

## 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

|  |   |
|--|---|
| <input type="checkbox"/> Building work   | <input type="checkbox"/> Stage of building work   |
| <input type="checkbox"/> Demolition work | <input type="checkbox"/> Stage of demolition work |
| Date of cessation                        | Actual value of work<br>\$                        |

**Builder /  
demolition  
contractor's name**

|  |
|--|
|  |
|--|

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                   |
|             |           | 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). |
|----------------|---|

| 4. Inspections and tests completed (applies to building permits only)       |    | Evidence attached?                                       |
|---|----|--|
| Dates and types of inspections/tests (provide inspection/test certificates) | 1. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | 2. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | 3. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | 4. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | 5. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | 6. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|   | 7. | <input type="checkbox"/> Yes <input type="checkbox"/> 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.