

Building Commencement Notice Application Form

Licensed builders must use this form to apply to the building certifier for a commencement notice in accordance with the *Building Act 2004*. An application can only be made if the building approval has been issued for the building work. A commencement notice must be issued by the building certifier before any building work can commence.

Builder details

License holders name as it appears on the licence card	_____
License number	_____ class _____ expiry date ____/____/____
List any licence conditions or Endorsements on the licence	_____ _____
Business address	_____ _____
Phone number	_____
Signature of builder	_____/____/____ (Individual, director for company or partner for partnership)

Nominee details- If the builder is a company or partnership provide details of the nominee who will supervise the building work

Nominee name	_____
Nominee licence number	_____ class _____ expiry date ____/____/____
Nominee signature	_____/____/____

Building work- Provide details of the building approval relevant to this application

Building certifier name	_____
Building approval issue date	____/____/____
Site details	unit _____ block _____ section _____ suburb _____
Description of building work	_____
This commencement notice is for:	<input type="checkbox"/> all of the building work <input type="checkbox"/> part of the building work (specify which part)
For residential building work provide details of insurance where applicable: (Attach a copy of the relevant insurance policy or fidelity certificate)	Insurance provider _____ Policy number _____ Issue date ____/____/____

Owner endorsement- Land owner (or authorised agent on behalf of owner) must endorse this application

Advisory note: Ensure you have a written contract with your builder named above and for residential building work requiring home owner warranty insurance ensure that the same builder name is shown on the policy document.	
Owner name	_____
Owner signature (or authorised agent)	_____/____/____ Date ____/____/____