

*Secretary of the Department of Finance Services and Innovation’s approved form and matters for the Strata building bond and inspections scheme (SBBIS).*

INSPECTION REPORTS

Combined forms for interim and final reports   
for   
Strata building bond and inspections scheme

SBBIS)

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# PART A: INSPECTION REPORTS – COMBINED FORMS FOR INTERIM AND FINAL REPORTS AS APPROVED BY THE SECRETARY

Under the *Strata Schemes Management Act 2015* – Part 11.

## About this form

This report (or form?) sets out the minimum requirements of the form approved by the Secretary and contains matters for the interim and final report by a building inspector to comply with Part 11 *Strata Schemes Management Act 2015*.

The form approved by the Secretary and the matters specified in the form is based on the Australian Standard AS4349 suite and may be reviewed after publication of AS 4349.2.

The building inspector will perform inspections and provide the reports in accordance with this form and the Notes explain the matters specified in this form to satisfy the requirements of Part 11 *Strata Schemes Management Act 2015*.

The online form accessible from the Fair Trading page ‘Building bond page’ is the current version.

<the direct link will be provided>

How to complete this form:

1. Combined report
   1. Interim report
      1. Ensure that all fields in part 1 – 5 under the ‘interim’ column are filled out correctly and completed by the appointed building inspector
   2. Final report
      1. Ensure that all fields in part 1 – 5 under the ‘final’ column are filled out correctly and completed by the appointed building inspector
2. Please note that all fields are mandatory (unless stated otherwise) and must be completed before submitting the report.
3. Once completed, the building inspector must submit this form by uploading it to the Strata building bond and inspections online portal. Please refer to the lodgement details sections at the back of this form for more information

# Part 1 Administration

**Strata building bond and inspections portal identifier**[[1]](#footnote-1):

## Type of inspection

|  |  |  |
| --- | --- | --- |
| **Inspected property details** Note 1[[2]](#endnote-1) | **Interim** | **Final** |
| Date range of the inspection |  |  |
| Weather conditions at time of each inspection |  |  |
| Description of property inspected |  |  |
| Building classification/s |  |  |

## Building work details

|  |  |  |
| --- | --- | --- |
| **Inspected property details** Note 2[[3]](#endnote-2) | **Interim** | **Final** |
| Address of the building work |  |  |
| Strata plan number |  |  |
| Stage – staged development identifier |  |  |
| Occupation certificate   * Type * issued date |  |  |
| If more than one Occupation certificate   * Type   issued date |  |  |

## Parties

#### Owners corporation/Strata Managing Agency

|  |  |  |
| --- | --- | --- |
| **Owners corporation** Note 3[[4]](#endnote-3) | **Interim** | **Final** |
| Name of owners corporation (managing agency) |  |  |
| Owners corporation identifier |  |  |
| ABN |  |  |
| Contact name |  |  |
| phone number |  |  |
| email address |  |  |
| service address Note 4[[5]](#endnote-4) |  |  |

#### Developer

|  |  |  |
| --- | --- | --- |
| **Developer’s details** Note 5[[6]](#endnote-5) | **Interim** | **Final** |
| Entity name |  |  |
| Entity billing entity |  |  |
| ABN |  |  |
| ACN |  |  |
| Entity service address Note 4 |  |  |
| Authorised Agent’s name |  |  |
| Agent’s phone number |  |  |
| Agent’s email address |  |  |
| Agent’s service address Note 4 |  |  |

If inspection was not organised by the Developer:

|  |  |  |
| --- | --- | --- |
| Person’s details Note 6[[7]](#endnote-6) | **Interim** | **Final** |
| Inspection requested by: |  |  |
| Contact name |  |  |
| Contact phone number |  |  |
| Contact email address |  |  |
| Contact service address Note 4 |  |  |

#### Builder

|  |  |  |
| --- | --- | --- |
| **Builder’s details** Note 7[[8]](#endnote-7) | **Interim** | **Final** |
| Entity name |  |  |
| Entity billing entity |  |  |
| ABN |  |  |
| ACN |  |  |
| Licence/registration number (if any) Note 8[[9]](#endnote-8) |  |  |
| Licensed/registered – State (if any) Note 8 |  |  |
| Telephone number |  |  |
| Mobile number |  |  |
| Email address |  |  |
| Service address Note 4 |  |  |

