

INDEX OF APPROVED FORMS

Approved by the Director of Building Control

NOTES:

These Approved Forms are referenced in the *Building Act 2000*, the *Building Regulations 2004*, and the *Plumbing Regulations 2004* and are provided for use in the administration of the Act. The Forms are limited to the matters, things or actions that are required to be undertaken under the Act or the building or plumbing regulations..

Care should be exercised in completing the Forms. The Act or the relevant regulations, and in particular the section or regulation referred to, should be read before use. This will provide a check to ensure that the Form being used is understood by the user, and that all relevant information is included.

The top of each Form is left blank, so that users will be able to simply photocopy them onto their own letterhead. This will also allow users space to include any record keeping information required. Alternatively the Forms can be processed into a computer system.

Part (A) BUILDING ACT 2000

Definitions

A	Agent
AB	Appeal Board
ABS	Assistant Building Surveyor
AO	Adjoining Owner
B	Builder
BS	Building Surveyor
C	Council
DBC	Director of Building Control
FCA	Function Control Authority
GM	General Manager
O	Owner
Occ.	Occupier
OB	Owner builder
PA	Permit Authority
PAIC	Person apparently in charge
PCOPW	Person carrying out plumbing work
PI	Plumber

No.	Title	Section	Issued by	Issued to	Copy to	Amended
2	Application for Building Permit	70(1)	O or A	PA		18 June 2004
3	Application for a Plumbing Permit	80(1)	O or A	PA		18 June 2004
3A	Application for a Special Plumbing Permit	80(1)	O or A	PA		18 June 2004
4	Application for a Occupancy Permit	95(1)	O or A	BS or ABS		
5	Application for a Temporary Occupancy Permit	107	O or A	GM		
6	Building and Protection Work Notice	121(2)	O	AO, BS or ABS		

No.	Title	Section	Issued by	Issued to	Copy to	Amended
7	Application for Permit to Proceed	178(2)	O	PA		
8	Application for Certificate of Substantial Compliance	183(2)	O	BS or ABS		
9	Application for a Permit of Substantial Compliance	186(2)	O	PA		
10	Referral to Function Control Authority	64(1)	BS or ABS	FCA		
11	Certificate of Likely Compliance	67(4)	BS or ABS	O or A		
12	Certificate of Final Inspection	92(1)	BS or ABS	O or A	PA & B	
13	Occupancy Permit	100(2)	BS or ABS	O or A	PA & B	
14	Building Notice (Building Surveyor)	163(4)	BS or ABS	O or B		
15	Building Order (Building Surveyor)	170(6)	BS or ABS	O or PAIC	PA	
16	Certificate to Proceed	176(3)	BS or ABS	O		
17	Certificate of Substantial Compliance	184(4)	BS or ABS	O		
18	Building Permit	72(3)	PA	O or A	BS or ABS	
19	Plumbing Permit	82(3)	PA	O or A		
19A	Special Plumbing Permit	82(3)	PA	O or A		
20	Certificate of Completion (Building Work)	112(4)	PA	O or A		
21	Certificate of Completion (Plumbing work)	113(5)	PA	O or A		
22	Plumbing Notice (Permit Authority)	164(4)	PA	O or PCOPW		
23	Plumbing Order (Permit Authority)	172(4)	PA	O or PAIC		
24	Permit to Proceed	180(3)	PA	O	BS or ABS	
25	Permit of Substantial Compliance	188(3)	PA	O	BS or ABS	
26	Temporary Occupancy Permit	108(2)	GM	O or A	PA	
27	Emergency Order	162(3)	GM	O or Occ.	PA	
28	Building Notice (General Manager)	163(4)	GM	O		
29	Plumbing Notice (General Manager)	164(4)	GM	O		
30	Building Order (General Manager)	170(6), 171, 173	GM	O or PAIC	PA	23 Dec 2004

