



# Providing notices of completion for incidental structures (swimming pools, fences, garages and sheds)

**This advice is intended for persons who are undertaking building work (owners, owner builders, builders and subcontractors) about the requirement to notify the permit authority of the completion of the building work or stage of building work that applies to any work for which a building permit has been granted (including incidental structures such as swimming pools, fences, garages and sheds).**

The person responsible for undertaking the building work has seven days to submit a notice of completion to the permit authority (usually the local government). The person named as builder on the building permit remains responsible for the building work, including any work done by owners or contractors, while the building permit remains in effect.

A building permit ceases to have effect on the day on which a notice of completion in relation to that permit is received by the permit authority. Fines for non-compliance can be significant.

## How do I submit a notice of completion?

A notice of completion (Form BA7) must be completed and signed by the person named as the builder on the building permit and submitted to the relevant permit authority. This form is available from the Building Commission website under Building Approvals.

## Further information

If you have further questions, contact the Building Commission on 1300 489 099. Alternatively speak to the permit authority who granted the building permit.

### Disclaimer

The information contained in this bulletin is provided as general information only and should not be relied upon as legal advice or as an accurate statement of the relevant legislation provisions. If you are uncertain as to your legal obligations you should obtain independent legal advice.

18 February 2014