QUEENSLAND BUILDING AND CONSTRUCTION COMMISSION

SAFER BUILDINGS – COMPLAINT FORM

Governing Legislation: *Building Act 1975 (Qld)* (the Act) and *Building Regulation 2006 (Qld)* (the Regulation)

COMPLETING THIS FORM

1. This is an interactive PDF that you may complete in your web browser. Save this PDF form to your personal records and print a hard copy to submit by post or in person.
2. If you choose to fill out with a pen, use BLACK pen only – print clearly in BLOCK LETTERS - DO NOT use correction fluid. Cross out mistakes and initial any amendments.

SUBMITTING YOUR FORM

In person: At any QBCC Customer Service Centre

Post: GPO Box 5099, Brisbane Qld 4001

Email: qbcc.saferbuildings@qbcc.qld.gov.au
(all required documents must be scanned and attached)

INFORMATION REGARDING THIS FORM

This is the complaint form for notifying the QBCC of a complaint in relation to the safer building combustible cladding checklist. While all complaints are carefully considered by the QBCC, to make the best use of our resources and increase benefits to the public, we target areas where there is evidence or where there may be public interest. Please refer to the Compliance and Enforcement Strategy.

GROUNDS FOR COMPLAINTS

- A complaint may be made against a building owner if the building owner fails to advise occupants of the building fire safety risk assessment.
- A complaint may be made against a building owner if it is believed that building owner has failed to complete the combustible cladding checklist for their building.
- A complaint may be made against a licensee if they were engaged as a building industry professional to complete a statement on the building's combustible cladding and have been found to provide false or misleading information in the combustible cladding checklist.
- A complaint can me made against fire engineers who provide false or misleading information in a fire safety risk assessment and fire engineer statement.
- Building owners who do not receive these documents from building industry professionals or fire engineers within the 5 business days.
- Other matters relating to the combustible cladding checklist.

PRIVACY NOTICE – PLEASE READ

The Queensland Building and Construction Commission (QBCC) is collecting personal information as required under the *Building Regulation 2006*. This information may be stored by the QBCC and the Department of Housing and Public Works, and will be used for administration, compliance, statistical research and evaluation of combustible cladding risk. Your personal information may be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring combustible cladding risk. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.

Visit the QBCC Privacy Policy at https://www.qbcc.qld.gov.au/privacy-policy for more information, including steps to access and amend your personal information, or submit a privacy complaint.

1. COMPLAINANT'S DETAILS (PERSON LODGING THE COMPLAINT)

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms Other

Family name

Given names

Date of birth D D / M M / Y Y Y Y ABN

Please provide at least one contact number.

Business phone Home phone

Mobile phone Fax

Email

Postal address

Suburb State Postcode

2. BUILDING OWNER DETAILS

Building owner's full name (individual, company or body corporate)

Contact name (if known)

Postal address

Suburb | State | Postcode

Business phone | Home phone

Mobile phone | Fax

Email

3. BUILDING RELEVANT TO THE COMPLAINT (IF KNOWN)

Please provide as much information as possible.
Real Property Description: these details can be found on your rates notice or your Certificate of Title.

Lot number (e.g. 6) | Plan type (e.g. RP/SP/BUP/GTP)

Plan number

Street address

Suburb | State | Postcode

Is this a residential property? ☐ Yes ☐ No

4. COMPLAINT DETAILS

Please outline the complaint in detail below. Please provide any supporting evidence such as emails or contracts.

IMPORTANT: **Do not send original documents** - the QBCC can not return documents. Any documents provided by you will be destroyed.

If you require more space, attach an additional sheet to your application.

5. DECLARATION AND SIGNATURE

WARNING: Providing false or misleading information may lead to prosecution for an offence.

Please ensure you have provided as much information as possible and have included all relevant documentation and evidence.
If the QBCC is not provided with sufficient information your complaint may not be investigated

I declare that:

- the information contained in this form and any attached documents is true and correct
- I have read and understood the Privacy Notice and Warning included above.

☐ I understand that by signing this form below, I am declaring that I have read and agree to the statements above.

Name

Signature

Date D D / M M / Y Y Y Y

This form must be signed by hand. Digital signatures are not accepted.