Contact(s) for Enquiries and Proposed Changes

For information regarding this document or if you have any questions or suggestions regarding the content, please contact the following:

Building Advisory Services
Contact details: 08 8999 8985

Document Version History

<table>
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<th>Version</th>
<th>Version Date</th>
<th>Revised By</th>
<th>Detail of amendment</th>
</tr>
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<tr>
<td>1.0</td>
<td>June 2016</td>
<td>Armando Padovan</td>
<td>Approved by Director of Building Control</td>
</tr>
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Document Authorisation

The Director of Building Control under section 167B of the Building Act authorises these guidelines.

Under regulation 3(2)(a) of the Building Regulations, the Director of Building Control may approve types of building work as exempt from the requirement for a building permit and occupancy certification under the Building Act. A type of building work that may be so approved is work carried out by a person approved as a Self-Certifier in accordance with the information in this guide.

Name: Armando Padovan
Position: Director of Building Control
Signature: [Signature]
Date: 24/6/2016
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1. General information

1.1 Legislation

The Building Act (the Act) provides the framework for the control and standards for building in the Northern Territory.

The Building Regulations (authorised and made under the Act) specify the technical requirements that must be satisfied in order to comply with the Act.

Specific technical requirements are contained in the National Construction Code (NCC), which includes the Building Code of Australia (BCA) and Plumbing Code of Australia (PCA).

1.2 The role of Building Advisory Services (BAS)

Building Advisory Services (BAS) of the Department of Lands, Planning and the Environment (DLPE) is responsible for the administration of building control in the NT. The general functions of BAS include:

- providing an advisory service to industry, government and the public
- maintaining a central building record system
- developing and implementing regulations and policies
- providing administrative and technical support to statutory bodies and
- monitoring, auditing and enforcing the requirements of the Building Act.

1.3 Self-certification exemption

The system of self-certification for minor building works allows approved persons to install approved products and/or systems without the need to engage a building certifier for full certification (a building permit and occupancy certification).

A person can be approved as a “Self-Certifier” to carry out building work in relation to a Class 10 building. The building work carried out by an approved Self-Certifier will be exempt from the requirements in sections 55 and 65 of the Building Act to obtain a building permit and occupancy certification.

The self-certification exemption is comprised of three elements, all of which must be met in order for the exemption to apply. These elements are:

- a particular product or system that has been approved by the Director of Building Control for construction or installation by a Self-Certifier, and
- construction or installation of that approved product or system by a person approved by the Director of Building Control (this person is the “Self-Certifier”)
- compliance with policies and procedures in this Information Guide, the Terms of Self-Certification and other documents and instruction issued by the Director of Building Control from time to time in relation to Self-Certifiers generally or specific Self-Certifiers.

On completion of building work covered by the exemption, a Certificate of Self-Certification must be issued by the Self-Certifier that confirms all three elements of the exemption have been met.
2. Becoming a Self-Certifier

2.1 Who can apply?

The manager or principal of a company or business that constructs or installs Class 10 buildings such as fences, garden sheds, carports, shade structures, lattice panels and tank stands can apply to become a Self-Certifier of a particular product or system.

2.2 Limitations

Certain limitations are in place to ensure building works carried out under the self-certification exemption are appropriate to be exempted from the requirement for a building permit and occupancy certification.

At this time, the exemption will only be approved as follows:

- to a specific person and only for a particular product or system
- only product and system designs approved by the Director of Building Control for a specific Self-Certifier that are endorsed “Approved for Self-Certification”
- designs of products or systems for installation must be structurally certified by an NT registered structural engineer before applying for approval under the exemption
- for building work in relation to Class 10 (non-habitable) buildings that are built in association with an existing or proposed or reasonably anticipated class 1a building (detached dwelling) only:
  - for garden sheds, garages, carports or verandahs 36m² or less in area only
  - for free-standing shade structures 60m² or less in area only
  - for shade structures attached to a building 40m² or less in area only.

The exemption does not include building work that uses a Performance Solution (Alternative Solution) to meet the Performance Requirements of the Building Code of Australia.

Where a Performance Solution (Alternative Solution) is required, an NT registered building certifier must be engaged to issue a building permit and occupancy certification for the work.

