



Australian Capital Territory

Builders code of practice

DRAFT FOR CONSULTATION

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Part 1 Preliminary

1 Name of code

This code is the *Builders code of practice*.

2 Dictionary

The dictionary at the end of this code is part of this code.

Note 1 The dictionary at the end of this code defines certain terms used in this Code, and may include references (*signpost definitions*) to other terms defined elsewhere in this Code.

Note 2 A definition in the dictionary (including a signpost definition) applies to the entire code unless the definition, or another provision of the code, provides otherwise or the contrary intention otherwise appears (see Legislation Act, s 155 and s 156 (1)).

Note 3 A footnote, endnote, or other note, in or to an Act or statutory instrument is not part of the Act or instrument, see the Legislation Act, s 127 (1).

3 Offences and other consequences of contravening this code

The *Building Act 2004* and *Construction Occupations (Licensing) Act 2004* provides offence and other enforcement mechanisms that can result from a contravention of this code.

Note A reference to an Act includes a reference to the statutory instruments made or in force under the Act, including regulations (see Legislation Act, s 104).

Part 2 Important concepts

4 **Object of code**

The object of this code is to prescribe minimum practice requirements for licensed builders, including licensed builders undertaking the role of a nominee for a licensed corporation or partnership.

This code also informs land owners engaging the services of a builder, and the community, about the standards of practice expected from a builder.

5 **Application to builders**

In this code a reference to a *builder* is a reference to an entity who, under the *Construction Occupations (Licensing) Act 2004*, holds the appropriate class of licence that authorises the holder to provide a building service, in circumstances where the service may only be done by a licence holder.

This code applies to all licensed builders, including:

- a) builders licensed in the owner-builder class; and
- b) corporation and partnership licensees.

Note 1 This code applies to licensable building work and not other building work a licensed builder may carry out that is exempt from requiring a licence.

Note 2 See the *Construction Occupations (Licensing) Regulation 2004*, schedule 1, Part 1.3 for classes of builder licences.

6 **Meaning of certain terms—correlation with *Construction Occupations (Licensing) Act 2004* and *Building Act 2004***

A term used in this code has the same meaning as the term has in the *Construction Occupations (Licensing) Act 2004* or the *Building Act 2004*, unless this code provides a different meaning for the term.

Note A term used in this code has the same meaning as the term has in the *Construction (Occupations) Licensing Act 2004* or the *Building Act 2004* (see the *Legislation Act*, s 148).

Part 3 General obligations

7 Performance of building services

When carrying out building services, a builder must—

- (a) Exercise reasonable care and diligence;
- (b) Ensure that their engagement or appointment to undertake services is valid and in accordance with the Building Act;
- (c) Comply with any lawful and reasonable direction given by a person with the authority to give the direction;
- (d) Take all reasonable steps to obtain all relevant facts and information, including advice from other licensees or design and construction practitioners, where required to satisfactorily perform the service.
- (e) Not perform building services beyond their level of competence.
- (f) Ensure that all documents relied on in the performance of a service, or given to the construction occupations registrar or a building certifier, are clear, readable and in the format prescribed, if any.
- (g) Create and keep records in accordance with the Act and this code.
- (h) Be accountable for the supervision, competence and conduct of staff whom they employ to assist in fulfilling their functions as a licensee.

Note A builder must also comply with all relevant legislative requirements, including but not limited to, those outlined in the *Building Act 2004* and the *Building (General) Regulation 2008*, and act within the scope of their licence and in accordance with any conditions on the licence.

8 Notification in relation to grounds for stop notices etc

- (1) A licensed builder named on the commencement notice for building work must notify the land owner (or their agent) and the building certifier appointed for the work in writing as soon as practicable if they know, or suspect on reasonable grounds—
 - (a) The work may not be physically possible, or is not likely to be without amendment to the approved plans;
 - (b) Information in the building approval for the work is false or misleading; or
 - (c) If building work is carried out in accordance with the approved plans it is likely to contravene the Act or another Territory law.

- (2) If a licensed builder knows, or suspects on reasonable grounds, any of the circumstances in (1)(a)-(c), the builder must not carry out the building work affected by the circumstance until the building certifier for the work confirms that the work may continue.

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- (3) If the licensed builder is also the land owner, the builder need only notify the building certifier.

9 Notification in relation to unlawful occupation of a building

If a builder becomes aware that a person is, or may be, unlawfully occupying a building, or part of a building, they are the licensed builder for, they must notify the construction occupations registrar in writing as soon as reasonably practicable after becoming aware.

10 Applications – confirmation of agency

If an appointment as a builder is not made by the owner of the land where the work is to be carried out, the builder must confirm the person making the appointment is legally authorised to do so.

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Part 4 Pre-construction requirements

11 Commencement notice applications

Any application a builder makes for a commencement notice must include a clear description of work the builder is making the application in relation to.