No.	Title	Section	Issued by	Issued to	Copy to	Amended
31	Plumbing Order (General Manager)	172(4)	GM	O or PAIC	PA	
32	Demolition Order	191(5)	C	O		
33	Certificate of Plumbing Compliance	113(6)	PI	PA		
34	Owner Builder Declaration (Statement)	24(1)	OB	DBC		29 March 2010
35	Infringement Notice – Building Act 2000	244(1)	GM	Person		Form deleted 28/4/2008
36	Registers	278(2)	PA	Kept by PA		
37	Appeals to Appeal Board*	219(1)	Various	AB		2010
38	Application to Appeal Board*	219(1)	Various	AB		2010

*Building Appeal Board Forms will be made available by request to the Registrar of the Building Appeal Board. Phone the WST Helpline 1300 366 322.

Part (B) BUILDING REGULATIONS 2004

Definitions

ABS	Assistant Building Surveyor
B	Builder
BS	Building Surveyor
CO	Chief Officer
DBC	Director of Building Control
EHO	Environmental Health Officer
GM	General Manager
I	Installer
O	Owner
Occ.	Occupier
OB	Owner builder
OP	Other person
PA	Permit Authority
Pa	Person authorised
Pu	Purchaser

No.	Title	Reg. No.	Issued by	Issued to	Copy to	Amended
39	Building start work notice	29(1)	B	BS or ABS	OB - D	18 June 2004
40	Request for report Owner Builder Registration	15A	DBC	BS or ABS		1 July 2007
41	Request for report from Chief Officer	15(1)	BS or ABS	CO		18 June 2004

42	Request for report from Environmental Health Officer	16(1)	BS or ABS	EHO		18 June 2004
43	Direction to uncover building work	33(1)	BS or ABS	B		18 June 2004
44	Building inspection direction	34(1)	BS or ABS	B		18 June 2004
45	Certificate of suitability for temporary occupation	39(2)	BS or ABS	O		18 June 2004
46	Schedule of Essential Safety and Health Features and Measures	44(3)	BS or ABS	O or A	PA & B	18 May 2011
47	Chief Officer report	15(2)	CO	BS or ABS		18 June 2004
48	Chief Officer occupancy report	37(6)	CO	BS or ABS		18 June 2004
49	Environmental Health Officer report	16(2)	EHO	BS or ABS		18 June 2004
50	Environmental Health Officer occupancy report	37(6)	EHO	BS or ABS		18 June 2004
51	Building certificate	49(4)	GM	O/Pu or Pa		
52	Building certificate refusal	49(7)	GM	O/Pu or Pa		
53	Heating appliance installation notification	50(1)	I	PA		
54	Heating appliance compliance certificate	50(2)	I	PA		
55	Certificate of Others (Building)	13(4)	OP	O or A		18 June 2004
56	Maintenance statement	47(2)	O			18 June 2004
57	Application for building certificate	49(1)	O/P or Pa	GM		
58	Building endorsement	20(2)	PA	O or A		18 June 2004

PART (C) PLUMBING REGULATIONS 2004

Definitions

A	Agent
Appl.	Applicant
GM	General Manager
O	Owner
Occ.	Occupier
OP	Other person
PA	Permit Authority
PI	Plumber

No.	Title	Reg. No.	Issued by	Issued to	Copy to	Amended
59	Certificate of others (Plumbing)	14(5)	OP	O or PA		
	<i>This form has been deliberately left blank</i>					
61	Notice of refusal of start work authorisation	39(2)	PA	Appl.		18 June 2004
62	Plumbing endorsement	18(2)	PA	Appl.		18 June 2004
63	Direction to uncover plumbing work	45(1)	PA	PI		18 June 2004
64	Plumbing inspection direction	46(1)	PA	PI		18 June 2004
65	Notice of suspension of special plumbing permit	22(3)	PA or GM	O or Occ		
66	Notice of cancellation of special plumbing permit	23(5)	PA or GM	O or Occ		
67	Notice of environmental harm or a nuisance	50(7)	GM	O	Occ	18 June 2004