



ABN 6010 3855 713

**BUILDER'S 'STAGE D' COMPLIANCE DECLARATION NOTICE (To General Manager)**

**About this form**

Builders must use this form to notify the General Manager, under section 34 of the *Building Act 2002 (NI)*, that building work at a specified stage complies with the building approval so that an inspection can be made by an authorised officer and written permission provided to carry out further building work.

**How to complete this form**

1. Ensure that all fields have been filled out correctly in BLOCK LETTERS.
2. Please note that all fields on this form are mandatory and must be completed before submitting this form.
3. Once completed you may submit this form by mail, email or in person. Please see Lodgement Details for further information.
4. If there is insufficient space to provide details on this form, please attach a separate sheet(s).

**Privacy**

Your personal information will be collected, stored, used and treated in compliance with the *Privacy Act 1988 (Cth)* and the Australian Privacy Principles (APP) in force from time to time. Where they are not inconsistent with the above Commonwealth laws, Section 739 of the *Local Government Act 1993 (NSW)(NI)* (protection of privacy) as well as the NSW Model Privacy Management Plan for Local Government and the Privacy Code of Practice for Local Government (NSW) may also be or become applicable to our management and use of your personal information.

If you need help, wish to discuss your proposal or have any questions please contact the Council's Planning & Development Office - [www.norfolkisland.gov.nf](http://www.norfolkisland.gov.nf)

**LODGEMENT DETAILS**

(You can lodge the completed Staged Compliance Declaration Notice to General Manager by)

<b>Mail:</b>	Norfolk Island Regional Council Planning & Development PO Box 95 NORFOLK ISLAND 2899	Tel: (+6723) 23595
<b>Email:</b>	<a href="mailto:planning@nirc.gov.nf">planning@nirc.gov.nf</a>	Subject- Attention: Building Compliance Officer
<b>In Person:</b>	Norfolk Island Regional Council <b>Customer Care Team</b> 9 New Cascade Road NORFOLK ISLAND	or Planning Office  Cell Block New Military Barracks, Kingston Norfolk Island

**OFFICE USE ONLY:**

Receiving Officer	
Date Received	

**BUILDER'S 'STAGE D' COMPLIANCE DECLARATION NOTICE (To General Manager)**

<b>BUILDING APPROVAL NO.</b>	
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**1. PERSON WHO CARRIED OUT THE BUILDING WORK**

Name			
	First Name	Last Name	
Phone No.		Mob. No.	
Email (s)			

**2. PROPERTY DESCRIPTION**

Address							
Portion No.		Lot No.		Section No.		Land Area:	

**3. BUILDERS DECLARATION**

I, being the person identified in Section 1 above, notify the General Manager under Section 34 of the Building Act 2002 (NI) that:

- a. I have completed the building work described for Inspection Stage D; and
- b. I declare that the building work complies with the requirements of the *Building Act 2002 (NI)*; and
- c. I certify that I am satisfied that the building work has been completed in accordance with Building Approval No. \_\_\_\_\_ and the *Building Act 2002 (NI)*.

Signature of person making the declaration		Date	
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**4. SPECIFIED STAGE - D (*Building Regulation 2004 (NI)* Schedule 3)**

Completion of plumbing services but before the covering over of any of those services	Yes	N/a
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**5. INSPECTION DETAILS – TO BE COMPLETED BY COUNCIL'S AUTHORISED OFFICER**

Inspection Date:		Permission granted under section 34(c) of the <i>Building Act 2002 (NI)</i> for the building work to continue:	Yes	No
Name of Authorised Officer	Signature of Authorised Officer		Date	

**What now:** Once your Notice is received a Council Officer will respond within 10 working days to confirm that your Notice meets the requirements of the *Building Act 2002 (NI)*.