**Building inspector**

|  |  |  |
| --- | --- | --- |
| **Building inspector’s details #1** Note 9[[10]](#endnote-9) | **Interim** | **Final** |
| Name of the person who undertook the inspection |  |  |
| Name of organisation |  |  |
| ABN |  |  |
| ACN |  |  |
| Licence/registration number (if any) Note 8 |  |  |
| Licensed/registered – State  (if any) Note 8 |  |  |
| Telephone number |  |  |
| Mobile number |  |  |
| Email address |  |  |
| Service address Note 4 |  |  |
| Strata inspector panel association |  |  |
| Membership number |  |  |

## Documentation

|  |  |  |
| --- | --- | --- |
| Note 10[[11]](#endnote-10) | Interim | Final |
| Have you requested and received all documents required to perform the interim and/or final inspection (as is the case)? | Yes/No | Yes/No |
| If no, list and explain the attempts have you made to obtain all requisite documents? |  |  |

# Part 2 Inspection

## Scope

### Defective building work

The building inspections do not provide a level of compliance, but do identify defective building work, to which Part 11 *Strata Schemes Management Act 2015* applies (see Note 11[[12]](#endnote-11)).

Defective building work is to be identified at the time the interim inspection is performed. The final report must not contain matters that relate to defective building work not identified in the interim report, other than arising from rectification of defective building work identified in the interim report.

### Testing

Destructive and/or invasive testing is not required for the purpose of Part 11 SSMA 2015.

Defective building work is to be identified by visual inspection and use of equipment/techniques that do not involve destructive testing. The inspection is to include the removal of any object designed to be moved/opened whether or not it requires a specialist to remove/open any object. It includes any test whereby the object or assembly can be returned to its prior state without the replacement by a new component.

### Inspection size for interim inspection

##### See Note 12[[13]](#endnote-12)

1. Whole strata scheme approach performed: Yes/No
2. Sample strata scheme approach performed: Yes/No If yes, complete table below

Sample scheme:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lot classification | Number of lots | Number inspected | Unit numbers | Level | Location |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

### Process

A building inspector appointed to prepare a report for SBBIS may enter and inspect any part of the parcel of the strata scheme.

The building inspector must give at least 14 days written notice to the owners corporation and the owner and any occupier of any affected lot of an intention to enter any part of the parcel of the strata scheme.

Note 13[[14]](#endnote-13)

# Part 3 Recording defective building work

The form is to be used for each item of defective building work. If an item of defective building work is repeatedly identified, a single form for the repeated defective building work item may be used provided it details all of the relevant locations of that defective building work.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Defective building work description** | | | | | |
| **Identification:** (Note 14)[[15]](#endnote-14)and (Note 16) | | **Interim inspection** | | **Final inspection**  Rectified: Yes/No | |
| Defective building work number | |  | |  | |
| Lot | |  | | Not required | |
| Unit | |  | | Not required | |
| Level | |  | | Not required | |
| Common property location | |  | | Not required | |
|  | |  | | Not required | |
| Description of defective building work | |  | |  | |
| **Does defective building work require urgent attention AND/OR is this a serious hazard** | |  | |  | |
| **Have you notified the client of a present or imminent serious safety hazard?** | |  | |  | |
|  | |  | |  | |
| **Photos**:  (Note 15)[[16]](#endnote-15) | | | | | |
| Photos of the defective building work – interim report | | | |  | |
|  | | | | | |
| Photos of the defective building work – final report | | | | | |
|  | | | | | |
| **Details: Defective building work** (Note 16)[[17]](#endnote-16) | | **Interim (identified)** | | **Final** | |
| Inspection area | |  | | Not required | |
| Building element/component | |  | | Not required | |
| Type of defect | |  | | Not required | |
| Cause of defect (if reasonably practicable) | |  | | Not required | |
| Equipment used to test | |  | |  | |
| Secondary inspector report included | |  | |  | |
|  | |  | |  | |
| **Final report**: defective building work identified in the interim report that has not been rectified | | Not required | | No – DBW rectified  Yes – DBW not rectified | |
| **Final report**: defective building work arising from rectification of defective building work previously identified in interim report | | Not required | |  | |
| **Final report**: specify how defective building work identified in the report should be rectified | | Not required | |  | |
|  | | | | | |
| **Basis for the item being classified as defective building work** (Note 17)**[[18]](#endnote-17)** | | | |  | |
|  | **Interim** | | | **Final** | |
| Legal reference | Section and basis | | | Rectified Yes/No | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
|  | | | | | |
| Building inspector free text (Note 18)[[19]](#endnote-18) | | Not mandatory | | | |
|  | | | | | |
|  | | | | | |
| **Recommendation for further inspection** (Note 19)**[[20]](#endnote-19)** | | | | | |
| **Recommendation 1:** | | | | | |
| Further testing or necessary opening up of building work recommended:  Why: | | | **Interim** | | **Final** |
|  | |  |
| **Recommendation 2:** | | | | | |
| Further investigations outside the scope of the inspection, but which the inspector believes are warranted:  What: | | | **Interim** | | **Final** |
|  | |  |
| **Other** | | | | | |
|  | | | | | |
| Building inspector free text | |  | | | |
|  | | | | | |
| **Repeat whole table for each**  **SEPARATELY IDENTIFIED DEFECTIVE BUIDLING WORK** | | | | | |

