APPOINTMENT OF BUILDER & APPLICATION FOR COMMENCEMENT NOTICE

Building Act 2004, S151

In completing this form, the owner is authorising the builder nominated below to apply to the appointed certifier to issue a Commencement Notice for the works detailed in this application form. (**Construction Occupations (Licensing) Act 2004)*

PART A - PROJECT DETAILS

Block	Section	Suburb	Unit No.
10	1	RED HILL	

Street Address 4 TORRES STREET

Name of Certifier Steve Watson and Partners (ACT) Pty Ltd ***COLA No.** 2017444

Description of Building Works relevant to this application-*If more than 6 items please attach further details*

1
2 Demolition of existing single dwelling house
3
4
5
6

PART B - OWNER DETAILS – Please Print

All owners **must** be listed - Owner 1 will be considered the contact person in relation to this application

Company Details

ACN/ABN Number

Owner 1 _____ **Owner 2** _____

Owner 3 _____ **Owner 4** _____

Postal Address [redacted]

Suburb [redacted] **State** [redacted] **Postcode** [redacted]

Phone Number Business Hours **Mobile** [redacted]

Email Address [redacted]

Approved form AF2025-14 approved by Nick Lhuede, Construction Occupations Registrar on 15 August 2025
under Section 151 of the *Building Act 2004*. This form repeals AF2016-79
Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

PART C - APPOINTMENT OF BUILDER

I/we the owner/s have appointed the person whose details appear below as the builder in relation to the building works described in this form (**Construction Occupations (Licensing) Act 2004)*

Licence Holders Name as it appears on licence card	Irwin Hartshorn Group				
***COLA Licence Number**	202267	**Class**	D	**Expiry Date**	08/02/2028
List any conditions or endorsements on licence	Valid for demolition of buildings & structures by hand or mechanical means up to five (5) storeys				
Email Address	andrew@ihact.com.au				

PART D - NOMINEE'S DETAILS

If the builder is a company or partnership provide details of the nominee who will supervise the building work.

Nominee's Name as it appears on licence card	Andrew John Irwin				
***COLA Licence Number**	200012208	**Class**	D	**Expiry Date**	12/01/2028
Signature of Nominee	[redacted]			**Date**	24/11/2025

PART E - OWNER SIGNATURE/S – all owners **must** sign this form

Owner 1	Bernadette Brown	**Signature**	[redacted]	**Date**	
Owner 2		**Signature**		**Date**	
Owner 3		**Signature**		**Date**	
Owner 4		**Signature**		**Date**	

PART F - BUILDER APPLICATION TO CERTIFIER FOR COMMENCEMENT NOTICE

I hereby apply to the building certifier listed above for a commencement notice for the works detailed in Part A of this form in accordance with the Building Act 2004.

☐ A site sign was **not** required to be displayed prior to making this application.

☐ A site sign **was** required to be displayed prior to making this application and I declare that a compliant sign was erected and displayed for the required period.

Signature of Builder [redacted] **Date** 24/11/2025

NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

PART G - INSURANCE OR FIDELITY CERTIFICATE

For residential building work please provide details of insurance where applicable

Provider		**Policy No.**		**Issue Date**	

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under Section 151 of the *Building Act 2004*. This form repeals AF2016-79
Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

PLEASE NOTE:

- A copy of this notice and where applicable the residential building insurance policy or fidelity certificate must be given to the Construction Occupations Registrar within one (1) week of the issue date.

- A copy of the Commencement Notice must also be provided to the owner/s.

Privacy Notice
The personal information on this form is provided to Access Canberra to enable the processing of your application. The collection of personal information is authorised by the *Building Act 2004*. If all or some of the personal information is not collected Access Canberra cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. Access Canberra's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. Access Canberra Information Privacy Policy can be found at www.act.gov.au/accessCBR

CONTACT INFORMATION

Email:
BA@act.gov.au

Post:
Access Canberra
Building Services
GPO Box 158
Canberra, ACT 2601

In Person:
Please visit www.act.gov.au
Or call **13 22 81** to find an Access Canberra Shopfront.

ACT Government

Building Act 2004, S151

Application for Building Commencement Notice

Project ID: B20253812

Licensed builders must use this form to apply to the building certifier for a commencement notice in accordance with the Building Act 2004. An application can only be made if the building approval has been issued for the building work. A commencement notice must be issued by the building certifier before any building work can commence.

PART A - PROJECT DETAILS

Building approval issue date: 10/12/2025

Unit	Block	Section	District (Suburb)	Division	Jurisdiction
	10	1	CANBERRA CENTRAL	RED HILL	Australian Capital Territory

Full Name	Address	License Number	Expiry Date
STEVE WATSON AND PARTNERS (ACT) PTY LTD	456 KENT STREET SYDNEY NSW 2000	2017444	28/02/2026

Description of work to which application for Commencement Notice relates:

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Storeys	Area (m2)	Cost of Works ($)
1a(I)	Demolition	RESIDENCE	Demolition of existing single dwelling house	NA	2	652.00	65200.00

Insurance provider:

Policy number:

Issue date: 10/12/2025

PART B - BUILDERS DETAILS

License holder's name: IRWIN HARTSHORN GROUP PTY LTD

License number: 202267

License Expiry Date: 8/02/2028

Business Address: 36 ALDERSON PL HUME ACT 2620

Phone Number: [redacted]

Signature of builder:

_____ / /

(Individual, director for company or partner for partnership)

If the builder is a company or partnership provide details of the nominee who will supervise the building work

Nominee's name: ANDREW JOHN Irwin

License number: 200012208

License Expiry Date: 13/01/2028

Nominee's signature (if different to above): _____ / /

PART C - OWNER/LESSEE DETAILS

Name	Address
Bernadette Brown	[redacted]

ADVISORY NOTE: Owners please ensure you have a written contract with the builder named in this application.
For residential building work requiring home owner insurance ensure that the same builders name is shown on the insurance policy.

PART D - OWNER/S OR AGENT SIGNATURE/S

Name	Signature	Date
Bernadette Brown		

NOTE: You may only make this application as an authorised agent on behalf of the owners of the property if you have appropriate written authorisation from ALL the owners and attach it to this application. This also applies if you are a part owner or joint owner making an application on behalf of the owners.

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

PART E - BUILDER APPLICATION TO CERTIFIER FOR COMMENCEMENT NOTICE

I hereby apply to the building certifier listed above for a commencement notice for the works detailed in Part A of this form in accordance with the Building Act 2004.

☐ A site sign was NOT required to be displayed prior to making this application.

☐ A site sign WAS required to be displayed prior to making this application and I declare that a compliant sign was erected and displayed for the required period.

Signature of Builder/Nominee: _____ / /

NOTE: There are penalties for deliberately giving false and misleading information. Access Canberra or the Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

ACT Government

Building Act 2004, S151

Appointment of a Certifier and Application for Building Approval

Project ID: B20253812

This form is to be completed by the Owner/s of the land to which the building work relates

PART A - PROJECT DETAILS

Unit	Block	Section	District (Suburb)	Division	Jurisdiction
	10	1	CANBERRA CENTRAL	RED HILL	Australian Capital Territory

PART B - OWNER DETAILS

Name	Address	Email Address
Bernadette Brown	[redacted]	[redacted]

PART C - APPOINTMENT OF CERTIFIER

As required under the Building ACT 2004 I/we herby advise that I/we the owner/s have appointed the person whose details appear below as the certifier in relation to the building works described in this form

Full Name	Address	License Number	Expiry Date
STEVE WATSON AND PARTNERS (ACT) PTY LTD	456 KENT STREET SYDNEY NSW 2000	2017444	28/02/2026

PART D - APPLICATION FOR BUILDING APPROVAL

I/we the owners of the abovementioned property hereby apply to the certifier named above to issue a building approval under Section 26 of the Building Act 2004 for the building works detailed in the following table

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Storeys	Area (m2)	Cost of Works ($)
1a(I)	Demolition	RESIDENCE	Demolition of existing single dwelling house	NA	2	652.00	65200.00

I/we have provided the certifier with the information and documentation required to issue a building approval as specified in the Building (General) Regulation 2008.

PART E - AUTHORITY TO ACCESS BUILDING FILE

I/we hereby authorise the certifier to access the building file held by Access Canberra for the property which is the subject of this application for the purposes of obtaining information relevant to the issuing of a building approval and associated processes.

PART F - OWNER/S SIGNATURE/S

Name	Signature	Date
Bernadette Brown		

APPLICATION FOR BUILDING APPROVAL REQUIREMENTS
Building (General) Regulations 2008

Where relevant the following information MUST be included in either the application or the plans accompanying the application for building approval:

General Requirements

- Estimated Cost of Works -as per Building (General) (Cost of Building Work) Determination 2011
- if the proposed building work to be carried out at or near a street or place that is open to or used by the public the application must contain details of the precautions proposed to be taken to protect the safety of people using the street or place while the building work is carried out
- the area of the parcel of land to which this application relates
- the class of the building according to the intended use of the building as proposed to be erected or altered;
- if applicable what fire-resisting construction type (under the building code) the building as proposed to be erected or altered will be.

Note: Fire-resisting construction type may not be applicable if an alternative solution under the building code is used.

- for an application relating to the erection of a class 1 building the site classification of the parcel of land
- for an application relating to the alteration of a class 1 building if the alteration will increase the building load carried by foundation material beyond the building load carried by the foundation before the alteration.
- the site classification of the parcel of land
- for an application relating to the alteration of a building the class and type of fire-resisting construction of the existing building classified under the building code and the materials used in the existing building

Note Fire-resisting construction type may not be applicable if an alternative solution under the building code is used.

- the number of storeys of the building as proposed to be erected or altered;
- the number of new dwellings (if any) created by the proposed building work;
- the floor area of the proposed building or proposed new part of the building;
- the materials to be used in the frame, floor, walls and roof of the proposed building or proposed new part of the building
- if a performance requirement of the building code is to be complied with by use of an alternative solution under the code -

(i) the performance requirement; and
(ii) the alternative solution; and
(iii) each assessment method used to show that the alternative solution complies with the performance requirement;

- if the building code does not state a standard of work in relation to any part of the proposed building work and it is intended to carry out that part of the proposed building work in accordance with a standard of work stated in another document -

(i) the nature of the proposed building work; and
(ii) the title of the document; and
(iii) each assessment method used to show that the proposed building work complies with the standard of work stated in the document.

Removal or demolition of building/s

- Details of the methods to be used in carrying out the proposed building work, including a work plan stated or set out in AS 2601 (Demolition of structures), as in force from time to time;
- the number of dwellings (if any) to be demolished.

Asbestos

- The application must include a description of the method proposed to be used to remove the bonded asbestos sheeting from the building.
- the application must include the following information:

(i) the method proposed to be used to remove the asbestos;
(ii) the approximate amount and kind of asbestos to be removed;
(iii) the equipment proposed to be used to remove the asbestos, including any personal protective equipment;
(iv) details of a program, prepared in accordance with the asbestos removal code, for monitoring airborne asbestos to be followed during the removal. be followed during the removal.

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

ACT Government

APPOINTMENT OF A CERTIFIER & APPLICATION FOR BUILDING APPROVAL

Building Act 2004, S151

This form is to be completed by the owner/s of the land to which the building work relates.

PART A - PROJECT DETAILS

Block | **Section** | **Suburb** | **Unit No.**

Street Address

Description of Building Works relevant to this application-*If more than 6 items please attach further details*

Describe each item of building work in this building approval	BCA Occupancy Class	BCA Construction Type	Area (m^2)	Number of Storeys	Cost of Works (refer to cost of building work determination)
1					
2					
3					
4					
5					
6					

Applicable approved requirements and reasons why building approval is not prevented from being issued

Is all work exempt from development approval?

