

# Emergency remedial works – consolidated form

## Evidence and building compliance declaration

This consolidated form relates to obligations under the *Design and Building Practitioners Act 2020* and supporting Regulation.

For emergency remedial building work, the building practitioner needs to submit the following to the Secretary:

- **Emergency remedial building work form; and**
- **Building compliance declaration; and**
- **Contractor document.**

These documents have been consolidated in this form.

You must complete all Parts of this form.

Where this form requires you to describe the emergency remedial building work, you must describe the building work in sufficient detail for the Secretary to fully understand the basis of your answer.

This consolidated form must be provided, within 7 days of completing the emergency remedial building work, to the Secretary by email to [dbpaudits@customerservice.nsw.gov.au](mailto:dbpaudits@customerservice.nsw.gov.au).

For more information, refer to the [emergency remedial building work](#) page on the NSW Fair Trading website.

### Part 1. Details

Registered building practitioner (individual)

Registered body corporate name (if applicable)

Registration number of building practitioner (individual)

Registered body corporate registration number (if applicable)

ABN/ACN

Phone number

Email address

### Project details

Address where building works completed

Date works completed

Strata manager name

Strata plan number

Strata manager contact

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## Part 2. Emergency remedial building work form

Emergency remedial building works are defined as works where:

1. immediate action is necessary to remedy an issue; and
2. the issue is causing, or is likely to cause, damage to the building and:
  - a. the inability to inhabit or use the building (or part of the building) for its intended purpose, or
  - b. a risk to health or safety, or
  - c. a risk of further damage to the building (or part of the building); and
3. these impacts, or likely impacts, are serious in nature; and
4. the work undertaken is limited to what is necessary to mitigate these impacts or likely impacts until further remedial building work can be undertaken.

Refer to the [emergency remedial building work](#) page on the NSW Fair Trading website for further information.

Question 1. Describe the issue(s) impacting the building.

Question 2. Describe how the work required to resolve the issue(s) meets the definition of 'emergency remedial building work' above.

Question 3. Describe the work(s) carried out, including procedures, products or materials used, and part/s of the building to which the work relates.

## Evidence

Evidence must be provided with this form to support the responses to Question 1-3.

Evidence should include photos and/or sketches to demonstrate the issue(s) impacting the building and the work carried out. Other evidence may also be provided (e.g. damage reports or risk assessments).

*Note: Sketches do not need to be prepared by a design professional. Legible, hand drawn sketches will suffice, i.e. hand drawn floor plan with location of issue marked, cross section of building elements, etc.*

List below all attachments that will be submitted with this form to NSW Fair Trading.

Attachments demonstrating the issue(s) impacting the building. <i>e.g. 1. Photo of water damage 2. Sketch of water leak behind wall</i>	Attachments demonstrating the work carried out. <i>e.g. 1. Photo of temporary propping 2. Sketch of patch installed to address water leak</i>

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## Part 3. Building compliance declaration

The declaration can only be made by a registered building practitioner.

Lodged by (Full name)

Registration number

Lodgement date

### Declaration

Question 4. Has the building work complied with the requirements of the Building Code of Australia?

YES

NO, please provide further information

Question 5. Please set out the steps required to be taken to ensure compliance.

Question 6. Has the regulated design been prepared by a registered design practitioner and the building work built in accordance with the regulated design?

- YES
- NO, please provide further information

Question 7. Has a design compliance declaration been obtained in relation to regulated designs used for the building work?

- YES
- NO, please provide further information

Question 8. Was a registered principal design practitioner appointed in relation to the building work?

- YES, you will need to lodge a Principal Design Practitioner – Principal Compliance Declaration
- NO, skip Question 9

Question 9. Has a principal compliance declaration been obtained in relation to the regulated designs and design compliance declarations relating to the building work?

- YES
- NO, please provide further information

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## Part 4. Contractor document

In this part, provide the following information in accordance with Section 17(6) of the *Design and Building Practitioners Act 2020*.

- a list of persons who have agreed under a contract or arrangement with the registered building practitioner to do any of the building work,
- for each person, a list of the work done by the person,
- 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.

For the purposes of the *Design and Building Practitioners Act 2020*, building element means any of the following:

- a. the fire safety systems for a building within the meaning of the Building 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, roofs, columns and beams),
- 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.

First name	Last name	Licence number	Work done by the person in relation to the building work	Building element in relation to the building work (if applicable)