Note Building work subject to a single building approval may be carried out in more than one stage, or by more than one licensed builder. It is important that the commencement notice application outlines the building work the builder is applying in relation to.

12 Receipt of approved plans prior to work

- (1) A builder issued a commencement notice for building work must have a copy of the approved plans, including any amendments, prior to carrying out any building work covered by the commencement notice.
- (2) A copy of the approved plans can be an electronic copy.

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Part 4 Building work

13 Obligations – engaging other practitioners

- (1) A licensed builder is responsible for the compliance of the work of people the builder employs or contracts with to carry out, or assist with the supervision of, building work.
- (2) A licensed builder must take all reasonable action to engage or allow only people they are satisfied on reasonable grounds have suitable qualifications, skills and experience to undertake, test or provide installation certificates for, building work under their supervision.
- (3) A licensed builder must record;
 - (a) the names of people assisting with supervision of work, or providing installation certificates or other documents the builder relies on for confirming compliance with the Building Act, and any related accreditations or qualifications of those people;
 - (b) any authorisations for other people to undertake tasks or obligations not specifically required to be undertaken by the licensed builder or nominee.

Note 1 A builder may satisfy themselves the person is qualified by reviewing any formal qualifications, accreditations, or previous experience carrying out similar work.

Note 2 Depending on the nature of the work, a formal qualification may not be sufficient to determine whether the person is competent to undertake the work.

Note 2 A builder may authorise another person to hire employees and contractors but remains responsible for the competence and compliance of their work.

14 Supervision

- (1) A licensed builder in charge of building work must supervise the building work in a manner consistent with the guidelines at Appendix 1.
- (2) Subsection (1) does not limit the builder from applying additional supervision to a building project.

15 Actions at inspection stages

- (1) At each stage of building work prescribed in the Regulation or the building approval, the builder appointed for building work must personally confirm the compliance of the relevant building work before notifying the building certifier the stage has been reached.

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- (2) If a corporation or partnership is the appointed builder, a nominee of the corporation or partnership with the appropriate class of licence must confirm compliance.
 - (3) For (2), the corporation or partnership must keep a record of the nominee who confirmed compliance in relation to each stage in relation to a building approval.
 - (4) A builder, or nominee, cannot delegate, or otherwise assign, confirming compliance to another party.

16 Stage inspections – confirming compliance

- (1) Before notifying the building certifier a stage has been reached, the licensed builder for the work must confirm compliance in accordance with the requirements for inspection stages in Appendix 2.
- (2) The builder must personally visually inspect and verify all relevant elements of the building to which reasonable access exists at prescribed stages to be satisfied building work complies with the *Building Act 2004* and approved plans.
- (3) Where the properties of a building element cannot be verified after all reasonable attempts, the value or property representing the lowest performance in relation to the element must be assumed.
- (4) The builder may seek assistance from other parties to confirm compliance.
- (5) Notwithstanding (4), for elements the builder can reasonably visually inspect or verify, the builder cannot rely solely on information and certificates from other parties, to be satisfied work complies with the *Building Act 2004* and approved plans.

Note 1 The purpose of the builder confirming compliance is that the person responsible for the work inspects the work and verifies the standard or workmanship, including that the building work complies with required standards and specifications and materials comply with codes and standards. The builder is responsible for confirming compliance before the stage is notified.

17 Hold points

- (1) Prescribed hold points in a building project are—

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- (a) completion of passive fire protection, such as fire separation and treatment of penetrations;
 - (b) completion of acoustic measures;
 - (c) completion of the structure before any internal lining is placed—
 - i. prior to the installation of any bulk thermal insulation, to determine compliance of building services; and
 - ii. after the placement of bulk thermal insulation;
 - (d) completion of external weatherproofing, including damp-proofing and flashings, where applicable;
 - (e) completion of waterproofing in internal wet areas.
- (2) At each prescribed hold point in the project, the builder appointed for building work must personally confirm the compliance of the building work before work can proceed on the relevant part of the building.
- (3) If a corporation or partnership is the appointed builder, a nominee with the appropriate class of licence must confirm compliance.
- (4) For (2), the corporation or partnership must keep a record of the nominee who confirmed compliance in relation to each prescribed hold point.
- (5) A builder, or nominee, cannot delegate, or otherwise assign, confirming compliance to another party.
- (6) If a prescribed hold point coincides with an inspection stage, the builder need only confirm compliance of the relevant building elements once.
- (7) At a prescribed hold point, the builder must personally visually inspect and take all reasonable action to verify all relevant elements of the building at prescribed stages to be satisfied building work complies with the *Building Act 2004* and approved plans.
- (8) Where the properties of a building aspect or element cannot be verified after all reasonable attempts, the value or property representing the lowest performance in relation to the aspect or element must be assumed.
- (9) A builder must confirm compliance of the building work in accordance with the requirements in Appendix 3.
- (10) The builder may seek assistance from other parties to confirm compliance.
- (11) Notwithstanding (11), for elements the builder can reasonably visually inspect or verify, the builder cannot rely solely on information and certificates from other parties, to be satisfied work complies with the *Building Act 2004* and approved plans.