☐ **YES** Attach assessment for exempt development checklist

☐ **NO** Development Approval Number: _____

Description of Attachments compliant with Division 3.3 Building Act 2004

Please attach any additional documentation not listed below

☐ Building Approval Plans

☐ Entity Advice

☒ Asbestos Advice - If documents accompanying building approval do not include an asbestos assessment report as per the Building Act 2004, the building approval must have Asbestos Advice attached as per the Act

PART B - OWNER'S DETAILS – Please Print

All owners **must** be listed Owner 1 will be considered the contact person in relation to this application

Company Details

ACN/ABN Number

Owner 1 _____ **Owner 2** _____

Owner 3 _____ **Owner 4** _____

Approved form AF2025-13 approved by Nick Lhuede, Construction Occupations Registrar on 15 August 2025
under Section 151 of the *Building Act 2004* and revokes AF2016-85.

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

PART B continued - OWNER/S DETAILS – Please Print

Postal Address	[redacted]				
Suburb	[redacted]	**State**	[redacted]	**Postcode**	[redacted]
Phone Number Business Hours		**Mobile**	[redacted]		
Email Address	[redacted]				

PART C - APPOINTMENT OF CERTIFIER

As required under the *Building ACT 2004* I/we herby advise that I/we the owner/s have appointed the person whose details appear below as the certifier in relation to the building works described in this form.
(**Construction Occupations (Licensing) Act 2004)*

☒ **New Appointment** ☐ **Transfer from another Certifier**

Company Details	Steve Watson & Partners (ACT) Pty Ltd	***COLA Licence#**	2017444
Name of Certifier	Steve Watson & Partners (ACT) Pty Ltd	***COLA Licence #**	2017444
Postal Address	Level 1, Unit 14, 27 Hopetoun Circuit		
Suburb	Deakin	**State**	ACT
		Postcode	2600
Office Phone Number	(02) 6100 6606	**Mobile**	N/A
Email Address	canberra@stevewatsonandpartners.com.au		

PART D - APPLICATION FOR BUILDING APPROVAL

I/we the owner/s of the abovementioned property hereby apply under Section 26 of the *Building Act 2004* to the certifier named above to issue a building approval for the building work described in this form. I/we have provided the certifier with information and documentation required to issue a building approval as specified in the *Building (General) Regulation 2008*.

In accordance with Section 26 of the *Building Act 2004*, I/we the owner/s nominate the kind of certificate of occupancy for which I/we propose to apply:

☐ 69(1) ☒ 69(2) ☐ 69(3) ☐ 71(2) ☐ 72(2)

PART E - AUTHORITY TO ACCESS BUILDING FILE

I/we hereby authorise the certifier to access the building file for the property which is the subject of this application for the purposes of obtaining information relevant to the issuing of a building approval and associated processes.

PART F - OWNER/S SIGNATURE/S

1st Owner's Signature	[redacted]	**Date**	4 December 2025
2nd Owner's Signature		**Date**	
3rd Owner's Signature		**Date**	
4th Owner's Signature		**Date**	

NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

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Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

APPLICATION FOR BUILDING APPROVAL REQUIREMENTS – *Building (General) Regulations 2008*

Where relevant the following information MUST be included in either the application or the plans accompanying the application for building approval:

General Requirements

- Estimated Cost of Works as per *Building (General) (Cost of Building Work) Determination 2020 (No 1)*
- This form can also be used for transfer to new certifier with owner's authorisation and signature
- If the proposed building work to be carried out at or near a street or place that is open to or used by the public the application must contain details of the precautions proposed to be taken to protect the safety of people using the street or place while the building work is carried out
- The area of the parcel of land to which this application relates
- The class of the building according to the intended use of the building as proposed to be erected or altered;
- If applicable what fire-resisting construction type (under the building code) the building as proposed to be erected or altered will be
  Note: Fire-resisting construction type may not be applicable if a performance solution under the building code is used
- For an application relating to the erection of a class 1 building the site classification of the parcel of land
- For an application relating to the alteration of a class 1 building if the alteration will increase the building load carried by foundation material beyond the building load carried by the foundation before the alteration
- The site classification of the parcel of land
- For an application relating to the alteration of a building the class and type of fire-resisting construction of the existing building classified under the building code and the materials used in the existing building
  Note: Fire-resisting construction type may not be applicable if a performance solution under the building code is used
- The number of storey's of the building as proposed to be erected or altered;
- The number of new dwellings (if any) created by the proposed building work;
- The floor area of the proposed building or proposed new part of the building;
- The materials to be used in the frame, floor, walls and roof of the proposed building or proposed new part of the building
- If a performance requirement of the building code is to be complied with by use of an performance solution under the code -
  - (i) the performance requirement; and
  - (ii) the performance solution; and
  - (iii) each assessment method used to show that the performance solution complies with the performance requirement;
- If the building code does not state a standard of work in relation to any part of the proposed building work and it is intended to carry out that part of the proposed building work in accordance with a standard of work stated in another document -
  - (i) the nature of the proposed building work; and
  - (ii) the title of the document; and
  - (iii) each assessment method used to show that the proposed building work complies with the standard of work stated in the document.

Removal or demolition of building/s

- Details of the methods to be used in carrying out the proposed building work, including a work plan stated or set out in AS 2601 (Demolition of structures), as in force from time to time;
- The number of dwellings (if any) to be demolished.

Asbestos

- The application must include a description of the method proposed to be used to remove the bonded asbestos sheeting from the building
- The application must include the following information:
  - (i) the method proposed to be used to remove the asbestos;
  - (ii) the approximate amount and kind of asbestos to be removed;
  - (iii) the equipment proposed to be used to remove the asbestos, including any personal protective equipment;
  - (iv) details of a program, prepared in accordance with the asbestos removal code, for monitoring airborne asbestos to be followed during the removal.

Privacy Notice
The personal information on this form is provided to Access Canberra to enable the processing of your application. The collection of personal information is authorised by the Building Act 2004. If all or some of the personal information is not collected Access Canberra cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. Access Canberra's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. Access Canberra Information Privacy Policy can be found at www.act.gov.au

CONTACT INFORMATION

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Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

36 Alderson Place, HUME ACT 2620
accounts@ihact.com.au
Phone 02 6260 1588
www.irwinhartshorn.au
abn: 37 642 595 202

DEMOLITION WORK PLAN FOR

BLOCK: 10 SECTION: 1 SUBURB: RED HILL

STREET ADDRESS: 4 TORRES STREET

OWNER/BUILDER: BRENDAN MAND (BONMEN)

[redacted]

Number of buildings to be demolished: ONE + GARAGE
Height: Approx: 5.9m
Distance from closest boundary: Approx. 2.0 metres
Main materials of construction: Brick, concrete & timber

PROCEDURES

- Power supply to the site will be disconnected at the main by EVO Energy
- Gas supply will be terminated outside the boundary by ACTEW/AGL
- A licenced remover will remove and dispose of all asbestos sheeting in accordance with NOHSC 2002:2005 second edition
- A copy of the 'Asbestos Clearance Certificate' will be required prior to commencement of the demolition
- All insulation will be removed and disposed of in accordance with the code of practice
- A licenced drainer will plug the sewer before being inspected by ACTEW/AGL
- Water will be used for dust suppression before being disconnected at meter
- All new workers to Irwin Hartshorn Group will be inducted on site
- All demolition work will be in accordance with the AS 2601 code
- One day is allowed for each major activity, 7 days for completion of the demolition

METHODOLOGY

- Strip by hand all material to be salvaged
- Using a hydraulic excavator fold building to middle and load all rubble onto tipping trucks to be recycled where possible or tipped at an approved site
- Exhume all concrete footings with hydraulic excavator then transport to an approved facility for processing
- Clean and level site on completion

SAFETY PROCEEDURES

- Any work above 1.8m will be done in accordance with appropriate code
- A mobile telephone will be available on site at all times
- Appropriate safety equipment will be worn at all times
- A 1.8m high chain wire fence will be erected around the site to prevent any unauthorised entry

Andrew Irwin
Licence No. 202267

TABLE 3.1 – DEMOLITION WASTE

Type of Material Generated	Estimated		Actual (to be provided at WAE)		ON-SITE: Proposed Reuse and Recycling On-site	Estimated		Actual (to be provided at WAE)		OFF-SITE: Name of Receiving Recycling Outlets or Reuse Sites or Both	Estimated		Actual (to be provided at WAE)		DISPOSAL AT LANDFILL: Name of Landfill Site	Estimated		Actual (to be provided at WAE)	
	Vol (m^3)	Wt (T)	Vol (m^3)	Wt (T)		Vol (m^3)	Wt (T)	Vol (m^3)	Wt (T)		Vol (m^3)	Wt (T)	Vol (m^3)	Wt (T)		Vol (m^3)	Wt (T)	Vol (m^3)	Wt (T)
Excavation Material																			
Bricks	26									ACT Recycling	26								
Concrete	15									ACT Recycling	15								
Timber (specify)	8									ACT Recycling	6				Mugga Tip	2			
Plasterboard/Gyprock	4														Mugga Tip	4			
Metals (specify)	2									Metal Recyclers	2								
Cardboard																			
Plastics																			
Mixed Waste																			
Other (specify)																			
Total	55	0	0	0		0	0	0	0		49					6			
Percentage of Total																			

TABLE 3.2 – CONSTRUCTION WASTE

Type of Material Generated	Estimated		Actual (to be provided at WAE)		ON-SITE: Proposed Reuse and Recycling On-site	Estimated		Actual (to be provided at WAE)		OFF-SITE: Name of Receiving Recycling Outlets or Reuse Sites or Both	Estimated		Actual (to be provided at WAE)		DISPOSAL AT LANDFILL: Name of Landfill Site	Estimated		Actual (to be provided at WAE)	
	Vol (m^3)	Wt (T)	Vol (m^3)	Wt (T)		Vol (m^3)	Wt (T)	Vol (m^3)	Wt (T)		Vol (m^3)	Wt (T)	Vol (m^3)	Wt (T)		Vol (m^3)	Wt (T)	Vol (m^3)	Wt (T)
Excavation Material																			
Bricks																			
Concrete																			
Timber (specify)																			
Plasterboard/Gyprock																			
Metals (specify)																			
Cardboard																			
Plastics																			
Mixed Waste																			
Other (specify)																			
Total																			
Percentage of Total																			

HIGH RISK WORK: MECHANICAL DEMOLITION

SAFE TO WORK

SWMS #5 Version: June 2024

PCBU Details	**Name**	**ABN**	**Address**	**Email**	**Phone**
	Irwin Hartshorn Group Pty Ltd	37 642 595 202	36 Alderson Place, Hume ACT 2620	andrew@ihact.com.au	02 6260 1588
Project Details	**Client/Principal Contractor**		**Project Name**		**Address/Location**
Work Activity	This SWMS identifies relevant high risk work categories and nominates standard controls associated with Mechanical Demolition involving the use of powered mobile plant. There may be a mix of hand and mechanical demolition methods applied. This SWMS must be read in conjunction with the site specific Demolition Work Plan.				
Persons responsible for SWMS	**Approval**		**Compliance with SWMS**		**Review of Control Measures**
Name					
Signature	[redacted]		[redacted]		[redacted]
Workers Consulted	All workers consulted via prestart toolbox talk and SWMS induction carried out on site prior to commencement of work – refer sign off page				
Training and Competencies	• Construction Industry Induction • Licensed Demolition Contractor		• Asbestos Awareness training • Silica Awareness Training (ACT)		• Load shifting plant – certificate of competency, license or permit issued under the National or state certification system or statement of attainment from RTO
Plant and Equipment to be used:	• Refer to Plant and Equipment Register		**Maintenance:**	• Routine Maintenance in accordance with Manufacturer's recommendations	
Signage & Barriers:	• Safety barriers or flagging and signage as required to cordon off areas where work is being undertaken		**Inspections:**	• Hand and Power tools to be visually inspected prior to use • Electrical tools to be tested and tagged at minimum 3 monthly	
Engineering Details/Regulator Approvals/Permits	Notice to the regulator at least 5 days before any of the following work commences: • demolition of a structure, or a part of a structure that is load bearing or otherwise related to the physical integrity of the structure, that is at least 6 metres in height • demolition work involving load shifting machinery on a suspended floor, or demolition work involving explosives.		**Emergency Planning:**	• Refer to site specific emergency procedures communicated during induction • Refer Demolition Work Plan • Dial 000 in case of emergency • First Aid Kits to be available on site and in vehicles; Qualified First Aiders on Site	
PPE	**Mandatory**		**Task Specific**		
					

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This SWMS has been developed based on information provided by IHG and in accordance with guidance provided by regulatory bodies.