# Part 4 Additional matters

## Areas not inspected

Areas not inspected: Yes/No

Requirement: Any areas of work that could not be inspected and the reasons why this could not be completed

|  |  |  |
| --- | --- | --- |
| Area/item | Circumstances that prevented the inspection | Photo (if possible) |
|  |  |  |
|  |  |  |
|  |  |  |

##### (Note 20)[[21]](#endnote-20)

## 

## Additional specialist engagements

**Specialist work/elements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Specialist area | Contact details | Report reference  (attached to this report) | What was inspected |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

##### (Note 21)[[22]](#endnote-21)

# Part 5 All identified defective building work (DBW) summary table

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Interim report** | | **Final report** | | | | |
|  |  | |  | **RECTIFIED** | **NOT RECTIFIED** | | |
| DBW  identifier | Date of inspection | Summary of DBW | Date of inspection | Yes - rectified | No –  Not rectified | No –  Damage arising from rectification DBW | No –  How to rectify DBW  s.201(2)(d) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

##### Note 22

# Lodgement details

A building inspector must give a copy of an interim report or a final report to the following persons not later than 14 days after completing the report:

1. The developer,
2. The owners corporation,
3. The Secretary,
4. The builder responsible for any defective building work identified in the report.

The building inspector must provide this form by uploading it to the Strata building bond and inspections online portal.

The Secretary will take 10 business days to approve the inspection report on the SBBIS online portal. The building inspector must incorporate and allow for the Secretary processing time when providing the report/s.

The interim report must be provided not earlier than 15 months and not later than 18 months after the completion of the building work.

The final report must be provided not earlier than 21 months and not later than 2 years after the completion of the building work.

The SBBIS online portal will provide all persons listed above with access to the reports. This electronic access to the report satisfies the requirements of Part 11 *Strata Schemes Management Act 2015*.

For further information regarding the building inspector’s obligations please contact the Secretary on:

**SBBIS Online portal**

**Email**: [stratainspections@finance.nsw.gov.au](mailto:stratainspections@finance.nsw.gov.au)

**Telephone**: 02 9895 9094

# Notes for completing inspection reports – combined forms for interim and final reports as approved by the Secretary.

1. The Strata building bond and inspections online portal reference number. [↑](#footnote-ref-1)
2. ## Part 1 Administration

   **Note 1**

   **Interim inspection**

   A building inspector appointed under Part 11 is to carry out an inspection of the building work, and provide an interim report, not earlier than 15 months and not later than 18 months after the completion of the building work.

   **Final inspection**

   A building inspector appointed to carry out a final inspection of the building work, and provide a final report, not earlier than 21 months and not later than 2 years after the completion of the building work.

   **Inspected property details – interim and/or final**

   Date range of the inspection - The inspections may take place over a period of days. Record the dates of each day onsite.

   Weather conditions at the time of each inspection – record the weather each date onsite performing the inspections

   Description of the property inspected - For example, residential strata building, mixed use – commercial, retail, consisting of 15 storeys, lower ground car park five levels, swimming pool, gym etc.