2.3 How to apply to become a Self-Certifier?

A person who wishes to apply for approval as a Self-Certifier under the exemption must submit a complete application to the Manager Building Control

By email: bas.lpe@nt.gov.au

By post: Building Advisory Services
GPO Box 1680
DARWIN NT 0801

In person: Building Advisory Services
Ground Floor, Arnhemica House
16 Parap Road
PARAP
The application must include all of the following:

- a completed and signed application form (Appendix A)
- a statement outlining the applicants’ relevant experience in the construction and/or installation of the specific product or system and
- a letter of recommendation from an NT registered building certifier or structural engineer attesting to their view that the applicant has the ability to perform the building work stated in the application, including the appropriate quality of their workmanship and professionalism.
- clear, accurate, scaled drawings of the design of the product or system for which approval to exempt is being sought.

Drawings must be of a scale of not less than 1: 100 and include all of the following details:

- unique reference/drawing numbers;
- dimensions of all elements;
- floor plan;
- elevations;
- sections;
- size and locations of structural members.

- Verification the product or system is suitable for use in the NT by either:
  
  - a certificate issued under section 40 of the Building Act by a certifying engineer (structural) or
  
  - reference to the accreditation of the product or system in the NT Deemed to Comply Manual.

Note: Any exemption granted for such products will be limited to the period the relevant product sheet is accredited in the Deemed to Comply Manual.

Should there be changes/withdrawal/cancellation of the referenced product sheets before the stated expiry of the Deemed to Comply Manual accreditation, the self-certification exemption will also be subject to review.
2.4 Self-Certifier responsibilities

All approved Self-Certifiers must maintain a broad knowledge of all relevant legislative requirements and adopted codes including those in the current:

- Building Act
- Building Regulations
- Planning Act
- NT Planning Scheme
- National Construction Code (NCC) and
- any other associated legislation.

Approved Self-Certifiers must maintain an awareness of any changes to the applicable administrative or technical requirements. BAS will assist where possible by providing correspondence and general advice designed to clarify specific issues.

Self-Certifiers are limited to Class 10 building work built in association with an existing, proposed, or reasonably anticipated class 1a detached dwelling.

Building work not covered by the exemption, e.g. Class 10 buildings in association with any class of building other than a Class 1a building (detached dwelling), e.g. flats or townhouses, commercial, educational buildings cannot be carried out or certified by a Self-Certifier under the exemption. An NT registered building certifier must be engaged to issue a building permit and occupancy certification for such work and registered building contractors engaged where required by the Building Act and Building Regulations.

Only the person approved as a Self-Certifier by the Director of Building Control may sign a ‘Certificate of Self-Certifier’ under the exemption.

The Self-Certifier is solely responsible for compliance with all relevant legislation and adopted codes. This responsibility includes, but is not limited to, ensuring that construction complies with easement, siting, encumbrance, covenant, planning and heritage requirements.

The final construction must be exactly in accordance with the product or system design approved for self-certification by the Director of Building Control for that approved Self-Certifier.
2.5 Performance

Self-Certifiers are expected to perform professionally and ethically at all times.

Self-Certifiers are subject to the scrutiny of the Director of Building Control for both administrative procedures and compliance with approved plans. The Director of Building Control may monitor the work of a Self-Certifier, and their compliance with the terms and conditions of self-certification at any time.

Should monitoring identify an area of non-compliance, the Self-Certifier will be held responsible and will be liable to correct the non-compliance at his/her own cost.

Failure to comply with the requirements of the Director of Building Control may result in the revocation of the self-certification exemption.

Monitoring and Compliance

As a Self-Certifier your work and conduct in relation to your Self-Certifier exemption will be monitored by the Director of Building Control (DBC).

Building Advisory Services officers, on behalf of DBC will determine if you have met with your responsibilities as a Self-Certifier.

The monitoring and compliance program is ongoing however you may also be subject to more specific monitoring and compliance checks.

A specific monitoring and compliance check may be a result of any of the following:

- a complaint
- part of an audit/compliance program as directed by the Director of Building Control
- a specific direction by the Director of Building Control.

Notification

You will be given 21 days' notice in writing of a specific compliance monitoring check and told all the following:

- the scheduled date and time
- matters being checked
- the nature and format of the check
- the checking process
- who must attend the compliance monitoring check.

During a compliance monitoring check

You must respond to all reasonable requests of a Building Advisory Services officer, such as any of the following:

- answer questions about business operations
- provide documents relating to your obligations under the Building Act
- produce information regarding building works and certificates.
If you fail to comply or give false or misleading information, your self-certification exemption may be reviewed, and could be revoked.

You will have 21 days to respond to a compliance monitoring report before it is completed.

*After a compliance monitoring check*

On completion of the compliance monitoring check, you will be informed in writing which of the following actions the Director proposes:

- no action
- remedial plan
- prosecution for breaches of the Act
- revocation of your self-certification exemption.

