



ABN 6010 3855 713

BUILDER'S 'STAGE E' 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 below.
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

LODGEMENT DETAILS

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

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

OFFICE USE ONLY:

Receiving Officer	
Date Received	

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BUILDING APPROVAL NO.

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 E; 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 - E (*Building Regulation 2004 (NI) Schedule 3*)

Completion of the building work approved in the building approval before occupancy or use of the building	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