



ABN 6010 3855 713

**COMMENCEMENT OF BUILDING WORK – 48 HOURS PRIOR NOTICE
(To General Manager)**

About this form

You must use this form to give the General Manager 48 hours prior notice of the commencement of building work under a building approval, as required under section 32(2) of the *Building Act 2002 (NI)*.

How to complete this form

1. Ensure that all fields have been filled out correctly in BLOCK LETTERS.
2. Please note that fields on this form are mandatory and must be completed before submitting this form.
3. Once completed you may submit this form by mail 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 or have any questions please contact the Council’s Planning & Development Office: Email planning@nirc.gov.nf; 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	

COMMENCEMENT OF BUILDING WORK – 48 HOURS PRIOR NOTICE (To General Manager)APPLICATION NO.

1. NAME OF THE PERSON MAKING THE NOTIFICATION

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

2. NAME OF THE LAND OWNER

Name			
	First Name	Last Name	
Phone No.		Mob. No.	

Email (s)

3. PROPERTY DESCRIPTION

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

4. NOTIFICATION DECLARATION

I, being the person identified in Section 1 above, pursuant to Section 32(2) of the *Building Act 2002 (NI)*, hereby give the General Manager 48 hours' prior notice of the commencement of the building work approved under the Building Approval No. _____. Building work will commence on_ (dd/mm/yy) _____.

Signature of person making the declaration		Date	
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5. ACCEPTANCE OF NOTIFICATION DECLARATION BY AN AUTHORISED OFFICER

Name of Authorised Officer

Signature of Authorised Officer

Date