For questions about your obligations under the *Building Act* or the compliance monitoring process contact Building Advisory Services.
3. Statutory obligations

Relevant sections of the Building Regulations include, but are not limited to:

- Regulation 3(2)(a) Exemptions from Regulations and sections 55 and 65 of the Act
- Regulation 4 Building Code and Other Codes Adopted – NCC Volume Two
- Part 9 Siting Requirements

Relevant sections of the NCC Volume Two include, but are not limited to:

- Part 3.1.1 Earthworks
- Part 3.1.2 Drainage
- Part 3.1.3 Termite Risk Management
- Part 3.7.1 Fire Separation
4. Administrative requirements

- A Certificate Number (BAS reference number) must be reserved with BAS before work commences.

This provides both a reference number for use on your documentation, and preliminary advice that you are carrying out work on the land as a Self-Certifier.

Contact BAS on telephone 8999 6435 or email bas.lpe@nt.gov.au and provide the following details:
  - the property where the product or system is being installed (Lot number and/or address);
  - the Self-Certifiers name and registration number; and
  - the product or system being installed.

- Documentation must be lodged with the Director of Building Control via email to bas.lpe@nt.gov.au or over the counter within seven working days after completion of the building work and must include completed:
  - Self-Certification Check sheet (Appendix B)
  - Building Application form (Appendix C)
  - Certificate of Self-Certification (Template available from Building Advisory Services)
  - a copy of all approved plans, including:
    - a clear and accurate site plan showing the location of all structures, including the relationship to existing buildings and site boundaries.
    - clear, accurate, scaled drawings of the design of the product or system installed and type-approved for self-certification
  - Where applicable:
    - any development approval issued by the consent authority under the Planning Act or modification issued by the Building Appeals Board under the Building Act
    - any encumbrances or covenants and relevant approvals
    - any approvals or authorisations under Heritage legislation and
    - authority to build adjacent to, or over, easements.
  - Any other relevant documents that have contributed to the Self-Certifier’s decision on the appropriateness of issuing the Certificate of Self-Certification

- Each Self-Certifier must maintain a register of Certificates issued by them.
5. **Building Advisory Services contacts**

For further information on the self-certification system contact Building Advisory Services on telephone 8999 8985 or email bas.lpe@nt.gov.au

To reserve a certificate number (BAS reference number):

- telephone 8999 6435 or
- email bas.lpe@nt.gov.au

To lodge self-certification documentation:

- email scanned PDF copy of all documents to bas.lpe@nt.gov.au or
- hand deliver documents to Building Advisory Services offices in Darwin or Alice Springs or
- post to:
  Building Advisory Services
  GPO Box 1680
  DARWIN NT 0801

For technical or process enquiries contact:

- telephone 8999 8985 or
- email bas.lpe@nt.gov.au
6. Useful links / references

6.1 Building and development

www.nt.gov.au/building

For general information about building and development in the Northern Territory.

6.2 Covenants & Encumbrances – titles search

nt.gov.au/property/land/contact-a-land-titles-office

You can search all registered land titles and dealings in the Northern Territory (NT) for a fee through the Land Titles Office.

Darwin
GPO Box 3021
Darwin NT 0801
Nichols Place
Corner Cavenagh and Bennett Streets
Darwin NT 0800
Phone: (08) 8999 6520
Fax: (08) 8999 6239
AGD.RegistrarGeneral@nt.gov.au

Alice Springs
PO Box 8043
Alice Springs NT 0871
Centrepoint Building
Corner Gregory Terrace and Hartley Streets
Alice Springs NT 0870
Phone: (08) 8951 5339
Fax: (08) 8951 5340
AGD.RegistrarGeneral@nt.gov.au

6.3 Heritage

Any construction work or proposed development on a heritage-listed property in the Northern Territory (NT) is regulated and controlled under the Heritage Act.

Call the Department of Lands, Planning and the Environment’s Heritage Branch on (08) 8999 5039 for more information.

6.4 National Construction Code (NCC) Online


6.5 Planning / Development Assessment Services

www.nt.gov.au/planning

Contact a Development Assessment Services office or email das.dlpe@nt.gov.au for any of the following:

- development permits
- variation of a development permit
- exceptional development permits
- certificates of compliance
- enforcement of the Planning Act
7. Appendices
Appendix A  Application to be a Self-Certifier of a product or system
### APPLICANT DETAILS

The manager or principal of a company or business that constructs or installs class 10 buildings such as fences, garden sheds, carports, shade structures, lattice panels and tank stands can apply to become a Self-Certifier of a particular product or system.