   Building classification – This must comply with the National Construction Code current version as at the date the inspection. The property may be classified as mixed purpose and each of those classifications should be recorded. [↑](#endnote-ref-1)
3. **Note 2**

   **Building work details – interim and/ or final**

   Address of the building – The physical address of the building work. The address on applications and forms may change throughout the development.

   Strata plan number – the strata plan number as registered

   Staged development identifier – the Development Approval may have been determined to consent to staged release.

   Occupation certificate –

   Type: interim or final

   issued date – what date was the occupation certificate issued. [↑](#endnote-ref-2)
4. **Note 3**

   **Owners corporation/Strata managing agency**

   Name of Owners Corporation – as registered with the Registrar General “The owners – Strata Plan No…”

   Name of strata managing agency – Authorised SMA

   Owners corporation identifier – if additional reference given to the owners – Strata Plan No…

   ABN – owners corporation

   ACN – owners corporation (if incorporated as company)

   Contact name – authorised representative/agent

   Phone number – of the authorised representative/agent

   Email address - of the authorised representative/agent

   Service address – see note 4 [↑](#endnote-ref-3)
5. **Note 4**

   **Service address**

   Address for service - An address for service given under the *Strata Schemes Management Act 2015* may be an Australian postal address, an email address or a facsimile number.

   For the purposes of this Part, the preferred address for service is the email address. [↑](#endnote-ref-4)
6. **Note 5**

   **Developers details**

   Entity name – The developers name as on the construction contract

   Entity billing name – If the developer is trading through a different entity for the billing/invoice of accounts

   ABN – as on construction contract

   ACN – as on construction contract (if incorporated as company)

   Entity service address – Note 4

   Authorised agent’s name – the name of the developer’s authorised contact

   Agent’s phone number – of the authorised representative/agent

   Agent’s email address - of the authorised representative/agent

   Agent’s service address – Note 4 [↑](#endnote-ref-5)
7. **Note 6**

   The person that organised the appointment of the building inspector. If not the developer, it will be the Secretary. The Secretary has the same meaning as *Strata Schemes Management Act 2015*- section 4:

   Secretary means:

   The Commissioner for Fair Trading, Department of Finance, Services and Innovation, or

   If there is no person employed as Commissioner of Fair Trading – the Secretary of the Department of Finance, Services and Innovation.

   The person details may be different between the interim report and the final report depending whether the developer appointed the building inspector or the obligation fell to the Secretary.

   **Person’s details**

   Inspection requested by –

   Developer (may be same details in Note 5 – refer to Note 5)

   Secretary

   Contact name –

   Developer

   Secretary’s delegate

   Contact phone number –

   Developer

   Secretary’s delegate

   Contact email address –

   Developer

   Secretary’s delegate

   Contact service address –

   Developer

   Secretary’s delegate [↑](#endnote-ref-6)
8. **Note 7**

   **Builder’s details**

   Name – the principal contractor as named on the construction contract

   Entity billing name – If the principal contract is trading through a different entity for the billing/invoice of accounts

   ABN – as on construction contract

   ACN – as on construction contract (if incorporated as company)

   Licence/registration number (if any) – see Note 8

   Licence/registered – state (if any) – see Note 8

   Telephone number – the contact telephone number for the builder – office/business

   Mobile number - the contact telephone number for the builder – mobile telephone

   Email address – contact email address

   Service address – Note 4 [↑](#endnote-ref-7)
9. **Note 8**

   Licence/registration number (if any) – in NSW, the principal contractor may not be licenced. Provide the licence number if one does exist

   Licence/registered – state (if any) - in NSW, the principal contractor may not be licenced. Provide the State if the principal builder is licensed if one does exist [↑](#endnote-ref-8)
10. **Note 9**

    **Building inspector’s details #1**

    Name of the person who performed the inspection – The building inspector’s individual name

    Name of organisation – The building inspector’s trading entity name

    ABN – as registered

    ACN – as registered (if incorporated as company)

    Licence/registration number (if any) – see Note 8

    Licence/registered – State (if any) – see Note 8

    Telephone number – the contact telephone number for the builder – office/business

    Mobile number - the contact telephone number for the builder – mobile telephone

    Email address – contact email address

    Service address – Note 4

    Strata inspector panel association – (SIP) Strata Schemes Management Regulation 2016: Clause 45

    Membership number to the SIP – membership number with the body listed in clause 45 having established the SIP [↑](#endnote-ref-9)
11. **Note 10**

    **Documentation**

    The appointed building inspector must request from the developer or the owners corporation all documents required to perform the interim inspection.