HIGH RISK WORK: MECHANICAL DEMOLITION

SAFE TO WORK

SWMS #5 Version: June 2024

High Risk Work

- ☐ Risk of falls > 2m
- ☐ Likely to involve disturbing asbestos
- ☐ Work in or near shaft or trench with excavated depth >1.5m or in a tunnel
- ☐ Work on or near chemical, fuel or refrigerant lines
- ☐ Work with tilt up or pre-cast concrete
- ☐ Work in or near areas with artificial extremes of temperature
- ☐ Work on a telecommunications tower
- ☐ Temporary load-bearing support structures
- ☐ Use of explosives
- ☐ Work on or near energized electrical installations or services
- ☐ Work on, in or adjacent to road, rail, shipping or other major traffic corridor
- ☐ Work in or near a drowning risk / Diving Work
- ☐ Demolition of load-bearing structure
- ☐ Work in confined spaces
- ☐ Work on or near pressurized gas pipes or main
- ☐ Work in an area with contaminated or flammable atmosphere
- ☐ Work in an area with movement of powered mobile plant
- ☐ Involves the cutting of crystalline silica material using a power tool or other mechanical process (ACT)

Legislation: *WHS Act 2011, WHS Regulation 2011, WHS Construction Work CoP 2018, WHS Demolition Work CoP 2020, WHS Managing Risks of Plant in the Workplace CoP 2024*

Risk Matrix

All hazards must be ranked using the following risk matrix. All hazards are classified as High, Medium or Low. When assessing hazards, ask yourself: does the hazard have the potential to:

Consequence – the outcome of an impact or event on safety, quality or the environment (ENV)	**Likelihood** – The potential for problems to occur that lead to the assessed consequence			
	1 – VERY LIKELY Could happen at any time	**2 – LIKELY** Could happen sometime	**3 – UNLIKELY** Could happen but very rarely	**4 – VERY UNLIKELY** Could happen but probably never will
A – Kill or cause permanent disability or ill health, critical equipment damage, major delay, severe ENV impact.	**H1**	**H2**	**H4**	**M7**
B – Long Term illness or serious injury or equipment damage, major delay, significant ENV impact.	**H3**	**H5**	**M8**	**M11**
C – Medical Treatment Injury (MTI), moderate damage, marginal project impact, localised ENV impact.	**H6**	**M9**	**M12**	**L14**
D – First Aid needed, no damage, minor equipment damage, recoverable project impact, localised ENV impact.	**M10**	**M13**	**L15**	**L16**

HIGH 1 – 6	**IMMEDIATE ACTION REQUIRED** Immediate action required to manage, preferably by eliminating the risk.
MEDIUM 7 –13	**ACTION REQUIRED** Action required, preferably by using multiple controls to reduce the risk to as low as reasonably practicable. Manage using routine procedures, supervision and monitoring.
LOW 14 – 16	**MANAGE** Manage using routine procedures. Ongoing monitoring is still required to ensure the risk does not escalate.

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HIGH RISK WORK: MECHANICAL DEMOLITION

SAFE TO WORK

SWMS #5 Version: June 2024

ACTIVITY What are the tasks involved in relation to the HRW activities?	POTENTIAL HAZARDS AND RISKS Identify what can go wrong and what injuries or damage this can cause	CONTROL MEASURES Risk is to be controlled using hierarchy of control measures: **LEVEL 1:** Eliminate the hazards **LEVEL 2:** Substitute the hazard with something safer. Isolate the hazard from people. Reduce the risks through engineering controls **LEVEL 3:** Reduce exposure to the hazard using administrative actions. Use personal protective equipment	RISK SCORE Risk Rating (after controls)	SITE SPECIFIC CONSIDERATIONS Fill in controls to be used on site to further reduce the potential risks	WHO IS RESPONSIBLE
Note: This High Risk SWMS is to be read in conjunction with the Work Instructions (including general hazards) and relevant Safe Operating Procedures					
1 **Conduct Pre-Demolition Planning** *Review Site Specific Hazards* *Prepare Demolition Plan*	• Structure Collapse	• Consult with the designer and/or the principal contractor if appointed where reasonably practicable, to obtain a written report specifying the hazards associated with the design and the structure in the planning stage of the demolition work. Specific hazards to be included in a demolition plan – **L2** • The building or structure to be demolished and all its components should be maintained in a safe and structurally stable condition so as to prevent the unexpected collapse of part or all the structure – **L2** • Temporary braces, propping, shoring or guys may need to be added to ensure that stability of the structure is maintained – **L2** • The position, depth and type of basements, wells and underground storage tanks should also be determined as should the contents of any storage tanks – **L2** • Adjoining properties and structures also need to be considered, as do the existence of easements, right of way, boundary walls and other encumbrances – **L2**	**M8**	*Refer Demolition Work Plan and if required, regulator approval notice for Demolition Work >6m*	PC Site Supervisor All workers
Review training and capabilities	• Lack of adequate supervision and training	• Workers provided with adequate training and supervision to ensure SWMS will be followed – all workers signed into back page of SWMS and trained in work instructions and safe operating procedures – **L1** • Workers competency recorded in company training register – **L3** • All workers to be competent in work activities including demolition work, correct use of equipment including selecting, fitting, use, care and maintenance, correct use of tools and requirements for supervision – **L3**	**L14**		Site Supervisor All workers

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1 **Conduct Pre-Demolition Planning continued** *Securing the work area preventing public access and establishing exclusion zones*	• Injury to member of the public due to falling objects, structure collapse, falls etc	• Method of protection selected and erected before the commencement of demolition work – **L1** • Protection to be kept in position at all times during the progress of the work, and • regularly inspected and maintained to prevent unauthorised access to the works area – **L2** • Control measures to isolate the work from the public may include installing security fencing, containment sheets and mesh, an overhead protective structure, road closures and specified exclusion zones – **L2** • Overhead protective structures should be provided for public walkways in conjunction with perimeter fencing. Overhead protection may be constructed from scaffolding, fabricated steel or timber and should be designed to withstand an appropriate load – **L2**	**M8**	*Refer Demolition Work Plan*	PC Site Supervisor All workers
	• Unauthorised access resulting in injury to member of the public or other workers	• Exclusion zones established taking into consideration: – **L2** o Erecting secure impassable barricades with adequate signage to prevent unauthorised pedestrian or vehicular access to the area; o Providing information to workers and other persons at the workplace advising them of the status of the exclusion zones; and o Providing supervision so that no unauthorised person enters an exclusion zone. • Exclusion zones and safe distances may be required during: – **L2** o The stripping, removal and/or dropping of debris; o The operation of demolition plant or equipment; o Pre-weakening activities for a deliberate collapse; and o The deliberate collapse or pulling over of buildings or structures.	**M8**	*Refer Demolition Work Plan*	PC Site Supervisor All workers

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1 Conduct Pre-Demolition Planning continued *Prepare Demolition Plan*	• Lack of adequate planning	• **Develop Demolition Plan in consultation with workers. Incorporate: - L3** o Plan indicating the location of all services on site (gas electrical, chemical etc.); Plan indicating all buildings, underground basements, tanks etc. o Demolition methods (e.g. induced collapse, mechanical, manual); o Sequence of demolition including items, location and timing (e.g. glass, then frames- working from top down, which side to commence first, first penetration); o Methodology of demolition – identify commencing point and subsequent zones; o Where structural items are identified an engineer is to confirm the structural sequence of demolition for maintaining stability e.g. vertical and horizontal members; o All Plant and equipment required and suitability for task; o Emergency management; o Removal of debris/Loading / unloading zones.	**L14**		Management Site Supervisor All workers
Assess impact on adjoining buildings	• Uncontrolled collapse Struck by falling object	**Ensure demolition plan takes into account impact of the demolition on the structural integrity of adjoining buildings. This may require the engagement of an engineer consideration should be given to: - L2** o Changes in soil conditions as a result of the demolition work; o Need for the use of shoring and underpinning and to the effects of changes in soil conditions as a result of the demolition work; o Requirement for lateral support for adjoining structures to be equal to or greater than any provided by the structure to be demolished; o Before any lateral supports are disturbed provision should be made for the erecting of temporary supports and testing of their effectiveness before proceeding further; and o Assess impact of vibration or concussion during the demolition process on other buildings.	**M8**		Management Site Supervisor

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1 Conduct Pre-Demolition Planning continued *Conduct pre-demolition inspection for Hazardous Substances & Dangerous Goods, lead, PCB's, synthetic mineral fibres*	• Exposure to hazardous materials adversely effecting health	**Before starting any demolition work, all areas of the workplace including basements, cellars, vaults and waste dumps, should be examined to determine whether: - L1** o There are any items which could be a fire and explosion risk; o Any previous use of the site might cause a risk because of the nature of and/or decomposition of materials; and o There are any toxic, radioactive or other hazardous chemicals present. • Any hazardous materials including explosives, should be clearly identified. Information about a chemical's hazards and control measures are to be included in the chemical register. SDS available on site, workers trained in the safe use of hazardous chemicals and handling of hazardous substances **– L3**	**M11**		Site Supervisor All workers
2 Work that involves or is likely to involve the disturbance of asbestos **HIGH RISK WORK** **s 291(d) Work Health Safety Regulations** *Conduct pre-demolition inspection for asbestos containing materials*	• Asbestos Present or suddenly discovered	• Before starting any demolition work inspect the structure for asbestos contain materials (ACM). Where there existence an asbestos register review and note the location of any asbestos in the demolition area **– L2** • Where an asbestos plan does not exist: **– L2** o Engage a licenced asbestos assessor to carry out an inspection. No work is undertaken until the existence of asbestos or absence is confirmed. o If Asbestos is identified it must be removed and a Clearance Certificate obtained before commencing works. Removal of the asbestos is to be undertaken by an approved and licensed asbestos removal with appropriate trained Class A or Class B licensed personnel. • If suspected asbestos containing material is discovered, stop work, isolate area and report to site supervisor who will arrange for an assessment **– L3**	**M11**		Site Supervisor Licenced asbestos removalist All workers

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3 Work on or near energized electrical installations or services, pressurised gas distribution mains or piping, chemical fuel or refrigerant lines **HIGH RISK WORK s 291(k) Work Health Safety Regulations** **HIGH RISK WORK s 291(i) Work Health Safety Regulations** **HIGH RISK WORK s 291(j) Work Health Safety Regulations** *Preparation and Planning* *Demolishing the building or structure*	• Coming into contact with essential services DIAL BEFORE YOU DIG www.1100.com.au *Also Refer High Risk Work SWMS Earthworks and Excavation Work*	• All electric, gas, water, sewer, steam and other service lines not required in the demolition process should be shut of, capped or otherwise controlled at, or outside, the building line before demolition work is started – **L1** • Notify utility agency in advance and obtain approval to shut down. Any service retained for the demolition work should be adequately protected as required by the relevant authority – e.g. the protection of overhead electric lines – **L2** • Obtain current information on the services prior to commencing work (i.e. DBYD 1100) and: **– L2** o Have regard for the information; o Keep the information readily available for inspection; o Make the information available to PC/Client and workers; and o Retain the information until the demolition/excavation is completed or, if there is a notifiable incident relating to the excavation, two years after the incident occurred • Workers to be advised of the location of services in particular plant operators - Mark all exposed services with flags or devices that can be readily seen **– L2** • Do not rely solely on site plans and drawings provided by DBYD enquiry, as these may not be accurate or complete / reflect the current location & depth of buried services. Where any uncertainty exists regarding the location &/or depth of underground services, water vacuum excavation or hand digging/pot holing must be used **– L2** • A competent spotter MUST observe any mechanical digging activity & immediately stop operator digging if they sight potential evidence (e.g. changes in soil type, plastic service cover identification, bedding sand or service brick cover) of a service conduit – **L2**	**M7**	Refer Demolition Plan and Service Drawings	Site Supervisor Plant Operators Asset Owners

