

Documents List

Project Completion (Commercial)

NOTE: Some items on this list may not apply to all projects

Item	Element	Document	Project / area of work listed	Correct Site Address	Signed / Executed
1.	Application form	Completed Occupancy Permit application form. A copy of an application form can be downloaded from our website: https://bsabs.com.au/resources/	☐	☐	☐
2.	Fire Services	Statement of compliance from a recognized tester that the fire hydrant and hose reel system meets the requirements of AS2419.1 & AS2441 respectively. A hydrostatic test on the hydrant system to also be carried out as part of commissioning for new and extended fire mains.	☐	☐	☐
3.	Block Plan	Copy of the fire services block plans that are to be installed in the booster cabinet and at the Fire Panel cabinet to be provided. Block plans are required to meet the requirements of AS2419.1 and AS1670.1 for Fire Service Booster cabinet and Fire Panel cabinet, respectively.	☐	☐	☐
4.	Fire Pumps	Statement of compliance from a recognized tester to AS2941.	☐	☐	☐
5.	Sprinkler System	Statement of compliance from the installer (AS 2118.4 appendix B), and/or Certification from an approved and recognised certifier that the system installation satisfies designs, codes requirements and is operating effectively. Where the system is to be connected to a fire station, then evidence of connection must be provided. Provide two copies of shop drawings and calculations for the system.	☐	☐	☐
6.	Fire Detection System	Installers statement of compliance in accordance with AS 1670.1 appendix E and F and Certification from suitably qualified and approved independent certifier, stating the detection and alarm system installation complies with the approved design and relevant standards AS1670.1 and AS 1670.4 as relevant, and the type of detection complies with the National Construction Code and approved design and Fire Authority requirements, if any.	☐	☐	☐
7.	Alarm Connection	Copy of the fire alarm connection notice from the service provider.	☐	☐	☐
8.	Fire Alarms	Fire Alarm system to be commissioned to AS1670.1/AS1670.4.	☐	☐	☐
9.	Nurse Call System	Confirmation from the installer that the nurse call system is installed in a manner that will provide compliance with the National Construction Code requirements and that system has been tested and commissioned to ensure that it functions as required by the NCC- refer to attached statement checklist	☐	☐	☐
10.	Chief Officer Consent	A Regulation 187 report and consent from the chief officer is required given the fire authority issued a variation consent at building permit stage. Provide the independent certification from an approved tester - consult the RBS if unsure. The tester's report must reference the original 129 consent which was provided in the BP documents. Consult the RBS if another copy is required.	☐	☐	☐

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Surveyors Professional Standards Scheme

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15.	Fire Doors	Fire door Certificate to AS1905.1 (inc. frame) from installer/manufacture.	☐	☐	☐
16.	Service Penetrations	Statement from builder that service penetrations through the fire rated elements have been appropriately fire treated to maintain the FRL of that element (refer NCC C3.15). These should include: a. Fire Collars PVC Pipes b. Cables c. Metal Pipes	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐	☐ ☐ ☐ ☐
17.	Fire Spray	Statement of compliance from installation contractor that the fire spray applied to the building element(s) achieves the required FRL for the element.	☐	☐	☐
18.	Termite Protection	Certificate of Installation with AS3660.1 from installation contractor outlining the system of termite risk management. A durable notice needs to be permanently fixed to the building (i.e. meter box) indicating aspects such as the method of termite protection and also the scope and frequency of maintenance inspections.	☐	☐	☐
19.	Lifts	Statement of compliance to NCC Section E3, AS1735 Parts 2 and 12.	☐	☐	☐
20.	Wire Balustrading	Statement from the builder that the wire balustrading used is constructed in accordance with Table D2.16(a) of the NCC. This statement to include that the wire type, diameter and spacing achieves required tension and deflection limit criteria.	☐	☐	☐
21.	Structural Inspections	Inspection Reports (including dates for mandatory stages) for structural inspections undertaken by civil engineer / contract building inspector including footings, slabs, insitu concrete and frames.	☐	☐	☐
22.	Cooling Tower System	A copy of the Cooling Tower System registration from the BCC and the mechanical commissioning documents.	☐	☐	☐
23.	Penetrations	A letter stating penetrations through fire/smoke walls and floors have been appropriately sealed in accordance with tested systems and manufacturer's specifications.	☐	☐	☐
24.	Fire/Smoke Walls	Statement verifying that the construction of walls have achieved the required smoke resistance and/or fire resistance levels required by the regulations and approved plans and that the installation complies with the manufacturers standard installation requirements where applicable.	☐	☐	☐
25.	Construction materials	Statement from builder verifying that building materials used have not been substituted from the approved product in the building permit for an alternate product. This particularly applies to but is not limited to internal and external cladding/lining materials and construction materials associated with walls, ceilings, floors and roof. Where building elements have been substituted for an alternate product, the relevant fire test reports must be provided to verify compliance. Consult with the Relevant Building Surveyor to determine specific test report requirements.	☐	☐	☐
26.	Bushfire Construction	Statement from the builder confirming that the building has been constructed in accordance with the relevant construction requirements of AS3959-2009 for the level bushfire attack applicable to the site.	☐	☐	☐

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27.	Insulation	Statement that all construction issues that are conditions of the Section J energy efficiency reports have been satisfied. <i>A copy of the report should be attached to the Building permit or available from the RBS.</i>	☐	☐	☐
28.	Contrast Testing	Test and report of the following elements to confirm their luminance contrast to the background surrounding background surface: <ul style="list-style-type: none"> Doors and/or door frames Stair nosing strips Tactile indicators 	☐ ☐ ☐	☐ ☐ ☐	☐ ☐ ☐
29.	Acoustics	A letter from the builder stating the construction of the walls, floors and services achieve minimum acoustic NCC/NCC requirements in accordance with manufacturer's specification and tested system.	☐	☐	☐
30.	Fire Engineering Report	A letter from the fire safety engineering consultant confirming that the construction is in accordance with the fire engineering report and applicable addenda.	☐	☐	☐
31.	Septic Tank System	Council Environmental Health Department approval for the septic tank system.	☐	☐	☐
32.	Water Proofing	A letter from the builder stating that all water proofing, including water proofing membranes, flashings, floor covering and grading relating to wet areas, balconies and the like have been installed in accordance with AS3740, approved drawings, specifications and manufacturer's guidelines.	☐	☐	☐
33.	Invoices	All outstanding invoices to be paid prior to issuing Occupancy Permit / Certificate of Final Inspection. Any variations to the fee agreement are to be identified by BSA and invoiced for payment.	☐		
34.	Town Planning	Statement that all relevant town planning permit conditions relevant have been satisfied (including conditions relevant to prior to use). Statement that the building has been constructed in accordance with the town planning endorsed documents.	☐	☐	☐