    **If no, list and explain the attempts have you made to obtain all requisite documents?**

    If the building inspector does not receive the requested documents from the developer, requests should be made of the owners corporation to provide the requested documents.

    If the building inspector does not receive the requested documents, the building inspector is to documents the attempts made including the following details:

    Who the building inspector requested the documents from

    What date

    Contact details

    What documents

    How they attempted – for example: phone, email, letter, in person

    Clause 52 of the Strata Schemes Management Regulation 2016, requires a developer to give the Secretary additional documents.

    The building inspector is to request from the developer the requisite documents and information to perform an inspection to identify defective building work.

    Such documents include:

    1. the strata plan number of the strata scheme concerned,
    2. the street address of any building to which the bond relates,
    3. the name and address of the principal certifying authority for any building work to which the bond relates,
    4. an address for service for the developer,
    5. an address for service for the owners corporation for the strata scheme,
    6. a copy of the contract or contracts for the building work between the developer and the builder – **Excluding (redaction) of commercial in-confidence information**
    7. a copy of specifications for the building work, and any variations,
    8. a copy of any written warranties relating to the building work,
    9. a copy of any schedule of non-conforming works relating to the building work,
    10. a copy of all “issued for construction” and “as-built” drawings and specifications relating to the building work,
    11. a copy of any schedule of approved samples relating to the building work,
    12. a copy of any development consent or other consents, approvals or certificates issued under the [*Environmental Planning and Assessment Act 1979*](https://www.legislation.nsw.gov.au/#/view/act/1979/203) and relating to the building work,
    13. a copy of any alternative solutions and fire engineering reports, and the applicable assessment and approval by the principal certifying authority, relating to the building work,
    14. a copy of any design certificates relating to the building work,
    15. a copy of Building Code of Australia compliance certificates by each subcontractor for any part of the building work carried out by the subcontractor,
    16. a copy of any inspection report obtained by the developer or builder relating to the building work.

    ## Part 2 Inspection

    [↑](#endnote-ref-10)
12. **Note 11**

    **Building work** means the same as in the *Strata Schemes Management Act 2015* – Section 190:

    ***Building work*** means any work involved in, or involved in coordinating or supervising any work involved in:

    (a)  the construction of a building, or

    (b)  the making of alterations or additions to a building, or

    (c)  the repairing, renovation, decoration or protective treatment of a building.

    **Defective building work** means the same as in the *Strata Schemes Management Act 2015* – Section 190:

    ***Defective building work*** means building work that:

    (a)  is residential building work done in such a way that it constitutes a breach of a statutory warranty applicable to the work under Part 2C of the [*Home Building Act 1989*](https://www.legislation.nsw.gov.au/#/view/act/1989/147), or

    (b)  is building work done in such a way that it would constitute such a breach if the building work were residential building work. [↑](#endnote-ref-11)
13. **Note 12**

    Inspection size – for interim inspection

    If the owners corporation accepts the developer appointed building inspector, the developer may select the method of building inspection from the following two choices:

    1. Whole strata scheme approach performed: Yes/No
    2. Sample strata scheme approach performed: Yes/No

    If the Secretary appoints the building inspector, the sample strata scheme approach will be selected.

    ***Whole strata scheme approach***

    The parcel of a strata scheme includes all common property and all lots in a strata scheme and will be inspected for defective building work.

    If the strata parcel is being completed in a staged process, it would involve the whole stage and include all of that stated above.

    ***Sample strata scheme approach***

    A sample of each strata plan will be inspected for the purpose of the interim inspection. The sample size is to be at least two of each unit classification or 20% if there are more than 20 of each lot type within the strata plan and not include any lots constructed or presented for display purposes.

    The building inspector determines the sample without input from any of the other ‘parties’ (refer Part 1). If the circumstances noted under the lot classification table below apply, the building inspector must then expand the sample of units as required below.

    The inspected units must where practicable be on differing levels and at opposite sides of the building and if there are more than two units inspected, must where practicable be on differing sides and levels of the building.