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3 Work on or near energized electrical installations and services continued HIGH RISK WORK s 291(k) Work Health Safety Regulations	• Workers coming into contact with and/or receiving a shock from overhead electric lines/plant equipment contacting overhead electric lines	• The exclusion zones and approach distances to overhead electric lines at the locations and distances specified on the demolition plan are to be clearly identifiable and enforced by a dedicated controller – **L1** • No one is permitted to work within the *3 meter 'clearance' zone i.e., any height above the cable or 3m either side unless they: – **L1** o Are given 'permission' to work by the asset owner o Have first done a site-specific risk assessment, and o Have a trained spotter at the site.	**M7**		Site Supervisor Operator Trained Spotter
4 Work in an area with movement of powered mobile plant HIGH RISK WORK s 291(o) Work Health Safety Regulations	• Inexperienced personnel/incorrect machine/non compliance of machine	• Selection of fit for purpose plant suitable for the needs of the job – **L1** • Type of machine selected to suit the particular needs including site terrain and conditions, existing services, rated capacity and characteristics – **L1** • Powered mobile plant operators must hold the relevant license or verification of competency (VOC) – **L1** • Operators manual and applicable load chart in cabin at all times and manufacturers data plates in clear view – **L3**	**M11**		Site Supervisor
Selection of Plant, Equipment and operator for the task *Arrival at site* *Loading and unloading plant from delivery vehicle* *Planning*	• Collision when unloading/loading machinery 	• Clear and safe access way provided for float/trucks unloading area – **L2** • Essential worker used to assist truck drivers to reverse. Essential worker always remain in drivers vision and/or use radio communication – **L2** • Remove all non essential persons from area before unloading plant – **L2** • Persons are not to position themselves between a truck and equipment/materials/structures – **L2** • Inspection of ramps/equipment prior to unloading. Ensure safety pin securing ramps to truck is in place and wheels of truck are chocked (if necessary) – **L2** • Detach trailer if required before unloading plant off truck – **L2** • When unloading, release tie down ropes/chains in sequence – **L2** • Safety instructions of driver must be followed at all times – **L3**	**M7**		Plant Operators All workers

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4 Work in an area with movement of powered mobile plant continued
 	
HIGH RISK WORK
s 291(o) Work Health Safety Regulations
	• Collision/striking with other plant driving around the site or workers on foot
	
	Refer plant specific risk assessments – All workers inducted annually. Risk Assessment available on plant
		• No standing behind reversing vehicles – **L1**
		• Maintain sufficient distance from plant during operation – **L2**
		• No work conducted in established "no go zones" for pedestrians – **L2**
		• Alertness at all times. Listen for: – **L2**
		  o Reversing alarms/beepers
		  o Calls from Plant Operators
		• Work position in clear sight of plant operators – **L2**
		• Be aware of exclusion zones and safety barriers / warning signage erected – **L1**
		• Follow traffic management plan requirements upon arrival – **L2**
			M11		Plant Operator

5 Work that involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure **HIGH RISK WORK** **s 291(c) Work Health Safety Regulations** *Demolition*	• Structure instability, falling materials	• Follow demolition plan. Determine if demolition work to be completed by hand and review if this can be done by machine or in teams – **L2** • Allow for propping of adjoining property and regular inspection – **L2** • Demolish sequentially. Generally demolish from top down (see plan) – **L2** • Walls demolished evenly if possible – **L2** • Observe any usual movements in structure indicating possible structural instability – **L2** • Temporary braces, propping, shoring or guys may need to be added to ensure that stability of the structure is maintained so as to prevent the unexpected collapse of part of all of the structure – **L2** • A wall is not to be permitted to stand unless it is effectively supported against collapse. This includes checking whether the wall to be demolished is providing support for other walls – **L2** • Establish exclusion zones and keep unauthorized persons outside of potential collapse zones and areas affected by rebounding material – **L2**	**M11**		Plant Operator

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5 Work that involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure continued **HIGH RISK WORK** **s 291(c) Work Health Safety Regulations** *Demolition – cutting, bracing, glass removal*	• Partial structure collapse, falls, cuts	• Do not cut or attempt to remove items while moving item under load e.g. cutting reinforcement in concrete when breaking – **L2** • A structural engineer should undertake an assessment to determine the necessary supports required when cutting members. Members should not be cut unless they are supported safely and effectively. Measures should be taken to prevent sudden spring, twist, collapse or other movement of the framework when it is cut, released or removed – **L2** • All free standing walls braced – **L2** • Trenches are adequately shored – **L2** • Do not load floors with excess weight – **L2** • Structural members cut as per engineers specification and /or plan – **L2** • Consider tension in framework when dismantling – **L2** • Remove all glass prior to demolishing – **L2** • Do not enter defined no go zones or areas where overhead work is in progress – **L2** • Do not leave standing unsupported walls or other members (manage work flow to always allow time to complete task or make other arrangements to support structure in the interim) – **L2** • Make supervisor/engineer immediately aware if unforeseen circumstances arise (e.g. missing or damaged structural members, excessive movement, sagging etc.) – **L3**	**M12**	Refer Demolition Plan Refer engineer assessment (if required)	Structural Engineer Site Supervisor All workers

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5 Work that involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure continued **HIGH RISK WORK** **s 291(c) Work Health Safety Regulations** *Mechanical Demolition*	• Uncontrolled collapse of structure, falls, falling objects	• **Mechanical Demolition. Ensure – L2** o All mobile plant suitable for task; o All mobile plant is fitted with operator protection devices e.g. cabin impact protection; o Effective communication between operators and relevant workers; o Exclusion zones in place. • **Mobile Plant working at height. Ensure: – L2** o Correct machine for work; o Demolished material removed from each floor; o Buffers in place to prevent falls e.g. leave 900mm of wall standing on perimeter to prevent fall; o Do not push material against walls; o Consider vertical heights of columns, walls etc for falling debris. • **Slings and chain pulling. Ensure: – L2** o All connections anchored securely; o Plant is designed and heavy enough for pulling load; o Rope, slings or chains are rated for safe working load (SWL); o Rope, sling or chain is twice the length of the vertical height of structure/member pulled.	**M12**	Refer Demolition Plan Refer engineer assessment (if required)	Structural Engineer Site Supervisor All workers
	• Falls/Falling objects	• When mobile plant (for example an excavator with hydraulic rock breaker) is used to demolish walls, at least 900 mm of the wall being demolished should be left intact above the floor level to provide a protective barrier at the perimeter of the building and around all lift wells, stair wells, light wells and any other places where persons or objects could fall. The remaining wall can later be safely demolished from the floor below. All remaining sections of walls should be identified and highlighted as buffers for edge protection **– L2** • Guarding, hoarding and/or the exclusion zones should be used to protect workers and/or the public against the risk of being struck by falling debris and materials**– L2**	**M8**	Refer Demolition Plan	Site Supervisor Plant Operators

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5 Work that involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure continued **HIGH RISK WORK** **s 291(c) Work Health Safety Regulations** *Mechanical Demolition continued*	• Structure collapse/Flying objects	• Walls should not be laterally loaded by accumulated rubble or debris, to the extent that they are in danger of collapse **– L2** • When plant is used to demolish vertical features such as columns or walls, the columns or walls should not be so high as to create a risk of debris falling onto the plant or operator **– L2** • Any member to be severed (with grapples, shears or pulverising attachments) should either be effectively supported or, if allowed to fall, will not endanger persons, plant or damage the remaining structure **– L2** • Allow for propping of adjoining property and regular inspection **– L2** • Exclusion zones established where necessary to protect the safety of people who are working on or in the vicinity of the demolition work. No person should be in any area near the mechanical demolition where there is a possibility of being struck by flying debris **– L2** • Areas in which shears are operating should be kept clear of workers, because of the risk of smaller pieces of metal (for example bolts) flying off when sheared **– L2**	**M7**		Site Supervisor Plant Operator

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5 **Work that involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure continued** **HIGH RISK WORK** **s 291(c) Work Health Safety Regulations** *Demolition of Suspended Slab*	• Structural collapse – suspended slab	• Where demolition work is carried out on a suspended concrete slab: • Prepare and implement sequential demolition plan specific to the site and approved by a competent structural engineer **– L2** • Plan is to consider the rate of demolition and outline the load capacity limits of floors, ramps and other suspended slabs **– L2** • If temporary supports are required, their specification and positioning should clearly be shown in the plan **– L2** • Consider the method for moving plant between floors **– L2** • If using ramps, the loads on the structure must be verified and the location and placement of the temporary supports must be documented within the demolition plan and communicated to workers **– L2** • Installation of temporary supports documented in demolition plan and installed as per manufacturers requirements **– L2** • Installation and positioning of temporary supports must be according to: **– L2** o Specification in demolition plan; o Instructions on when to remove rubble to prevent slabs being overloaded; o Instructions on where a ramp is to be used and whether it needs temporary supports; • The prescribed distances between machines when they are located on slabs.	**M7**	Cross out if not relevant	• Site Supervisor • Structural Engineer • Plant Operator

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SAFE TO WORK

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ACTIVITY What are the tasks involved in relation to the HRW activities?	POTENTIAL HAZARDS AND RISKS Identify what can go wrong and what injuries or damage this can cause	CONTROL MEASURES Risk is to be controlled using hierarchy of control measures: **LEVEL 1:** Eliminate the hazards **LEVEL 2:** Substitute the hazard with something safer. Isolate the hazard from people. Reduce the risks through engineering controls **LEVEL 3:** Reduce exposure to the hazard using administrative actions. Use personal protective equipment	RISK SCORE Risk Rating (after controls)	SITE SPECIFIC CONSIDERATIONS Fill in controls to be used on site to further reduce the potential risks	WHO IS RESPONSIBLE
6 Management of Risk of Fall >2m **HIGH RISK WORK** **s 291(a) Work Health Safety Regulations** *Removal of demolished material* 	• Fall from height/falling objects/vehicle impact *Note: A debris drop is a debris pile that is enclosed and where the risk of an object striking workers or the public has been eliminated*	• Demolished materials should not be allowed to fall freely unless they are confined within a chute (or similar enclosure), shaft and/or exclusion zone – **L2** • Debris drop zones should be clearly identified and any area where there is a risk that a worker or other persons at the workplace might be injured by falling or rebounding debris should be fenced or barricaded to prevent access – **L2** • At the working level, each opening should be protected by an adequate vehicle buffer during the removal of debris by mobile plant, and guarded by suitable barriers at all other times – **L2** • Vehicle buffers should be high enough to prevent the mobile plant from riding over them and solid enough to stop the fully loaded mobile plant – **L2** • At all levels below the working level, access to the area through or onto which material is falling should be prevented, either by sealing off the opening with guarding from floor to ceiling, or by erecting signs and barricades to prevent persons coming near the openings – **L2** • Debris chutes designed and constructed to prevent the spillage of material and dust and to minimise noise while debris is passing through the chute – **L2** • Vertical chutes should be fully enclosed with a cover or barrier at the top to prevent a person falling into the chute. Debris chutes should be adequately secured to the building or structure and to ensure that debris falls freely and does not become jammed in shafts or chutes. Securing of the chute should take into consideration the weight of the chute plus the accumulated load – **L2**	**M7**		Site Supervisor Plant Operators All workers
Manual demolition of roofs	• Fall from height/struck by falling objects	• Where it is not reasonably practicable to demolish a roof using mechanical means or to remove the roofing from work platforms below the roof, then careful consideration should be given to the most suitable method of protection for workers engaged in the removal of the roofing – **L2** • Fall hazards are to be identified and controlled. Stair voids are to be protected via the use of void covers, roof edges via the use of roof guard rail, and unprotected edges via guard railing. Where this is not possible to the use of fall arrest/prevention systems may be considered – **L2**	**M7**		Site Supervisor All workers

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This SWMS has been developed based on information provided by IHG and in accordance with guidance provided by regulatory bodies.

