

# Notification of Responsible Person

# 7

## 1. Description of land

The description must identify all land the subject of the application.

The lot & plan details (eg. SP / RP) are shown on title documents or a rates notice.

If the plan is not registered by title, provide previous lot and plan details.

Street address *(Include no., street, suburb/locality & postcode)*

	Postcode
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Lot & plan details *(Attach list if necessary)*

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Shop / Tenancy No. *(If applicable)*

Storey / Level *(If applicable)*

Local Government Area

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## 2. Description of work

The description must be sufficient to identify the work. For example:

- construction of new dwelling
- new spa installation

Compliance permit number

Development application number

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Copy of application for compliance certificate attached

Brief description of the work provided below

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## 3. Responsible Person

The responsible person for regulated work is a person who is licensed to perform the work and either performs or directs the performance of the work.

The responsible person for on-site sewerage work is a person who either performs or directs the performance of the work.

If the responsible person for the work is not known you must tell the local government who is the responsible person when requesting an inspection.

Name *(In full)*

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Plumbers Licence No.

Drainers Licence No.

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QBSA Licence No. *(if applicable)*

Other Licence/Registration No.

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Phone No.

Mobile No.

Fax No.

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Postal Address

	Postcode
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Signature

Date

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## 4. Change in Responsible Person

If the responsible person changes during the course of a project you must tell the local government who is the responsible person when requesting the next inspection.

Name *(In full)*

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Plumbers Licence No.

Drainers Licence No.

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QBSA Licence No. *(if applicable)*

Other Licence/Registration No.

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Phone No.

Mobile No.

Fax No.

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Postal Address

	Postcode
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OFFICE USE ONLY

DATE RECEIVED

RECEIVING OFFICER'S NAME/S

REFERENCE NUMBER/S

**5. Other Details-New Responsible Person**

The new responsible person must clearly identify at what stage of the project they became the responsible person.

Date I commenced being the responsible person for the work

Stage of the work at which I became the responsible person for the work

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Signature

Date