

APPLICATION FOR CERTIFICATE OF EXEMPTION

SECTION 1 APPLICANT

Note: This application *must* be made by the owner of the land to which the building work relates.

NAME of OWNER APPLYING
If a company provide a contact name

DAY TIME PHONE NUMBER

MOBILE PHONE NUMBER

FAX NUMBER

EMAIL ADDRESS

POSTAL ADDRESS

SECTION 2 PROPERTY DETAILS

LOT/PORITION NUMBER

LOCATION
eg Town of Darwin

PROPERTY ADDRESS

REGISTERED OWNER/S

BUILDING PERMIT NUMBER

SECTION 3 REQUIRED CERTIFICATION

- | | | |
|---|---|--|
| <input type="checkbox"/> Section 40 certificate | <input type="checkbox"/> Termite certification | <input type="checkbox"/> Wet area certification |
| <input type="checkbox"/> Builders declaration | <input type="checkbox"/> Plumbing certification | <input type="checkbox"/> Other prescribed certification (please specify) |
| <input type="checkbox"/> Inspection certificate | <input type="checkbox"/> Glazing certification | _____ |
| <input type="checkbox"/> Roof truss certification | <input type="checkbox"/> Fire certification | |

SECTION 4 PRESCRIBED EVENT

- | | | |
|--|--|--------------------------|
| Death | <input type="checkbox"/> Ceased registration (only applicable to registered building practitioners) | <input type="checkbox"/> |
| Disappearance | <input type="checkbox"/> Withheld certification (due to the bankruptcy or insolvency of a building practitioner) | <input type="checkbox"/> |
| Incapacity | <input type="checkbox"/> Terminated contract | <input type="checkbox"/> |
| Bankruptcy or insolvency (excludes owner-builders) | <input type="checkbox"/> Certification has been destroyed or cannot be found | <input type="checkbox"/> |

Please provide details of the prescribed event including dates etc.

SECTION 5 STEPS TAKEN TO OBTAIN CERTIFICATION

What steps have you taken to obtain the required certification (include supporting information such as dates/times – please attach additional pages if necessary):

SECTION 6 STAGE OF BUILDING WORK

Please provide a description of the stage that the building work has reached to date. Please include supporting documentation to confirm your description, such as a staged inspection, photographs etc.

SECTION 7 SUPPORTING DOCUMENTATION CHECKLIST

Examples of relevant supporting documentation include, but are not limited to:-

- | | |
|---|---|
| <input type="checkbox"/> Building permit/s | <input type="checkbox"/> Inspection certificates to date |
| <input type="checkbox"/> Correspondence supporting your claim | <input type="checkbox"/> Report by certifier regarding work performed to date |
| <input type="checkbox"/> Photographs of building work | |

SECTION 8 DECLARATION

I hereby :-

- Apply for an exemption certificate pursuant to clause 3 of Schedule 4 of the *Building Act* for the required certification specified in section 3 of this form;
- Accept that failure to supply information required on this form or otherwise required for this application may delay processing of this application and/or result in refusal of the application.

Dated this _____ day of _____ 20__.

Signature – Applicant

PRIVACY

The Director of Building Control is authorised under the Building Act to collect the information on this form or otherwise provided by you, to issue an exemption certificate. Any information you provide is on a voluntary basis but is needed to process your application. Some of the personal information provided by you on this application will be publicly available, as part of a Public Register. The information is regularly provided to other NT Government agencies, local government, Australian Valuation Office and Australian Bureau of Statistics. This information is used for conveyancing, local government, valuation, statistical, administrative and other purposes.

This Department also sells or licences extracts of information to commercial organisations engaged in development and construction. If you wish your personal information to be excluded from these extracts please tick this box .

Your personal information provided in this application and entered in the register can be accessed by you. The privacy statement for the Northern Territory Government is available via the internet at www.nt.gov.au/ntg/disclaimer.shtml. If you have any queries please contact the Director of Building Advisory Services on 8999 8985.

GUIDELINES

APPLICATION FOR CERTIFICATE OF EXEMPTION

Section 1 – Applicant

This form must be signed by the owner of the land that the building work relates to. If there is more than one owner, one of the owners may make the application, however details of all registered owners must be provided in Section 2.

Section 2 – Property details

Please provide details of the property where the building work has been carried out.

Section 3 – Required certification

Please provide details of the certification you require a certificate of exemption for, from the Director of Building Control e.g. *a builder's declaration*.

Section 4 – Prescribed event

Please provide details of the event which is preventing you from obtaining the required certification, including the date you believe the event occurred and how you became aware of it. It is your responsibility to provide sufficient evidence to satisfy the Director that a prescribed event has occurred.

Examples of documentary evidence could include, but are not limited to the following:

- If you believe that a company is insolvent, you may produce a court order for the winding up of a company, or a letter from the administrator or liquidator. Rumours regarding the financial affairs of a company will not be considered sufficient.
- To demonstrate that the relevant person has died, you could provide a notice from the newspaper.

Section 5 – Steps taken to obtain certification

Certificates of exemption will only be issued as a last resort. Unless you have taken all reasonable steps to obtain certification, the Director will not issue a certificate of exemption. You must also provide details of when you began taking steps to obtain the certification as you must commence those inquiries within a reasonable time from when the event occurred.

Section 6 – Stage of building work

You must complete this section providing as much detail as possible regarding the stage the building work has reached. You will need to attach supporting documentation to this application regarding the status of the work.

A detailed report by a certifier (including photographs and notations on plans where appropriate), undertaken after the prescribed event and before any further work is carried out, is an example of acceptable documentation to demonstrate what stage

the work has reached. This is subject to the Director being satisfied that sufficient information is contained in the report.

The report must detail exactly what stage the building work has reached *and* what further work is required. The report must include all certification obtained to date and a description of what certification is outstanding. Where photographs are used, the photographs must be referenced to the text in the report.

As the work required to provide the report may be outside the scope of the original fee agreement with the certifier, the applicant should confirm with the certifier whether they intend to charge additional fees before engaging them to perform the work.

Section 7 – Supporting documentation checklist

This section assists in identifying documentation that supports the application for a certificate of exemption.

Section 8 – Declaration

This section must be signed by the owner. Once signed, it demonstrates that the applicant is aware that they must supply all information required (on the form and otherwise) and that failure to provide that information may result in the delay or refusal of the application.