HIGH RISK WORK: MECHANICAL DEMOLITION

SWMS #5 Version: June 2024

ACTIVITY What are the tasks involved in relation to the HRW activities?	POTENTIAL HAZARDS AND RISKS Identify what can go wrong and what injuries or damage this can cause	CONTROL MEASURES Risk is to be controlled using hierarchy of control measures: **LEVEL 1:** Eliminate the hazards **LEVEL 2:** Substitute the hazard with something safer. Isolate the hazard from people. Reduce the risks through engineering controls **LEVEL 3:** Reduce exposure to the hazard using administrative actions. Use personal protective equipment	RISK SCORE Risk Rating (after controls)	SITE SPECIFIC CONSIDERATIONS Fill in controls to be used on site to further reduce the potential risks	WHO IS RESPONSIBLE
6 Management of Risk of Fall >2m continued **HIGH RISK WORK** **s 291(a) Work Health Safety Regulations** *Demolition of roof, roof trusses and other elements at height*  	• Fall from height/struck by falling objects	• The use of temporary work platforms or scaffold maybe required and to have adequate fall protection in place including mid rail, top rails, and kick boards. It is important that the removal of roof trusses does not cause wall instability **– L2** • Assess stability of structure prior to access. This may mean the engagement of a suitably qualified person such as a structural engineer to assess the condition of the roof, condition and strength of the roofing material and the identification of fragile roofing **– L2** • Identification of fragile panels or skylights in solid roofs to prevent fall through. This may include the use of barriers, guarding, and other identifying means e.g. warning tape **– L2** • Where safety mesh is in place it's suitability as means of fall protection may need to be confirmed by the client, or, assessed by a suitably qualified person such as a structural engineer **– L2** • Crane access. May require the use of a ticketed dogman if crane operator can not visual see work's area and for slinging of loads. Workers should not stand under slung loads **– L2** • Safe worker access and egress including stairs and ladders. When using ladder they are to secured in place, and maintaining three points of contact when in use **– L2** • Consider means of rescuing persons from safety nets or safety harnesses. Emergency procedures may include another person at site when using falling arrest systems and a method to retrieve arrested worker such as ladders, work platforms, boom lifts **– L2** • Consider methods of raising and lowering equipment and materials. Creating of exclusion zones where materials maybe thrown into skips or to the ground **– L2** • Fall protection requirements including issues such as perimeter protection, use of temporary work platforms such as scaffold, the availability and strength of anchor points for static lines, inertia reels and lanyards and the suitability of roof structure for the use of safety nets **– L3**	**M7**		Site Supervisor All workers

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HIGH RISK WORK: MECHANICAL DEMOLITION

SAFE TO WORK

SWMS #5 Version: June 2024

ACTIVITY What are the tasks involved in relation to the HRW activities?	POTENTIAL HAZARDS AND RISKS Identify what can go wrong and what injuries or damage this can cause	CONTROL MEASURES Risk is to be controlled using hierarchy of control measures: **LEVEL 1:** Eliminate the hazards **LEVEL 2:** Substitute the hazard with something safer. Isolate the hazard from people. Reduce the risks through engineering controls **LEVEL 3:** Reduce exposure to the hazard using administrative actions. Use personal protective equipment	RISK SCORE Risk Rating (after controls)	SITE SPECIFIC CONSIDERATIONS Fill in controls to be used on site to further reduce the potential risks	WHO IS RESPONSIBLE
5 Management of Risk of Fall >2m continued HIGH RISK WORK s 291(a) Work Health Safety Regulations *Demolition of fragile roof or work adjacent to fragile roof*	• Fall through brittle or fragile roofing	• Where it is necessary for work to be carried out or adjacent to any part of a fragile roof, you should: – **L2** o Inspect the underside of the roof to determine the extent of the fragile roof material, the existence of any safety mesh and its fixings, and the structural soundness of the roof material; o Complete the work from a temporary work platform; o Provide temporary walkways as a means of access to and egress from any work area on the roof; o Where permanent walkways are not provided secure and fix cleats to walkways on high pitch roofs (for example where the slope of the roof exceeds 1:6); o Provide temporary roof ladders for steep roofs (for example in excess of 35 degrees); o Provide other fall protection as necessary (for example work positioning or fall arrest system).	**M11**		Site Supervisor All workers

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HIGH RISK WORK: MECHANICAL DEMOLITION

SAFE TO WORK

SWMS #5 Version: June 2024

ACTIVITY What are the tasks involved in relation to the HRW activities?	POTENTIAL HAZARDS AND RISKS Identify what can go wrong and what injuries or damage this can cause	CONTROL MEASURES Risk is to be controlled using hierarchy of control measures: **LEVEL 1:** Eliminate the hazards **LEVEL 2:** Substitute the hazard with something safer. Isolate the hazard from people. Reduce the risks through engineering controls **LEVEL 3:** Reduce exposure to the hazard using administrative actions. Use personal protective equipment	RISK SCORE Risk Rating (after controls)	SITE SPECIFIC CONSIDERATIONS Fill in controls to be used on site to further reduce the potential risks	WHO IS RESPONSIBLE

5 Management of Risk of Fall >2m continued
 	
HIGH RISK WORK s 291(a) Work Health Safety Regulations
 	
Use of fall arrest system to prevent fall from roof
	• Fall from roof when using fall	• Ensure all work surfaces are able to support weight and allow suitable attachment for anchors **– L2**
		• Set up the system so that user will be prevented from reaching the unprotected edge **– L2**
		• **Anchor points. Ensure: – L2**
		  o Ensure anchor points are certified and assessed as being suitable for the task;
		  o Not more than 1 person using same anchor at same time (unless manufacturer permitted horizontal life line).
		• **Set-up of fall arrest system: – L3**
		  o Maximum distance free fall before arrest must not exceed 2m;
		  o Ensure sufficient distance between work surface and any surface below to enable shock absorber to fully deploy;
		  o Do not use shock absorber on single story;
		  o Do not use lanyard in combination with inertia reel – leads to increased free fall distance.
		• **Inertia reels: – L3**
		  o Can only be used where there are no obstructions (unless manufacturer can demonstrate contact will not impair function);
		  o Do not use on steep pitched roof (does not lock during fall down pitched roof);
		  o Do not lock in place – not designed for continual support.
		• Workers using fall arrest system must be trained in working at height **– L3**
			M11		Site Supervisor
					All workers

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HIGH RISK WORK: MECHANICAL DEMOLITION

SAFE TO WORK

SWMS #5 Version: June 2024

ACTIVITY What are the tasks involved in relation to the HRW activities?	POTENTIAL HAZARDS AND RISKS Identify what can go wrong and what injuries or damage this can cause	CONTROL MEASURES Risk is to be controlled using hierarchy of control measures: **LEVEL 1:** Eliminate the hazards **LEVEL 2:** Substitute the hazard with something safer. Isolate the hazard from people. Reduce the risks through engineering controls **LEVEL 3:** Reduce exposure to the hazard using administrative actions. Use personal protective equipment	RISK SCORE Risk Rating (after controls)	SITE SPECIFIC CONSIDERATIONS Fill in controls to be used on site to further reduce the potential risks	WHO IS RESPONSIBLE
6 Involves the cutting of crystalline silica material using a power tool or another mechanical process **HIGH RISK WORK s 291(s) Work Health Safety Regulations** *Use of excavator for demolition of RCS containing material* *Jackhammering* *Concrete cutting or grinding*	• Exposure to Respirable Crystalline Silica (RCS) – inhaling RCS can lead to silicosis • Water delivery plus at least one other specified control measure; → **If this is not reasonably practicable, use the measures below:** • Wet dust suppression method plus one other specified control measure → OR • On tool vacuum plus on other specified control measure → **If this is not reasonably practicable, use at least 1 of the measures below:** • Wet dust suppression method OR on tool vacuum OR a fully enclosed operator cabin fitted with a high efficiency air filtration system. • **If this is not reasonably practicable use at least one specified control measure** **PLUS mandatory RPE →**	**Specified Control Measures – Circle or highlight the control measures selected in addition to water delivery in accordance with legislative requirements ←** • Continuous feed of water over the cutting drilling or jackhammering area (water delivery) **– L2** • A wet dust suppression method to suppress airborne crystalline silica produced by the cutting **– L2** • Dust collector must provide the air flow recommended by the tool manufacturer, or greater, and be rated to either M or H Class in accordance with AS/NZS 60335.69 **– L2** • Isolation of the place where the cutting, drilling, jackhammering etc occurs from the rest of the workplace or other workers. If other workers enter exclusion zone, they must be wearing RPE **– L2** • Good housekeeping practices - Double bag any RCS waste and debris before placing in skip **– L2** • Isolation of the place where the cutting occurs from the rest of the workplace or other workers. If other workers enter exclusion zone, they must be wearing RPE **– L2** • **RPE:** in combination with higher level controls, use of respirator in accordance with AS/NZS 1715:2009 correctly fitted to workers face (worker respirator fit and check process). Half mask respirator if worker is not clean shaved **– L3** **DANGER** **SILICA DUST HAZARD** **USE TOOLS WITH CONTINUOUS WATER FEED**	**M7**	*The new HRW category applies to the cutting of crystalline silica material using a **power tool or mechanical process**.* Cutting of these materials means: • *Crushing* • *Drilling* • *Grinding* • *Polishing* • *Sanding* • *Trimming* *Physical barriers and exclusion zones between different work groups.* *Fully enclosed operator cabins with properly designed and maintained high efficiency air filtration.*	Site Supervisor All workers

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HIGH RISK WORK: MECHANICAL DEMOLITION

SAFE TO WORK

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7 Work in an area with contaminated or flammable atmosphere
 	
HIGH RISK WORK
s 291(l) Work Health Safety Regulations
	• Contamination of clothing and PPE	• Use an industrial M or H class vacuum (as above) to remove dust from clothes and uniforms: **– L2**
		  ○ by positioning these units at the exits of dusty work areas, you can encourage workers to vacuum their clothes before leaving
		  ○ you should make sure that workers have access to an area to wash their arms, hands, faces and even their hair.
		• Workers clothes and uniforms must be cleaned frequently to stop silica dust from contaminating other parts of the workplace and importantly, to ensure workers are not taking silica dust home **– L2**
			M11		Site Supervisor
					All workers

	• Hazardous dust	• Never use compressed air, dry sweeping or general-purpose vacuum cleaners to clean surfaces or clothing **– L3** • Use a low-pressure water, wet sweeping or a M or H class rated vacuum cleaner to clean dusty floors, walls, other surfaces, and equipment **– L3** • Always follow the vacuum manufacturer's operator manuals and instructions for changing dust bags and filters **– L3** • Store dusty PPE and equipment in sealed bags when not in use **– L3** • Clean PPE and equipment in designated areas only **– L3**	**L14**		Site Supervisor All workers
Operating Concrete Cutting Saw	• Exposure to loud noise – risk of permanent hearing damage	• Substitute noise emitting equipment with less noise generating equipment to minimize exposure to hazardous noise **– L2** • PPE: ear plugs or ear muffs to be worn by operator and all workers in the vicinity when operating noisy machinery **– L3**	**M11**		Supervisor All workers
Refuelling equipment on site	• Pollution of waterways due to spills/leaks	• Plant serviced and maintained in accordance with manufacturers and legislative requirements **– L2** • Any refuelling to be done minimum 20m away from waterways **– L2** • Spill kit available on site. Spills to be reported and cleaned up ASAP **– L3**	**L15**		Supervisor All workers