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Company Name</td>
<td></td>
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<td>Postal Address</td>
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<tr>
<td>Website</td>
<td></td>
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<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Mobile</td>
</tr>
</tbody>
</table>

### PRODUCT/SYSTEM DETAILS

**Description of product or system**

Include a general description of the product/system (e.g. 3x3 shed) as well as any proprietary title used to refer to the product/system (e.g. Great-Store-It Shed).

**Drawing(s) numbered**

List the unique drawing numbers forming part of the application. If NT Deemed To Comply Manual product sheets are included in the application, list the relevant sheets.

### STRUCTURAL ENGINEER’S DETAILS

Details of the NT registered structural engineer providing Section 40 structural certification of the product or system design. A Section 40 Certificate is not required if the product/system is already included in the NT Deemed To Comply Manual (DTCM). However, any approval to self-certify DTCM products will if issued be limited to the approval period of the product sheet in the DTCM.

<table>
<thead>
<tr>
<th>Name</th>
<th>NT Reg no</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address</td>
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</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Mobile</td>
</tr>
</tbody>
</table>
APPLICANT DECLARATION

Oaths, Affidavits and Declarations Act

I, ___________________________________________ (full name) do solemnly and sincerely declare that the particulars contained in this application and following statements are true and correct.

• I give the Department of Lands Planning and Environment, Building Advisory Services consent to make any inquiries and to receive and disclose any information which is relevant to my initial and ongoing eligibility to be a Self-Certifier of a product or system.
• I acknowledge that information (name, business name and address, email address, website, telephone number and product/system details) will be placed on a register that is available to the public.
• I accept that failure to supply information required on this form may delay processing of this application.
• that the information contained herein is true and acknowledge that it is an offence¹ to make a declaration that is false in any material particular.

¹ Section 119 of the Criminal Code Act (NT) provides that a person making an unattested declaration that, in any material particular, is to his or her knowledge false, is guilty of a crime and is liable to imprisonment for 3 years.

Signature of person applying to be a Self-Certifier of a product or system.

Dated this _____________ day of _________________ 20______

at (address) _____________________________________________

_____________________________________________________

Privacy

The Director of Building Control is authorised under the Building Act to collect the information on this form or other information provided by you for the purpose of considering an application to be a Self-Certifier of a product or system. 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 and Australian Bureau of Statistics for conveyancing, local government, valuation, statistical, administrative and other purposes.

The privacy statement for the Northern Territory Government is available at https://nt.gov.au/copyright-disclaimer-and-privacy

Your personal information provided in this application can be accessed by you by contacting the Department.

If you have any queries please contact the Director of Building Control on (08) 8999 8985.
**SUPPORTING DOCUMENTS REQUIRED**

*Please tick to confirm attachment*

- ☐ A statement outlining the applicants’ relevant experience in the construction and/or installation of the specific product or system.

- ☐ A letter of recommendation from an NT registered building certifier or structural engineer attesting to their view that the applicant has the ability to perform as a Self-Certifier and providing comment on quality of workmanship and professionalism.

- ☐ Clear, accurate, scaled drawings of the design of the product or system for which approval to self-certify is being sought.

  Drawings must include unique reference numbers and be stamped / endorsed to demonstrate they have been certified by an NT-registered structural engineer.

- ☐ A fully completed Section 40 Certificate issued by an NT-registered structural engineer that verifies that the product or system is suitable for use in cyclonic areas of the NT.

  **Note:** A Section 40 Certificate is not required if the product/system is already included in the NT Deemed to Comply Manual (DTCM). However, any approval to self-certify DTCM products will if issued be limited to the approval period of the product sheet in the DTCM.

The complete application should be submitted to:

**Manager Building Control**

By email: bas.lpe@nt.gov.au

By post: Building Advisory Services
GPO Box 1680
DARWIN NT 0801

In person: Building Advisory Services
Ground Floor, Arnhemica House
16 Parap Road
PARAP

For further information about making an application, or the progress of your application once lodged, contact Building Advisory Services on telephone 08 8999 8985 or email bas.lpe@nt.gov.au.
Self-Certifier’s Name: .................................................................

Self-Certifier number: ..............................................................

I declare that I have self-certified the building works detailed in the attached documents.

Certificate (BAS reference) number ............................ Dated ......................

The following documents are now supplied (please indicate).

