- I have given copies of all documentation given to the QBCC under the *Building Regulation 2006* to the new owner
- 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.

Building owner / agent's name in full

Signature

Date D D / M M / Y Y Y Y

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

6. DECLARATION AND SIGNATURE FROM NEW BUILDING OWNER

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

I understand that:

- I am responsible for completing any required steps to comply with Part 4A of the *Building Regulation 2006*
- 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.

Building owner / agent's name in full

Signature

Date D D / M M / Y Y Y Y

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