Form 12 Aspect Inspection Certificate (Appointed Competent Person)

Queensland Government

This form is the approved form that must be used in accordance with sections 74 and 77 of the Building Regulation 2021 (appointed competent person statement that an aspect of work has been completed and complies with the building development approval).

Information about how to complete this form is in the Appendix at the end of the form.

1. Indicate the aspect of the building work

Examples of aspects of the stage of building work (and not limited to the examples provided below):

waterproofing, tiling, glazing, energy efficiency, emergency lights, exit signs, smoke detection, air-conditioning.

Aspect of building work (indicate the aspect)

2. Property description

The description must identify all land the subject of the application.

The lot and plan details (e.g. SP/RP) are shown on title documents or a rates notice.

If the plan is not registered by title, provide previous lot and plan details.

Street address *(include number, street, suburb/locality and postcode)*

.....

..... State ..... Postcode .....

Lot and plan details *(attach list if necessary)*

.....

Local government area the land is situated in

.....

3. Building/structure description

Building/structure description

Class of building/structure

4. Description of the extent of aspect/s certified

Clearly describe the extent of work covered by this certificate, i.e. all structural aspects of the steel roof beams and location i.e. what floors the work was on, the parts of a room.

5. Basis of certification

Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications were relied upon.

6. Reference documentation

Clearly identify any relevant documentation, e.g. numbered structural engineering plans.

7. Building certifier reference number and building development approval number

Building certifier's name *(in full)*

.....

Building certifier reference number

.....

Building development approval number

.....

8. Details of appointed competent person

Name *(in full)*

.....

Company name *(if applicable)*

.....

Contact person

.....

Business phone number

.....

Mobile number

.....

Email address

.....

Postal address

.....

..... State ..... Postcode .....

Licence class or registration type *(if applicable)*

.....

Licence class or registration number *(if applicable)*

.....

Date request to inspect received from building certifier

.....

9. Signature of appointed competent person

Signature

.....

Date

.....

LOCAL GOVERNMENT USE ONLY

Date received		**Reference number/s**	

Appendix – explanatory information

IMPORTANT NOTE: a competent person who knowingly or reasonably suspects the information they are giving to the building certifier is false or misleading, including the information contained in this certificate (Form 12), commits an offence and is liable to a maximum penalty of 100 penalty units.

When is this certificate needed? (section 10 of the *Building Act 1975* (Building Act) and sections 74 and 75 of Building Regulation 2021 (BR 2021))
When performing a building certification function, a building certifier may accept and rely on ***an aspect inspection certificate*** from an appointed competent person to satisfy themselves that an aspect of work has been completed and complies with the building development approval.

For a single detached class 1a building a building certifier can only accept this form for an aspect of work that is for

- boundary clearance if the appointed competent person (inspection) is a cadastral surveyor, and,
- the reinforcement of footing systems or formwork and reinforcement for a slab if the appointed competent person (inspection) is the appropriate registered professional engineer.

For further information about inspections for detached class 1a and 10 buildings or structures, refer to **Guideline for inspections of class 1 and 10 buildings and structures**.

Who can sign this certificate (Form 12)? (part 9, division 2, section 74 of the BR 2021)
A person assessed and appointed as a competent person (inspection) must complete the approved form (Form 12) and give it to the building certifier after they (1) inspect the aspect of work; and (2) are satisfied the aspect of work has been completed and complies with the building development approval.

Competent person (section 10 of the Building Act and Part 6 of the BR 2021)
A building certifier must assess and decide to appoint an individual as a competent person before they can, as a competent person, give inspection help or design-specification help. The building certifier is required to keep detailed records about what was considered when appointing a competent person.

A competent person cannot give inspection help to a building certifier until they have been appointed by the building certifier. For further information about assessment of someone as a competent person refer to the **Guideline for the assessment of competent persons**.

Inspection help (section 34 of the BR 2021)
A building certifier must be satisfied that an individual is competent to give the type of inspection help having regard to the individual's experience, qualifications and skills and if required by law to hold a licence or registration, that the individual is appropriately registered or licensed.

For further information about conducting inspections for class 2 to 9 buildings, refer to the **Guideline for inspection of class 2 to 9 buildings**.

How to complete this form

Section 1 – Aspect of building work
An aspect of building work means a component of a stage of the building work, for example water proofing. A stage of assessable building work (requires a building development approval) is a stage of the work, prescribed by regulation, that may be inspected, or stated in a building development approval by the relevant building certifier.

Section 2 – Property description
The property description must identify all the land the subject of the application. The lot and plan details (e.g. SP/RP) can be found on title documents or a rates notice. If the plan is not registered by title, provide previous lot and plan details.

Section 3 – Building / structure description
Describe the type of building or structures and provide the classification determined under the National Construction Code (NCC). The NCC can be accessed at the Australian Building Codes Board's website.

Section 4 – Describe the extent or location of the aspect work inspected
Clearly describe the extent of work covered by this certificate, i.e. all structural aspects of the steel roof beams and location i.e. what floors the work was on, the parts of a room.

Sections 5 – Basis for the certification and section 6 Reference documentation (section 77 of BR 2021)
The appointed competent person (inspection) must state the basis for giving the certificate (Form 12) including the extent to which the competent person has relied on tests, specifications, rules, standards, codes of practice or other publications to make their decision that the aspect of work has been completed and complies with the building development approval.

Under the regulation (section 76) the appointed competent person (inspection) may accept and rely on a certificate (Form 12) from another appointed competent person (inspection) without inspecting the work. Although this can only be done if the inspection was carried out in accordance with best industry practice.

Other relevant inspection / aspect forms

Aspect work – assessable building work: Form 43 – Aspect certificate (completed by a QBCC licensee) - for aspect work for a single detached class 1a building and class 10 buildings and structures.

Aspect work not subject to a building development approval - accepted development (self-assessable): Form 30 – (completed by a QBCC licensee) - given to either the builder or the owner of the building, stating the subject aspect work complies with the relevant

provisions, standards and codes.

Stages of work: Form 16 – Inspection certificate (completed by a building certifier or competent person) for a stage of work.

Building design – specification: Form 15 – Compliance certificate for building design or specification (completed by a competent person (design – specification)) for an aspect of stating a building design – specification will, if installed or carried out to the detail under this Form will comply with the building assessment provisions.

For all other building forms and guidelines visit the Business Queensland website.

PRIVACY NOTICE

The Department of Energy and Public Works is collecting personal information as required under the *Building Act 1975*. This information may be stored by the Department, and will be used for administration, compliance, statistical research and evaluation of building laws. Your personal information will be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the *Building Act 1975*. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.