



Form 16—Inspection Certificate/Aspect Certificate/QBCC Licensee Aspect Certificate

Version 5 – July 2017

NOTE: This form is to be used for the purposes of section 10(c) and 239 of the Building Act 1975 and/or sections 32, 35B, 43, 44 and 47 of the Building Regulation 2006.

1. Indicate the type of certificate
The stages of assessable building work are listed in section 24 of the Building Regulation 2006 or as conditioned by the building certifier.
An aspect of building work is part of a stage (e.g. waterproofing).

- Inspection Certificate for
Stage of building work (for single detached class 1a or class 10 building or structure)
Aspect of building work

QBCC Licensee Aspect Certificate

Scope of the work

Scope of the work covered by the licence class under the Queensland Building and Construction Commission Regulation 2003 for the aspect being certified, e.g. scope of work for a waterproofing licence is "installing waterproofing materials or systems for preventing moisture penetration".

Empty text box for scope of work

2. Property description
The description must identify all land the subject of the application.
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.

Street address (include no., street, suburb/locality and postcode)

Street address and Postcode input fields

Lot and plan details (attach list if necessary)

Lot and plan details input field

In which local government area is the land situated?

Local government area input field

3. Building/structure description

Building/structure description

Building/structure description input field

Class of building/structure

Class of building/structure input field

LOCAL GOVERNMENT USE ONLY

Table with columns: DATE RECEIVED, REFERENCE NUMBER/S

<p><b>4. Description of component/s certified</b></p> <p>Clearly describe the extent of work covered by this certificate, e.g. all structural aspects of the steel roof beams.</p>	<div style="border: 1px solid black; height: 135px; width: 100%;"></div>				
<p><b>5. Basis of certification</b></p> <p>Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon.</p>	<div style="border: 1px solid black; height: 125px; width: 100%;"></div>				
<p><b>6. Reference documentation</b></p> <p>Clearly identify any relevant documentation, e.g. numbered structural engineering plans.</p>	<div style="border: 1px solid black; height: 97px; width: 100%;"></div>				
<p><b>7. Building certifier reference number and development approval number</b></p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;"><b>Building certifier reference number</b></td> <td style="width: 50%;"><b>Development approval number</b></td> </tr> <tr> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> </tr> </table>	<b>Building certifier reference number</b>	<b>Development approval number</b>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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<p><b>8. Building certifier, competent person or QBCC licensee details</b></p> <p>A <b>competent person</b> must be assessed as competent before carrying out the inspection.</p> <p>The builder for the work cannot give a stage certificate of inspection.</p> <p>A competent person is assessed by the building certifier for the work as competent to practice in an aspect of the building and specification design, because of the individual's skill, experience and qualifications. The competent person must be registered or licensed under a law applying in the State to practice the aspect.</p> <p>If no relevant law requires the individual to be licensed or registered, the certifier must assess the individual as having appropriate experience, qualifications or skills to be able to give the help.</p> <p>If the chief executive issues any guidelines for assessing a competent person, the building certifier must use the guidelines when assessing the person.</p>	<p><b>Name (in full)</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Company name if applicable</b> <span style="float: right;"><b>Contact person</b></span></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Phone no. (business hours)</b> <b>Mobile no.</b> <span style="float: right;"><b>Fax no.</b></span></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Email address</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Postal address</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p style="text-align: right;"><b>Postcode</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Licence class</b> <span style="float: right;"><b>Licence number</b></span></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p><b>Date approval to inspect received from building certifier</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>				
<p><b>9. Signature of building certifier, competent person or QBCC licensee</b></p> <p>Note: A building certifier must sign this form for temporary swimming pool fencing under section 4 of Schedule 1 of QDC MP 3.4.</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 70%;"><b>Signature</b></td> <td style="width: 30%;"><b>Date</b></td> </tr> <tr> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> <td><div style="border: 1px solid black; height: 20px; width: 100%;"></div></td> </tr> </table>	<b>Signature</b>	<b>Date</b>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
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