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HIGH RISK WORK: MECHANICAL DEMOLITION

SWMS #5 Version: June 2024

ACTIVITY What are the tasks involved in relation to the HRW activities?	POTENTIAL HAZARDS AND RISKS Identify what can go wrong and what injuries or damage this can cause	CONTROL MEASURES Risk is to be controlled using hierarchy of control measures: LEVEL 1: Eliminate the hazards LEVEL 2: Substitute the hazard with something safer. Isolate the hazard from people. Reduce the risks through engineering controls LEVEL 3: Reduce exposure to the hazard using administrative actions. Use personal protective equipment	RISK SCORE Risk Rating (after controls)	SITE SPECIFIC CONSIDERATIONS Fill in controls to be used on site to further reduce the potential risks	WHO IS RESPONSIBLE
7 Work in an area with contaminated or flammable atmosphere continued **HIGH RISK WORK** **s 291(l) Work Health Safety Regulations**	• Risk of fire when refuelling	• Turn off the engine and allow it to cool before refuelling – **L2** • Refuel outdoors on the ground away from other trades and clear of flammable materials – **L2** • **Monitor fire ban conditions and take extra precautions – L2** • Keep the nozzle in contact with the fuel tank, never overfill the tank – **L2** • Replace the cap and tighten it securely – **L3** • Spill kit and portable fire extinguisher available – **L3** • *Also Refer Site Specific Emergency Procedures*	**L15**		Supervisor All workers
	• Use of Hazardous Chemicals – risk of skin irritation, respiratory disease	• Select correct type of chemical and equipment for the task – **L2** • Ensure good general ventilation and segregation of work area – **L2** • Impervious gloves and overalls recommended for all work – **L3** • RPE with suitable vapour & particulate protection, visor or air-fed hood preferred – **L3**	**M12**		All workers
	• Incident/Spills	• Wash equipment in designated area or remove from site – **L2** • Ensure no material enters storm-water – **L2** • Ensure any spillage on the ground is cleaned up – **L2** • Ensure lids are on hazardous chemicals prior to transporting – **L3**	**M8**		All workers
8 General Hazards	• Noise, Hazardous Manual Tasks, Use of Chemicals, Slips, Trips and Falls, Falling Objects, Use of Electrical Tools and Equipment, , UV, Heat, Cold, Emergency Procedures etc.	• All workers inducted into SWMS and relevant work instructions prior to commencement of work – **L3** • Workers inducted into and have access to SDS for hazardous chemicals – **L3** • All workers experienced in carpentry/handyman works including manual handling techniques, use of chemicals etc – **L3** • **PPE:** Hard hat, high vis, safety boots mandatory. Gloves, eye protection, hearing protection and dust mask as required i.e. protective gloves to AS/NZS 2161 – **L3**	**L14**		All workers

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HIGH RISK WORK: MECHANICAL DEMOLITION

SAFE TO WORK

SWMS #5 Version: June 2024

INDUCTION RECORD – HIGH RISK WORK: MECHANICAL DEMOLITION

I, the undersigned confirm that the **(1)** SWMS has been explained to me **(2)** its contents are clearly understood by me **(3)** my qualifications are current to undertake this activity **(4)** I have been consulted in the preparation of the SWMS and **(5)** I will comply with the SWMS otherwise work will stop immediately.

Name of Persons who have been consulted and inducted into this SWMS					
Workers Name	Qualifications	Workers Signature	Person Inducting Worker	Signature of Person inducting worker	Date of Induction

Responsible person to initial monthly following review of SWMS in consultation with workers

Monitoring and Review of Control Measures												
Review Log	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Initial												
Date												

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ACT Government

Building Act 2004, S151

Building Approval

Project ID: B20253812

PART A - PROJECT DETAILS

Unit	Block	Section	Division (Suburb)	District	Jurisdiction
	10	1	RED HILL	CANBERRA CENTRAL	Australian Capital Territory

PART B - WORKS REQUIRING BUILDING APPROVAL

Item of building work to which this Building Approval relates:

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Storeys	Area (m2)	Cost of Works ($)
1a(I)	Demolition	RESIDENCE	Demolition of existing single dwelling house	NA	2	652.00	65200.00

Work relates to the following Development Application(s):

Development Application ID	Description
202341804	Merit -
202341804	Merit -

PART C - CERTIFIERS DECLARATION

I declare that in issuing this building approval under section 28 of the Building Act 2004:

- I am satisfied on reasonable grounds that the plans meet each applicable approval requirement under section 29 and is not prevented from being issued under section 30 or section 30A
- I have supplied all documents as required under 3.3 Building Act 2004
- I have prepared a notice (building approval certificate) certifying what approval requirements apply to the application and why the building approval is not prevented from being issued; and
- I have given the building approval certificate to the applicant.

In performing services as a certifier in relation to the work detailed in this application I am not in breach of my entitlement to act as a certifier in accordance with the Building Act 2004.

Full Name	Address	License Number	Expiry Date
STEVE WATSON AND PARTNERS (ACT) PTY LTD	456 KENT STREET SYDNEY NSW 2000	2017444	28/02/2026

Date Issued : 10/12/2025

NOTES

Utilities

This application must also be accompanied by a Statement of Compliance from each relevant utility provider (for water, sewerage, electricity and stormwater) which confirms that the location and nature of earthworks, utility connections, proposed buildings, pavements and landscape features comply with utility standards, access provisions and asset clearance zones.

Note 1: If there is no stormwater easement or Territory owned stormwater pipes located within the property boundary, a "Statement of Compliance" for stormwater from TAMS (Asset Acceptance) is not required to be obtained.

Note 2: Where there is conflict between planning and utility requirements, the utility requirements take precedence over other codified or merit provisions.

Utilities – Demolition Only

This application must be accompanied by a Statement of Endorsement for utilities (including water, sewerage, electricity and stormwater) stating that:
- all network infrastructure on or immediately adjacent to the site has been identified on the plan
- all potentially hazardous substances and conditions (associated with or resulting from the demolition process) that may constitute a risk to utility services have been identified
- all required network disconnections have been identified and the disconnection works comply with utility requirements
- all works associated with the demolition comply with and are in accordance with utility asset access and protection requirements

Note: The documentation provided to the utility provider for endorsement must be consistent with the documentation that forms part of a development approval or the documentation verified as exempt from requiring development approval by a licensed certifier.

Asbestos Advice

If documents accompanying building approval do not include an asbestos assessment report as per the Building Act 2004, the building approval must have an Asbestos Advice attached as per the Act

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

ACT Government

Building Act 2004, S151

Building Commencement Notice

Project ID: B20253812

PART A - PROJECT DETAILS

Unit	Block	Section	District (Suburb)	Division	Jurisdiction
	10	1	CANBERRA CENTRAL	RED HILL	Australian Capital Territoty

Certifier's Details

Full Name	Address	License Number	Expiry Date
STEVE WATSON AND PARTNERS (ACT) PTY LTD	456 KENT STREET SYDNEY NSW 2000	2017444	28/02/2026

Building approval issue date: 10/12/2025

Building Commencement Notice Required for:

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Area (m2)	Cost of Works ($)
1a(I)	Demolition	RESIDENCE	Demolition of existing single dwelling house	NA	652.00	65200.00

PART B - BUILDERS DETAILS

License holder's name: IRWIN HARTSHORN GROUP PTY LTD

License number: 202267

License Expiry Date: 8/02/2028

Business Address: 36 ALDERSON PL HUME ACT 2620

Phone Number: [redacted]

If the builder is a company or partnership provide details of the nominee who will supervise the building work

Nominee's name: ANDREW JOHN Irwin

License number: 200012208

License Expiry Date: 13/01/2028

PART C - CERTIFIER'S DECLARATION

Issue date of commencement notice: 10/12/2025

Name of Certifier Issuing Notice: STEVE WATSON AND PARTNERS (ACT) PTY LTD

Declaration:
This commencement notice is issued in accordance with the Building Act 2004, to the licensed builder stated above authorising the commencement of the stated building work. The issue of this commencement notice indicates that I am satisfied that the builders license authorises the work in the building approval. Where applicable for residential building work, I have been provided with a residential building insurance policy or fidelity certificate.

PLEASE NOTE:
A copy of the application for this commencement notice, this notice and where applicable the residential building insurance policy or fidelity certificate, must be given to the construction occupations registrar within one (1) week of the issue date.

This building commencement notice will end if-

(a) for residential building work- the work is no longer insured; or
(b) the building approval for the work ends

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

STEVE WATSON & PARTNERS
BUILDING CODE CONSULTANTS • BUILDING SURVEYORS & CERTIFIERS

Steve Watson & Partners Pty Ltd
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ABN 33 600 478 402

FINAL SITE INSPECTION RECORD

2025/2488 - SWP ACT Final - Building (General) Regulation 2008, s. 33
4 Torres Street, Red Hill ACT 2603

Project Details

Project Address:	4 Torres Street, Red Hill ACT 2603
Licensed Building Surveyor:	David Cartwright (2012136) for and on behalf of Steve Watson & Partners (ACT) Pty Ltd (2017444)
Inspection Record:	2025/2488/F1
Inspection Date:	31/03/2026
Body Corporate License:	2017444
Building Approval (BA) Reference:	B20253812
Inspection Type:	SWP ACT Final - Building (General) Regulation 2008, s. 33

Inspection Results

We have attended the above property and completed an inspection. The areas inspected and the overall outcome of the inspection are listed below, together with any specific defects noted or documents required. Further details contained in the Appendix overleaf.

No.	Item	Inspection Notes
1.	Area of work inspected	Demolition works
2.	Photographic record kept?	Yes
3.	Issues/Rectification works required?	No
4.	Inspection outcome	Satisfactory
5.	Additional Inspection Notes	No additional comments

Safe Work Method Statement (SWMS)

I, David Cartwright declare that I have undertaken a safety self assessment prior to carrying out this inspection and all hazards identified, if any, are as per the SWP Inspection SWMS, for which I have had training and understand the risk identification and controls.

I have identified the following risks that are not currently on the SWP Inspection SWMS:

- Nil

Limitations

Nil.

Determinations

Steve Watson & Partners confirms that -

- **Section 42 of the *Building Act 2004* (Requirements for carrying out building work)** - Building work has been completed in accordance with Section 42 of the *Building Act 2004*.
- **Section 70A of the *Building Act 2004* (Completion of building work involving demolition)** - Building work involving the demolition of a building appears to have been completed in accordance with the prescribed requirements for the work.
- **Section 71(2) of the *Building Act 2004* (Certificate for building work involving demolition)** - Building work involving the demolition of a building has been completed in accordance with the prescribed requirements for the building work.

STEVE WATSON & PARTNERS
BUILDING CODE CONSULTANTS • BUILDING SURVEYORS & CERTIFIERS

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info@swpartners.com.au www.swpartners.com.au
ABN 33 600 478 402

Inspection Record Authorisation

Inspected by	**David Cartwright (2012136)** for and on behalf of **Steve Watson & Partners (ACT) Pty Ltd (2017444)**	[redacted]	31/03/2026

STEVE WATSON & PARTNERS
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APPENDIX - PHOTOGRAPHS

ACT Government

Building Act 2004, S151

Certification of Completion of Building Work

Project ID: B20253812/A

If this application is incomplete or documentation is inadequate this application may not be accepted for lodgement and the Certificate of Occupancy and Use may not be issued.

