

THE COMBUSTIBLE CLADDING CHECKLIST REFERENCE GUIDE

This Reference Guide provides an overview of the combustible cladding checklist (Checklist) process and has been designed to answer questions the QBCC is receiving most frequently. For more information on the Safer Buildings Program read the [Guideline for assessing buildings with combustible cladding](#) or visit the [Safer Buildings website](#), including a dedicated [FAQ](#)

WHO COMPLETES THE CHECKLIST?

Owners of buildings which meet the following four criteria:

- privately owned
- class 2 – 9 building
- of type A or B construction
- for which a building development approval was given, after 1 January 1994 but before 1 October 2018.



CHECKLIST TIPS AND RESOURCES

- **More than one owner** – if a private building has multiple owners, only 1 owner is required to register and complete the Checklist.
- **Body Corporate** – if there are multiple lots, for example apartments, the body corporate is considered to be the owner.
- **Proof of authority** – to demonstrate authority to act on behalf of an owner, including transfer to a new owner/agent, use [Form 43 – Proof of Agency](#).
- **Change of ownership** – the current owner/agent responsible for a building's Checklist (e.g. a body corporate) must transfer to new owner agent/agent using [Form 37 – Change of Building Ownership](#).

WHAT IS THE CHECKLIST PROCESS?

