

Contractor Document

Instructions for completing this form

You must complete all Parts of this form.

You must provide this form to a person for whom you have done the building work before an application for an Occupation Certificate is made.

You must also upload this form to the NSW Planning Portal before an application for an Occupation Certificate is made.

Where this form requires you to list the building work done by each person, you must describe the building work in sufficient detail for the Secretary to fully understand the basis of your answer.

Part 1. Details

For registered body corporates, give full names of the registered individuals and the corporation on behalf of which the contractor document is made.

Building practitioner name

Body corporate name (if applicable)

Registration number of Building Practitioner signing

Registration number of body corporate (if applicable)

ABN/ACN

Phone

Email address

Project details

Project title

Project address

Part 2. Contractor details

Provide the following information in accordance with Section 17(6) of the *Design and Building Practitioners Act 2020*.

1. a list of persons who have agreed under a contract or arrangement with the registered building practitioner to do any of the building work,
 2. for each person, a list of the work done by the person
 3. for each person, the building element (as defined in Section 6(1) of the Act) in relation to which the building work has been undertaken by the person
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a) the fire safety systems for a building within the meaning of the Building Code (e.g. fire alarm, fire extinguishers, fire doors, fire escape routes, roofs, columns and beams)

- Code of Australia,
- b. waterproofing,
- c. an internal or external load-bearing component of a building that is essential to the stability of the building, or a part of it (including but not limited to in-ground and other foundations and footings, floors, walls,
- d. a component of a building that is part of the building enclosure,
- e. those aspects of the mechanical, plumbing and electrical services for a building that are required to achieve compliance with the Building Code of Australia,
- f. other things prescribed by the regulations for the purposes of this section.

This form relates to obligations under the *Design and Building Practitioners Act 2020* and supporting Regulation. For more information visit the NSW Fair Trading website:
www.fairtrading.nsw.gov.au/housing-and-property/changes-to-class-2-buildings