PART A - PROJECT DETAILS

Unit	Block	Section	District (Suburb)	Division	Jurisdiction
	10	1	CANBERRA CENTRAL	RED HILL	Australian Capital Territory

Plan Registration Number
B20253812/A

Description of Works

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Unit	BCN ID	Builder
1a(I)	Demolition	RESIDENCE	Demolition of existing single dwelling house	NA		B20253812N1	IRWIN HARTSHORN GROUP PTY LTD

The project did not involve electrical work

The project did not involve plumbing or sanitary drainage work

The project did not involve gas work

This building work is not subject to an alternative solution under BCA

PART B - CERTIFIERS DECLARATION

I am satisfied that the building work detailed in the application is complete. I hereby certify that:

(a) I have provided all the relevant documents required by subsection 48(2) of the Building Act 2004 with this application as uploaded;

(b) the documentation relating to the building approval has been marked in accordance with the requirements of the Building Act 2004;

(c) The building work has been completed in accordance with the requirements of the Building Act 2004 and substantially in accordance with the approved plans;

(d) The building or part of the building as erected or altered is structually sufficient, sound and stable for the purposes for which it is intended to be occupied or used; and

(e) The Registrar can issue a Certificate of Occupancy and Use

Full Name	Address	License Number	Expiry Date
STEVE WATSON AND PARTNERS (ACT) PTY LTD	456 KENT STREET SYDNEY NSW 2000	2017444	7/11/2026

Date Issued: 8/04/2026 5:53:02 PM

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

ACT Government

Building Act 2004, S151

Certification of Completion of Building Work

Project ID: B20253812/A

If this application is incomplete or documentation is inadequate this application may not be accepted for lodgement and the Certificate of Occupancy and Use may not be issued.

PART A - PROJECT DETAILS

Unit	Block	Section	District (Suburb)	Division	Jurisdiction
	10	1	CANBERRA CENTRAL	RED HILL	Australian Capital Territory

Plan Registration Number
B20253812/A

Description of Works

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Construction	Unit	BCN ID	Builder
1a(I)	Demolition	RESIDENCE	Demolition of existing single dwelling house	NA		B20253812N1	IRWIN HARTSHORN GROUP PTY LTD

The project did not involve electrical work

The project involved plumbing and/or sanitary drainage work

The project did not involve gas work

This building work is not subject to an alternative solution under BCA

PART B - CERTIFIERS DECLARATION

I am satisfied that the building work detailed in the application is complete. I hereby certify that:

(a) I have provided all the relevant documents required by subsection 48(2) of the Building Act 2004 with this application as uploaded;

(b) the documentation relating to the building approval has been marked in accordance with the requirements of the Building Act 2004;

(c) The building work has been completed in accordance with the requirements of the Building Act 2004 and substantially in accordance with the approved plans;

(d) The building or part of the building as erected or altered is structually sufficient, sound and stable for the purposes for which it is intended to be occupied or used; and

(e) The Registrar can issue a Certificate of Occupancy and Use

Full Name	Address	License Number	Expiry Date
STEVE WATSON AND PARTNERS (ACT) PTY LTD	456 KENT STREET SYDNEY NSW 2000	2017444	7/11/2026

Date Issued: 9/04/2026 10:58:36 AM

Privacy Notice: The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

Certificate of Completion of Demolition

Certificate No.: **B20253812C2**

Access Canberra Land, Planning and Building Services

ABN 16 479 763 216
8 Darling Street Mitchell
GPO Box 158 ACT 2601
www.act.gov.au/accesscbr

This Certificate is issued in accordance with Section 71 (2) of the Building Act 2004.

The demolition of the building works listed on this certificate has been completed in accordance with the prescribed requirements.

Unit	Block	Section	Division (Suburb)	District	Jurisdiction
	10	1	RED HILL	CANBERRA CENTRAL	Australian Capital Territory

Plans
B20253812/A

Building Works

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Const.	Unit	BCN ID	Builder
1a(I)	Demolition	RESIDENCE	Demolition of existing single dwelling house	NA		B20253812N1	IRWIN HARTSHORN GROUP PTY LTD

Comments **Important Note:**

The issue, under this Part, of a certificate in respect of a building or portion of a building does not affect the liability of a person to comply with the provisions of a law of the territory (including this Act) relating to the building or portion of the building.

Issued by: Sian OSullivan

Delegate of the ACT Construction Occupations Registrar.

Issued on: 09/04/2026

ACT Government

Building Act 2004, S151

Application for Certificate of Occupancy and Use

Project ID: B20253812C1

If this application is incomplete or documentation is inadequate this application may not be accepted for lodgement and the certificate of occupancy and use may not be issued.

WARNING TO OWNERS
It is recommended that owners seek appropriate advice to determine whether the building work and other contract requirements have been completed satisfactorily before signing this form. This form should not be signed before the completion of building work.

PROJECT DETAILS

Unit	Block	Section	Division (Suburb)	District	Jurisdiction
	10	1	RED HILL	CANBERRA CENTRAL	Australian Capital Territory

Description of Works

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Const.	Unit	BCN ID	Builder
1a(l)	Demolition	RESIDENCE	Demolition of existing single dwelling house	NA		B20253812N1	IRWIN HARTSHORN GROUP PTY LTD

OWNER/LESSEE DETAILS

Name	Address	Email Address
Bernadette Brown	[redacted]	[redacted]

DECLARATION BY OWNER

I am/we are:

- the owner(s) of the above described land
- the agent authorised by the owner(s) to apply for a Certificate of Occupancy and Use on their behalf, and I have attached a letter of authority

I am/we are satisfied that the building work and related requirements have been completed and hereby apply for a Certificate of Occupancy and Use in respect of the above described work to be issued and (select one option only):

- sent by post to the owner(s) address
- sent by post to the agent's address

This form should not be signed before the completion of building work.

Signature/s of Owners – all owners must sign if agent has not been appointed

Name	Signature	Date
Bernadette Brown		

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ACT Government

Building Act 2004, S151

Application for Certificate of Occupancy and Use

Project ID: B20253812C2

If this application is incomplete or documentation is inadequate this application may not be accepted for lodgement and the certificate of occupancy and use may not be issued.

WARNING TO OWNERS
It is recommended that owners seek appropriate advice to determine whether the building work and other contract requirements have been completed satisfactorily before signing this form. This form should not be signed before the completion of building work.

PROJECT DETAILS

Unit	Block	Section	Division (Suburb)	District	Jurisdiction
	10	1	RED HILL	CANBERRA CENTRAL	Australian Capital Territory

Description of Works

Class of Occupancy	Nature of Work	Project Item Description	Other Description	Type Of Const.	Unit	BCN ID	Builder
1a(l)	Demolition	RESIDENCE	Demolition of existing single dwelling house	NA		B20253812N1	IRWIN HARTSHORN GROUP PTY LTD

OWNER/LESSEE DETAILS

Name	Address	Email Address
Bernadette Brown	[redacted]	[redacted]

DECLARATION BY OWNER

I am/we are:

- the owner(s) of the above described land
- the agent authorised by the owner(s) to apply for a Certificate of Occupancy and Use on their behalf, and I have attached a letter of authority

I am/we are satisfied that the building work and related requirements have been completed and hereby apply for a Certificate of Occupancy and Use in respect of the above described work to be issued and (select one option only):

- sent by post to the owner(s) address
- sent by post to the agent's address

This form should not be signed before the completion of building work.

Signature/s of Owners – all owners must sign if agent has not been appointed

Name	Signature	Date
Bernadette Brown		

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Docusign Envelope ID: 1DAABC49-418C-4E0F-A4F4-9D230207964D

STEVE WATSON & PARTNERS

ACT Government

APPLICATION FOR CERTIFICATE OF OCCUPANCY AND USE

Building Act 2004, S151

WARNING TO OWNERS

It is recommended that owners seek appropriate advice to determine whether the building work and other contract requirements have been completed satisfactorily before signing this form. This form should not be signed before the completion of building work.

PART A - PROJECT DETAILS

Block	Section	Suburb	Unit No.
10	1	Red Hill	

Street Address 4 TORRES STREET

Describe each item of building work to which this application relates: If more than 6 items please attach further details

1.	Demolition of existing single dwelling house
2.	
3.	
4.	
5	
6	

Name of Certifier Steve Watson and Partners (ACT) Pty Ltd

PART B - OWNER/LESSEE DETAILS

FULL NAME OF ALL OWNERS – All owners **must** be listed or application will not be processed
Please Print - Owner 1 will be considered the contact person in relation to this application

Company Details

ACN/ABN Number

Owner 1 Bernadette Brown **Owner 2**

Owner 3 **Owner 4**

Postal Address [redacted]

Suburb [redacted] **State** [redacted] **Postcode** [redacted]

Office Phone Number **Mobile** [redacted]

Email Address [redacted]

Approved form AF2025-26 approved by Nick Lhuede, Construction Occupations Registrar on 15 September 2025
under Section 151 of the *Building Act 2004 and revokes* AF2016-77
Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

Docusign Envelope ID: 1DAABC49-418C-4E0F-A4F4-9D230207964D

PART C - DECLARATION BY OWNER/S

I am/we are: the owner(s) of the above described land

I am/we are satisfied that the building work and related requirements have been completed and hereby apply for a Certificate of Occupancy or Use in respect of the above-described work to be issued and request a copy to be sent to:

☑ Email [redacted]

In accordance with Section 26 of the *Building Act 2004*, I/we the Owner/s nominate the certificate of occupancy for I/we wish to apply for:

☐ 69(1) ☐ 69(2) ☐ 69(3) ☐ 71(2) ☐ 72(2)

PART D - SIGNATURE/S OF OWNER/S

This form should not be signed before the completion of building work.

1st Owner's Signature	[redacted]	**Date**	4/8/2026
2nd Owner's Signature		**Date**	
3rd Owner's Signature		**Date**	
4th Owner's Signature		**Date**	

NOTE: There are penalties for deliberately giving false and misleading information.
The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

Once this form has been completed you should give it to your certifier

Privacy Notice
The personal information on this form is provided to Access Canberra to enable the processing of your application. The collection of personal information is authorised by the *Building Act 2004*. If all or some of the personal information is not collected Access Canberra cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. Access Canberra's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. Access Canberra Information Privacy Policy can be found at www.act.gov.au/accessCBR

CONTACT INFORMATION

Email:
BA@act.gov.au

Post:
Access Canberra
Building Services
GPO Box 158
Canberra, ACT 2601

In Person:
Please visit www.act.gov.au
Or call **13 22 81** to find an
Access Canberra Shopfront.

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MINIMUM DOCUMENTATION REQUIREMENTS FOR BUILDING APPROVAL LODGEMENT CLASS 1 AND 10 – RESIDENTIAL CONSTRUCTION

This document outlines the minimum documents the Construction Occupations Registrar (Registrar) expects to receive as part of the lodgement of building approval documents under section 28A of the *Building Act 2004* (the Act). This document also outlines the minimum content of those documents and the naming conventions that must be used to be in an acceptable form for lodgement.

This is not an exhaustive list. Plans, drawings and specifications should not be limited to the items listed below. This does not replace the legislative requirement for plans to comply with Australian Standard (AS) 1100 nor does it replace the requirement to comply with section 26 of the Act and division 3.2 of the *Building (General) Regulation 2008* and all other relevant legislative provisions.

If the building proposal does not require a 'required document' listed below, the building certifier must indicate that on the checklist contained in this document. The checklist must be lodged with the building approval documents.

Where a required detail does not form a stand-alone document the building certifier must indicate on the checklist the document that the detail is contained in. For example, if the footing and slab details are on the site plan, the certifier must note on the checklist 'site plan' in the appropriate column.

Failure to submit the required documents will result in a failure of the completeness check with associated fees being charged. These fees are charged to the building certifier who lodges the documents with the Registrar.

Document Naming Conventions

Similar to the Development Approval process for administrative purposes, and to ensure compliance with the Territory Records Act, the building certifier must ensure that the documents are named using the file naming conventions identified in the table below.

The certifier must save each of the plans as separate .pdf documents and where details are provided as a standalone document, rather than on a plan, the conventions as identified in the documents list relating to details must also be utilised.

Please note that this is for administrative purposes only and does not negate the need to name the document, rather than the file, with the appropriate name in accordance with relevant provisions of the Building Act, Building Code and AS1100.