    For example,

    |  |  |  |  |
    | --- | --- | --- | --- |
    | **Lot classification** | **Number of lots** | **Number of lots to be inspected**  **(20% or minimum 2 units)** | **Location**  **(different levels)** |
    | Studio | 20 | 4 lots | North, south, east and west |
    | One bedroom  (including extras such a study, nook, media) | 15 | 6 lots | North, south, east and west |
    | Two bedroom  (including extras such a study, nook, media) | 40 | 8 lots | North, south, east and west |
    | Three bedroom | 10 | 3 lots | North, south and east, or  north, south and west, or  east, west and north, or  east, west and south |
    | Townhouse | 5 | 2 lots | North and south, or  east and west |
    | Junior penthouse | 2 | 2 lots | both |
    | Penthouse | 1 | 1 lots | Total |
    | Mixed purpose  * other than residential | 50 | 10 lots |  |
    | Common area | total | 100% | Whole Strata Plan |
    |  |  |  |  |

    If defective building work within, or only accessible from, a lot is identified while inspecting the sample of lots selected, and the building inspector considers that there is a genuine prospect that the same type/s of defect/s would be present within, or accessible from, any other lots (whether all or just one or some of the other lots), the sample of lots to be inspected for and reported upon in the interim report must be expanded to include those other lots. [↑](#endnote-ref-12)
14. **Note 13**

    The building inspector must attend the site and perform the interim and final inspection. The building inspector may commence a desk audit and other procedures prior to attending the site, however, physical attendance and observation at the site is required to satisfy interim and final inspections in Part 11 *Strata Schemes Management Act 2015*.

    The building inspector must give at least 14 days written notice to the owners corporation and the owner and any occupier of any affected lot.

    The written notice may take the form of an electronic communication and the address for service may be an electronic address such as email.

    If the written notice is manual requiring in person delivery or via a service such as Australia post, the building inspector should ensure the recipient receives that notice no less than 14 days before the intention to enter takes place.

    * Such a written notice must include –
    * The date/s of intended access/inspection/s;
    * The period of up to an hour during which the inspection of a particular lot will commence; and
    * The likely duration of the access needed to the particular

    ## Part 3 Recording the defective building work

    [↑](#endnote-ref-13)
15. **Note 14**

    **Identification of defective building work**

    ***Interim report:***

    Defective building work number- the identification reference for the Defective building work

    Description of defective building work- brief summary of the defective building work

    **Does defective building work require urgent attention AND/OR is this a serious hazard**

    The building inspector is required to identify defective building work requiring urgent attention due to being a serious hazard.

    **Have you notified the client of a present or imminent serious safety hazard?**

    The building inspector is required to notify the client – the developer that the building inspector has identified defective building work requiring urgent attention due to being a serious hazard.

    ***Final report:***

    **Has the defective building work been rectified?**

    Yes: State ‘Yes”

    Refer to Note 15 (Photo – final report) and the matter is completed

    No: State ‘No’

    Refer to Note 15 (Photo – final report) and continue following steps:

    The building inspector has identified:

    defective building work identified in the interim report that has not been rectified, or

    Any defective building work arising from rectification of defective building work previously identified in the interim report

    [↑](#endnote-ref-14)
16. **Note 15**

    **Photos**

    ***Interim***

    Provide photograph/s of the identified defective building work

    ***Final***

    Provide photograph/s of the:

    defective building work identified in the interim report that has not been rectified, or

    Any defective building work arising from rectification of defective building work previously identified in the interim report (see also Note 16

    [↑](#endnote-ref-15)
17. **Note 16**

    **Details: Defective building work**

    **Inspection area**:

    The visual, non-destructive inspection must include all safely accessible areas.

    (Not required for final)

    Table 1 below is not an exhaustive list.

    **Building element/component**

    The visual, non-destructive inspection must include all building elements and components in safely accessible areas.

    (Not required for final)

    Table 1 below is not an exhaustive list.