[   ] Application to Build Self-Certified Product or System

[   ] Certificate of Self-Certifier

[   ] Plans numbered ..............................................................

[   ] DCA or Building Appeals Board consent to modify siting requirements (if applicable)

[   ] Encumbrances or Covenants and relevant approvals (if applicable)

[   ] Authority to build adjacent to or over easements (if applicable)

[   ] Advice / consent provided in relation to the Heritage Act (if applicable)

[   ] Other. Please specify ..............................................................

..........................................................  ......................................
Signature of Self-certifier                              Date
APPLICATION TO BUILD
SELF-CERTIFIED PRODUCT OR SYSTEM

SECTION 1 DETAILS OF PROPERTY

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<tr>
<th>Lot/Portion Number</th>
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</thead>
<tbody>
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<td>Insert location code eg. Town of Darwin</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Property Address</th>
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</thead>
<tbody>
<tr>
<td>Insert property address – including unit number if applicable</td>
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</table>

<table>
<thead>
<tr>
<th>Registered Owner/s</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert name/s of all registered owners of the property</td>
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SECTION 2 APPLICANT

Note a person should not act as an agent for the owner unless they have been authorised in writing by the owner to do so. (Maximum penalty – 8 penalty units)

<table>
<thead>
<tr>
<th>Name of Applicant</th>
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<tbody>
<tr>
<td>(If a company, also provide a contact name)</td>
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</table>

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<th>Daytime Phone Number</th>
<th>Fax Number</th>
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<table>
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<table>
<thead>
<tr>
<th>Postal Address</th>
</tr>
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</tr>
</tbody>
</table>
SECTION 3 DESCRIPTION OF WORK

Type of Construction Activity
New 1
Additions/Alterations 2

Please provide a brief description of the work and intended use

Insert description of the work (including any proprietary name of the type-approved product to be used eg. “Garden shed (3.0 x 3.2 JoeBlow Utility Shed)"

Building Classification (Select one)
10a (A private garage, carport, shed or the like)
10b (A structure being a fence, mast, antenna, retaining or free standing wall, or the like)

Floor area

Value of Building Work GST inclusive
The value of building work must be the contract price or if there is no contract the cost of all materials and labour including GST.

Heritage Conservation. Does Heritage Conservation Legislation affect this land?
Yes (attach details)  No

Planning and Building approvals. Is a development approval under the Planning Act or modification under the Building Act required?
Yes (attach details)  No

Easement. Are any approvals required to build over or adjacent to an easement?
Yes (attach details)  No

Covenants. Is covenant approval required?
Yes (attach details)  No

SECTION 4 CONSTRUCTION DETAILS

MAIN MATERIALS USED IN CONSTRUCTION

<table>
<thead>
<tr>
<th>OUTER WALL</th>
<th>ROOF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Double Brick/ Masonry Block</td>
<td>11(8)</td>
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<tr>
<td>Veneer Brick/Masonry</td>
<td>12(1)</td>
</tr>
<tr>
<td>Concrete/Stone</td>
<td>20(3)</td>
</tr>
<tr>
<td>Fibre Cement</td>
<td>30(4)</td>
</tr>
<tr>
<td>Timber/Weatherboard</td>
<td>40(2)</td>
</tr>
<tr>
<td>Steel</td>
<td>60(6)</td>
</tr>
<tr>
<td>Aluminium</td>
<td>70(7)</td>
</tr>
<tr>
<td>Other</td>
<td>80(5)</td>
</tr>
<tr>
<td>Not Applicable</td>
<td>90(0)</td>
</tr>
</tbody>
</table>
SECTION 5 APPLICANT DECLARATION

I………………………………………………………………………………………………………..(applicant name) hereby :-

• Apply for ……………………………………………………………………..(Self-Certifiers name) of
  …………………………………………………………………………………………….(Company name)
  to construct/install and self-certify the product or system indicated on this form at the property detailed;

• Accept that failure to supply information required on this form or otherwise required for this application
  may delay processing of this 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 other information provided by you. 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 and Australian Bureau of Statistics 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 .

The privacy statement for the Northern Territory Government is available at https://nt.gov.au/copyright-disclaimer-and-privacy

Your personal information provided in this application can be accessed by you by contacting the Department.

If you have any queries please contact the Director of Building Control on (08) 8999 8985.

SECTION 9 SELF-CERTIFIER TO COMPLETE

CERTIFICATE NUMBER

SELF-CERTIFIER NUMBER

NAME OF SELF-CERTIFIER

COMPANY

SELF-CERTIFIER SIGNATURE