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

Documents and Details required on plans ✓ Required ♦ Required if relevant to the proposed building work	File Naming Convention	Classification of Building or Structure			
		New Class 1	New Class 10	Additions & Alterations to existing Class 1	Additions & Alterations to existing Class 10
Form – Minimum Documentation Requirements for Building Approval Lodgement Checklist	Details – Minimum Documents Checklist	✓	✓	✓	✓
Form – Appointment of Certifier	Appointment of Certifier	✓	✓	✓	✓
Asbestos Removal Control Plan	Asbestos Removal Control Plan	♦	♦	♦	♦
Development Approval (including amendments)	Approved Plans – Development Approval	♦	♦	♦	♦
Estimate of the Cost of the Building Work	Details – Cost of Building Work	✓	✓	✓	✓
Alternative Solutions	Details – Alternative Solutions	♦	♦	♦	♦
Site Plan	Approved Plans – Site	✓	✓	✓	✓
Floor Plan	Approved Plans – Floor	✓	✓	✓	✓
Elevation Plan	Approved Plans – Elevation	✓	✓	✓	✓
Section Details – Wall, Floor Ceiling & Roof	Approved Plans – Sections Wall Approved Plans – Sections Floor Approved Plans – Sections Ceiling Approved Plans – Sections Roof	✓	♦	✓	♦
Demolition Plan	Approved Plans – Demolition	♦	♦	♦	♦
Footings and Concrete Slab Details	Details – Footings Concrete Slab	♦	♦	♦	♦
Retaining Wall Details	Details – Retaining Walls	♦	♦	♦	♦
Masonry Construction Details	Details – Masonry Construction	✓	♦	✓	♦
Framing (including trusses) and Construction Details	Details – Framing	✓	♦	✓	♦
Roof Cladding Details	Details – Roof Cladding	✓	♦	✓	♦
Exterior Cladding & Material Details	Details – Exterior Cladding & Materials	✓	♦	✓	♦
Wet area details	Details – Wet Area	✓	♦	✓	♦
Windows and Glazing Details	Details – Windows Glazing	✓	♦	♦	♦
Fire Safety Details	Details – Fire Safety	✓	♦	♦	♦
Safe Movement and access (including stairs and ramps) Details	Details – Movement Access	♦	♦	♦	♦
Swimming Pools and Spas Details (including fencing/barriers)	Details – Pools Spas	♦	♦	♦	♦
Energy Efficiency Details	Details – Energy Efficiency	✓	♦	♦	♦
Water Supply and Drainage Plan	Details – Water Drainage	✓	♦	♦	♦
Services Plan	Details – Services	✓	♦	♦	♦

Approved form AF2025-18 approved by Nick Lhuede, Construction Occupations Registrar on 15 September 2025
under section 151 and section 28A of the *Building Act 2004* and revokes AF2016-78

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

Minimum Documentation Requirements Definitions and Checklist

The preferred format of documents and plans is in portable document format (.pdf).
The preferred electronic size of plans is A3 and other documents A4.
Required 'plans' are to be fully dimensioned and to the scales as identified below and must contain a drawing title block which includes the site details, revision number, designers name and correct plan name in accordance with AS1100.
Required 'details' can be included in plans and/or specifications.

Submission Requirement	Required Information	Checklist
Form – Minimum Documentation Requirements for Building Approval Lodgement Checklist	Fully completed form: Minimum Documentation Requirements Definitions and Checklist. (This form)	☐ Supplied as stand alone or in document ☐ Not required ☐ ***Office Use***
Form – Appointment of Certifier	Fully completed form: Appointment of a certifier application for building approval.	☐ Supplied as stand alone or in document ☐ Not required ☐ ***Office Use***
Asbestos Removal Control Plan	Prepared in accordance with Code of practice for the safe removal of Asbestos National Occupational Health and Safety Commission 2nd Edition (NOHSC: 2002(2005))	☐ Supplied as stand alone or in document ☐ Not required ☐ ***Office Use***
Development Approval	Each Plan, Drawing and document, including the notice of decision, which formed part of the development approval.	☐ Supplied as stand alone or in document ☐ Not required ☐ ***Office Use***
Estimate of the Cost of the Building Work	As calculated in accordance with Building (General) (Cost of Building Work) Determination.	☐ Supplied as stand alone or in document ☐ Not required ☐ ***Office Use***
Alternative Solutions	All calculations, reports, certificates and manufacturer's information together with a written proposition to support a building solution which is not in accordance with the Deemed-to-Satisfy provisions of the National Construction Code.	☐ Supplied as stand alone or in document ☐ Not required ☐ ***Office Use***

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Site Plan	• Scale not less than 1:200 • the title boundaries, dimensions and directions including the north point, of the land • the position and dimensions of any easement or services on the land • the position and dimensions of the proposed building or structure (retaining walls, swimming pools, garages, etc.) or building work on the land • Driveways and parking areas and crossovers • Finished floor levels relative to site datum • Finished site levels relative to the Australian height datum • The relationship of the proposed building or building work to the boundaries of the land • The position of any buildings on adjoining properties within 3m of the boundary of the land • Detailed contours of the land at 0.25m intervals over the building site referenced to a project site datum • Earthworks (excavations or fill levels relative to the Australian Height datum, and compaction details) and associated soil and water management strategies • The position of any existing building, structure or trees on the land and the purpose for which the building or structure is used • All utility connection points including electrical, stormwater, sewerage, water and telecommunication/data	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***
Floor Plan	• Scale not less than 1:100 • A plan for each floor including any trafficable subfloor areas • Dimensions • Key to sections cross referenced to relevant drawing and sheet number • Finished floor levels related to Australian Height Datum • Identification of the existing building • Identification of all rooms (existing and proposed)	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***

Elevation Plan	• Scale of not less than 1:100 • Dimensioned heights including overall heights • Proposed external materials referenced to a materials schedule • Finished floor levels and ceiling levels • Natural and finished ground levels related to Australian Height Datum • Floor to ceiling heights	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***
Section Details – Wall, Floor Ceiling & Roof	• Scale of not less than 1:100 • Finished floor levels and ceiling levels • Natural and finished ground levels related to Australian Height Datum • Floor to ceiling heights • Long section of any proposed basement ramp showing gradients • Section of any sub floor areas	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***
Demolition Plan	• Scale not less than 1:200 • the title boundaries, dimensions and directions including the north point, of the land • the position and dimensions of any easement or utility tie or service points on the land • the position and dimensions of the proposed buildings or structures to be demolished • The relationship of the proposed demolition to the boundaries of the land • The position of any buildings on adjoining properties within 3m of the boundary of the land • The position of any existing building, structure or trees and the purpose for which the building or structure is used • Identification of erosion and sediment control measures	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***

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Footings and Concrete Slab Details	• Section of any sub floor areas • Dimensioned plan and construction details of footings including penetrations, step down details and placement of reinforcement including cover • Nominated founding depth and description of founding material • Dimensioned plan and construction details of slabs including levels, falls or gradients • Construction details of penetrations, step downs in beams, set downs in slabs and placement details of reinforcement including cover • Slab preparation including materials, thicknesses, compaction requirements, vapour barrier specifications and installation details • Concrete strength, slump, finishing and curing requirements • Specifications and installation details of proprietary and other systems	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***
Retaining Wall Details	• Dimensioned plan showing position of retaining wall, drainage, founding levels and heights • Dimensioned construction details • Drainage, tanking and protection details • Backfill specifications • Concrete mix, slump, reinforcement placement Washout requirements • Specifications and installation details of proprietary and other systems	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***
Masonry Construction Details	• Show unreinforced, reinforced or earthwall construction • Identify structural and non-structural walls • Specify dimensions of engaged and isolated piers • Reinforcing specified for reinforced walls • Identify fire rating requirement • Masonry unit sizes and bond patterns and tooling of joints • Specification of brick ties and anchorages • Mortar specification • Cavity dimension and clean out specification • Knockout blocks for washout • Control joint location and detail • Sub floor vents. Location and Size per metre • Specify lintels and bond beams • Sub floor bracing (masonry shear walls) • Weatherproofing and waterproofing details • Flashings, damp proof course and weep holes • Weephole guards (insects, bushfire prone areas)	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

Framing (including trusses) and Construction Details	• Framing drawings or schedules to indicate each structural member, dimensions, orientation, material, grade and size, spacing and span • Joint, support and bearing details • Show minimum clearances to ground level of flooring system members • Fire rating construction details • Bracing, tie downs and fixings • Roof pitch, eave / overhang details • Show location of roof mounted solar panels, hot water service or air conditioners	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***

Roof Cladding Details	• Sheeting or tile specification including:
	  ○ Roof pitch
	  ○ Batten spacing
	  ○ Fixing requirements
	  ○ Flashing details
	  ○ Roof drainage
	  ○ Bushfire sealing requirements
	• Roof lights
	• Roof ventilators
		❑ Supplied as stand alone or in document
		_____
		❑ Not required
		❑ ***Office Use***

Exterior Cladding and Material Details	• Cladding system description, manufacturer, material, pattern and colour, cavity detailing • Fixings, flashings and other details • Sub floor ventilation • Bushfire protection requirements	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***
Wet area details	• Specify material and system • Wet areas specification (extent and system e.g. -membrane, manufacturer and type) • Location and design of wet areas	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***

Windows and Glazing Details	• Window system description, manufacturer, frame material and energy rating
	• Glazing specification
	• Bushfire-prone areas requirements
	• Opening size for ventilation calculation
	• Other glazing
	  ○ Internal glazing specifications including wet area glazing, shower screens, doors
	  ○ Balustrade system specification (glass and fixings)
	  ○ Overhead glazing, roof lights
		❑ Supplied as stand alone or in document
		_____
		❑ Not required
		❑ ***Office Use***

Fire Safety Details	• Smoke alarm's location and type • Bushfire-prone areas specifications • Fire separation details • Penetration sealing specifications (building perimeter)	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

Safe Movement and access (including stairs and ramps) Details	• Construction – type, material and proprietary system • Balustrade construction, spacing and handrails • Clearance height above stair nosings • Winders detail • Dimensions of landings, risers and goings • Section through the stairs • Method of construction, including aperture size, non-slip requirements • Ramp slope and surface finish	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***
Swimming Pools and Spas Details (including fencing/barriers)	• Construction details, waterproofing, drainage, pool water recirculation and filtration systems • Pool safety barrier details and height • Openings, gates and latches	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***

Energy Efficiency Details	• Building fabric thermal efficiency specification
	  ○ walls, ceiling, floors and roof
	  ○ Insulation location and R value
	  ○ Sarking vapour permeability
	• Window energy specification
	• Energy rating documentation
	• Building sealing
	• Air movement control strategies
	• Pipe and services insulation
	• Glazing calculator to be supplied if a Deemed-To-Satisfy solution
	• Under slab or slab edge insulation
		❑ Supplied as stand alone or in document
		_____
		❑ Not required
		❑ ***Office Use***

Water Supply and Drainage Plan	• An interim sanitary drainage plan • A plan that identifies the location of all relevant water supply and drainage points to the building • Surface and sub-surface site drainage including location of on-site waste water management systems including land application area • Levels of overflow relief gully (ORG) rim relative to the lowest sanitary plumbing fixture outlet and the surrounding finished surface level • Levels of inverts to existing and proposed drainage services at point of connection to approved disposal system	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***
Services Plan	• A plan that identifies the location of all relevant internal and external electrical points in or on the building, lighting, plant and mechanical, for example air-conditioning, evaporative cooling, exhaust fans, water heaters, fixed appliances and water tanks (including connection)	❑ Supplied as stand alone or in document _____ ❑ Not required ❑ ***Office Use***

Building Certifier:_____ Date:_____	Customer Service Officer:_____ Date:_____

Approved form AF2025-18 approved by Nick Lhuede, Construction Occupations Registrar on 15 September 2025
under section 151 and section 28A of the *Building Act 2004* and revokes AF2016-78

Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au