    **Table 1 Inspection area and building elements**

    |  |  |
    | --- | --- |
    | **Inspection area** | **Building element/component** |
    | Ceilings | All areas |
    | External walls | Exterior structure, cladding, balconies, tiling, balustrading, drainage to balconies |
    | Fixtures and fittings | Cabinetry |
    | Floor | Structure only |
    | Floor finishes | All areas |
    | Internal Walls | Wall trimmings including skirting boards, architrave etc. |
    | Lighting | Flood lights, security lighting, emergency lighting, internal lighting |
    | Plumbing | Hot water system, hose bibs, toilets, faucets, floor drains |
    | Roof | Roof space, roof exterior, roof plumbing, roof fixtures, membranes to roof, drainage, cracked concrete, overflows |
    | Site works | Car accommodation, garden sheds, garages paths, driveways, hardstands, fencing, gym, bike racks, tennis courts, retaining walls, site drainage, balustrading |
    | Stairs | Internal or external Handrails/balusters |
    | Wall finishes | All areas |
    | Windows and doors | Door and window furniture, water entry, operation of windows and sliding doors, adequacy of their waterproofing and structural performance ratings. |

    **Type of defective building work**

    (Not required for final)

    Table 2 below is not an exhaustive list.

    **Cause of defective building work (if reasonably practicable) –** Possible causes of defective building work column below

    (Not required for final)

    If the cause may be determined by visual inspection or non-invasive testing it should be included in the interim report. If equipment can be used to determine the cause without changing the appearance of the element, an expert or other secondary professional with that equipment should be engaged and their determination included in the building inspectors report.

    If an element is not completed at the time of the interim inspection, the element is therefore defective building work as its current state is does not satisfy any Act/Code/Australian Standard. The cause is – non-completion.

    Table 2 below is not an exhaustive list.

    **Table 2: Types of defective building work**

    |  |  |
    | --- | --- |
    | **Defective building work** | **Possible causes of defective building work** |
    | Damage (cracking and the like) – cracking see below | The fabric of the element has ruptured or  is otherwise broken |
    | Distortion, warping,  twisting | An element (or elements) has been distorted or moved from the intended location |
    | Water penetration | Moisture is present in unintended or unexpected locations |
    | Material deterioration (rusting, rotting, corrosion, decay) | An element or component is subject to deterioration of material or materials |
    | Operational | An element or component does not operate as intended |
    | Installation  (generally workmanship issues, including omissions) | The element or component is subject to improper or ineffective installation, inappropriate use, or missing components |

    ***Cracking of a building element:***

    The building inspector should determine whether the cracking is defective building works, based on expected impact of the cracking:

    Appearance of the element is blemished,

    Serviceability of the element’s function is impaired,

    Structural performance of the building element is impaired, or where the cracking is the result of the structural behaviour of the building.

    **Table 3a: Categorisation of cracking in masonry**

    |  |  |  |
    | --- | --- | --- |
    | **Description of typical damage and required repair** | **Width limit** | **Damage category** |
    | Hairline cracks | <0.1 mm | 0  Negligible |
    | Fine cracks that do not need repair | <1.0 mm | 1  Very slight |
    | Cracks noticeable but easily filled | <5.0 mm | 2  Slight |
    | Cracks can be repaired and possibly a  small amount of wall will need to be replaced. Weather-tightness often impaired | 5.0 mm to 15.0 mm  (or a number of cracks 3.0 mm or more in one group) | 3  Moderate |
    | Extensive repair work involving breaking out and replacing sections of walls, especially over doors and windows | 15.0 mm to 25 mm  but also depends on number  of cracks | 4  Severe |

    **Table 3b: Categorisation of cracks in plasterboard walls**

    Reporting of cracking in plasterboard walls should be in accordance with Table 3a, except with the crack width limits increased by 50%.

    **Secondary inspector report included**

    (See also Note 21 to record the secondary inspector’s details)

    **Specialist work elements**

    Specialist work means the same as in the *Home Building Act 1989*

    Secondary inspector may include an inspector of the specialist work, or other building work as required under the Scheme.

    A secondary inspector should perform inspections outside of the appointed building inspector’s skillset. The secondary inspector must be selected, briefed and instructed by the building inspector without input from any of the other ‘parties’ (refer Part 1). The costs will be borne by the developer. The repost will be attached and be included in the building inspectors report.

    Specialist work includes plumbing work (other than roof plumbing work), gas fitting work, electrical wiring work, and installation or maintenance of certain refrigeration systems, air-conditioning systems, essential services, structural, lifts, acoustic, Fire, BCA compliance, Drainage, Communications/IT, Mechanical.

    **Equipment used to test**

    The building inspector should list the equipment (if any) used during the inspection which identified the defective building work.

