

When completed, this form is classified OFFICIAL Sensitive

Notice of cessation

Building Act 2011, section 34
Building Regulations 2012, regulation 4

PERMIT AUTHORITY
USE ONLY

Reference number

BUILDER / DEMOLITION
CONTRACTOR USE

Reference number

Permit authority

1. Property this notice relates to

Property street
address (provide lot
number where
street number is not
known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode

Permit number

2. Notification

1. I, the builder/demolition contractor named on the permit detailed in part 1 of this notice above, cease to act as the responsible person in relation to that permit.
2. The work, or the stage of the work, for which the permit was granted is not completed.
3. Details about the work completed are provided in part 3 of this notice.
4. The work I have completed complies with the plans and specifications specified in the applicable certificate of design compliance (applies to building permits only).
5. I have attached a copy of the certificate in respect of each inspection or test listed on the permit (applies to building permits only).

Details of
incomplete work

☐ Building work	☐ Stage of building work
☐ Demolition work	☐ Stage of demolition work
Date of cessation	Actual value of work completed \$

**Builder /
demolition
contractor's
name**

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Street address
(provide lot
number where
street number is
not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address	PO Box no			
	Suburb	State	Postcode	Country (if not Australia)
Email address				
Phone/fax	Phone no		Fax	
Registration details (if applicable)	Registration number / licence number / owner-builder approval number			
Builder / demolition contractor's signature	Signature			Date

3. Details of work to date

Work completed	Provide full report on work completed (e.g. slab and brickwork complete).
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4. Inspections and tests completed (applies to building permits only)		Evidence attached?
Dates and types of inspections/tests (provide inspection/test certificates)	1.	☐ Yes ☐ No
	2.	☐ Yes ☐ No
	3.	☐ Yes ☐ No
	4.	☐ Yes ☐ No
	5.	☐ Yes ☐ No
	6.	☐ Yes ☐ No
	7.	☐ Yes ☐ No

Please note:

The responsible person must submit this notice to the relevant permit authority; and within seven (7) days of giving this notice to the relevant permit authority, provide a copy to the owner of the building or incidental structure to which the permit applies. Copies of the test or inspection certificates, as detailed in part 4 above, do not need to be given to the owner.

Privacy collection notice

All personal information collected in this form will be used for the purposes of the assessment and determination under the *Building Act 2011* (Act); communicating with you; and any other related reporting requirements or compliance functions of a permit authority under the Act; or in connection with another written law. To understand more about how your personal information will be used and managed by the local government permit authority, please refer to the privacy notice on their website or contact them directly.