    ***Final report*:**

    The building inspector may identify that the defective building work identified in the interim report is not rectified. The building inspector is required to determine why not rectified:

    **Final report**: defective building work identified in the interim report that has not been rectified

    **Final report**: defective building work arising from rectification of defective building work previously identified in interim report

    **Final report**: specify how defective building work identified in the report should be rectified.

    Section 201(2)(d) of the Act requires the building inspector to provide the scope to rectify the defective building work that was identified in the interim report and remained unrectified in the final report. [↑](#endnote-ref-16)
18. **Note 17**

    Basis for the defective building work

    Part 2C *Home Building Act 1989*

    * Building work identified for the purpose of determining whether a breach of statutory warranties in (18B(1)(a)-(f)), is identified as defective building work.
    * Other law referred to in section 18B(1)(c) contains a warranty that the work will be done in accordance with, and will comply with, this or any other law. That includes (but is not limited to) other codes such as National Construction Code, other laws such as the *Environmental Planning and Assessment Act* and Regulations and *Plumbing and Drainage Act 2011* and standards such as Australian Standards

    must be considered when performing an inspection to identify defective building work for the purpose of Part 11 *Strata Schemes Management Act 2015*.

    [↑](#endnote-ref-17)
19. **Note 18**

    Not mandatory field

    Building inspector free text

    The building inspector may include further text to complete the report. [↑](#endnote-ref-18)
20. **Note 19**

    **Recommendation for specialist inspection**

    **Recommendation #1 – Further testing necessary opening up of building work recommended**

    Building inspector to determine if further testing is required

    **Recommendation #2 – Further investigations outside the scope of the inspection, but which the inspector believes warranted:**

    Building inspector to determine if further investigations are required

    **Other – Building inspector free text**

    Not mandatory field

    The building inspector may include further text to complete the report.

    ## Part 4 Additional matters

    [↑](#endnote-ref-19)
21. **Note 20**

    **Additional Matters**

    **Areas not inspected**

    All areas of the strata parcel are to be inspected. The building inspector must record the reason why an area was not inspected. A photograph of the visual obstruction etc. is required.

    **Circumstances that prevented the inspection** –

    The area required to be inspected was obstructed,

    The owners corporation, any person who has exclusive use of common property, a strata managing agent, any building manager or manager of the common property and any owner or occupier of a lot must provide assistance that is reasonable to enable an inspection to be carried in accordance with Part 11 of the Act

    A person must not, without reasonable excuse, refuse a building inspector access to any part of the parcel of a strata scheme or a lot in the strata scheme, or obstruct or hinder a building inspector, in the exercise of the inspector’s functions under the Act. [↑](#endnote-ref-20)
22. **Note 21**

    **Additional secondary/specialist engagements**

    As per Note 16

    **Specialist work elements**

    Specialist work means the same as in the *Home Building Act 1989*

    Secondary inspector may include an inspector of the specialist work, or other building work as required under the Scheme.

    The details of the secondary inspector that performed an inspection under the instruction of the appointed building inspector and their report to be included in the inspection report.

    ## Part 5 All identified defective building work summary table

    **Note 22**

    Table to summarise all identified defective building work during the interim inspection and to record whether the identified defective building work during the interim report was rectified before the final inspection.

    # PART B. DOCUMENT CONTROL

    ## B.1 Document Approval

    |  |  |  |
    | --- | --- | --- |
    | Name and position | Signature | Date |
    | Melanie Schwerdt  Principal: Strata building bonds and inspections |  |  |
    | Secretary |  |  |

    ## B.2 Document version control

    |  |  |  |  |  |
    | --- | --- | --- | --- | --- |
    | Version | Status | Date | Prepared by | Comments |
    | 1.0 | Draft | May 2017 | Melanie Schwerdt |  |
    | 2.0 | Draft | October 2017 | Melanie Schwerdt | Technical workshop  Fair Trading website |
    | 3.0 | Draft | November 2017 | Melanie Schwerdt | Fair Trading website |
    | 4.0 | Final | December 2017 | Melanie Schwerdt | Fair Trading Legal Services  Executive Director BCS |

    ## B.3 Document review date

    This guideline will be reviewed when the Act or Regulations are amended and annually based on commencement of regime for first two years, and assessed thereafter. [↑](#endnote-ref-21)