Note Prescribed hold points are not stages of work prescribed under the Building Act that require an inspection by a building certifier. There is no obligation to engage a building surveyor to undertake the confirmation, noting that a builder must still personally confirm compliance regardless of whether they seek the assistance of other parties to confirm compliance.

18 Recording advice on design compliance and exempt building work

- (1) A licensed builder must keep a record of any advice they have given to, or sought or received from, any party in relation to the compliance of building work with the Building Act, including the approved plans.

Note Advice includes where the owner is relying on the builder's skill and judgement in relation to a particular purpose for which the work is required, or the result that the owner desires to be achieved by the work.

- (2) A licensed builder must keep a record of any advice they have given to, or sought or received from, any party in relation to departures from approved plans the builder considers exempt from requiring a building approval.
- (3) For (1) and (2) the record must include—
- (a) The name of the party the advice was given to, or sought or received from;
 - (b) Any relevant qualifications of the party;
 - (c) The party's role in relation to the building work, if any;
 - (d) The building work the advice relates to;
 - (e) Whether the builder relied on the advice to determine whether the work was compliant or exempt; and
 - (f) Any documentation or information supporting the advice.

19 Recording of actions

- (1) A licensed builder for building work must keep of a record of any actions taken to respond to, or comply with—
- (a) A direction from a building certifier in relation to making building work comply given at a stage inspection;
 - (b) A public safety direction;
 - (c) A stop notice; or
 - (d) Any other notice or direction given to the builder under the Construction Occupations (Licensing) Act, Building Act or other Act in relation to building work.

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Part 6 Complaints

20 Handling complaints

- (1) A builder must have, and comply with, a reasonable policy and associated procedures for accepting and managing complaints from clients and other entities in relation to building services the licensee is carrying out, or has carried out.
- (2) The policy must–
 - (a) explain how a person can make a complaint;
 - (b) identify the steps the builder will take in discussing, addressing and managing complaints;
 - (c) indicate some of the solutions the builder offers to resolve complaints; and
 - (d) apply to complaints made during, and after completion of, the services.
- (3) The procedures must–
 - (a) include processes for responding to complaints in a reasonable time; and
 - (b) include processes for recording the details of complaints, including any action taken in relation to the complaint.
- (4) A builder must make a copy of their complaints policy available to people they provide a building service to.
- (5) An individual builder need not have policies and procedures in accordance with this section if they provide building services solely as an employee or nominee of another builder.

21 Direction in relation to a complaint

- (1) A builder must comply with any reasonable request or direction by the Construction Occupations Registrar to take a stated action in relation to a complaint made to the Construction Occupations Registrar about the builder's services under Part 11 of the *Construction Occupations (Licensing) Act*.

Examples – stated action

1. To contact the landowner of land where a building service was carried out.
2. To attend a premises where work was carried out to correct a defect.
3. To provide documents verifying the results of a stage inspection.

Part 7 Record keeping

22 Documentation of information

- (1) A builder must keep records and documents in accordance with the Act and this code.
- (2) A builder must record all relevant information collected and produced in undertaking a service not already documented in approved building plans and accompanying documents and specifications, including—
 - (a) additional construction plans and specifications;
 - (b) copies of independent evidence;
 - (c) notes from a visual inspection of the building or building work;
 - (d) the builder's working papers and any calculations that are relevant to the building work;
 - (e) notes detailing any limitations in collecting and verifying information;
 - (f) justification for assumptions relied on in making a decision in relation to a service; and
 - (g) any other information on building properties or materials.

23 Form of records and documents

- (1) Records and documents may be kept in an electronic form.
- (2) Images of building work relied on to demonstrate compliance must—
 - (a) clearly and accurately depict the work and the condition of the work, including any defects that can be seen on visual inspection; and
 - (b) include a mechanism for identifying the physical location of the building, such as a geocode; and
 - (c) identify the date the image was recorded, such as by a date stamp.

24 Records to be kept for certain period

- (1) A builder must keep all required records for a period of 10 years starting on whichever is the later of—
 - (a) the day the relevant certificate of occupancy or use was issued for the work, or
 - (b) the day the contract for the work ends.
- (2) Subsection (1) does not apply to any document given to the Construction Occupations Registrar; however, the builder must keep a record of the

projects they have provided services in relation to and the nature of those services.

- (3) The Construction Occupations Registrar may, in writing, exempt a builder from complying, completely or partly, with anything mentioned in subsection (1).
- (4) An individual builder providing building services as an employee or nominee of a licensed corporation or partnership need not comply with subsection (1) if the records are kept by the corporation or partnership.

Dictionary

(see s 2)

Note The Legislation Act, the *Building Act 2004*, the *Civil Law (Sale of Residential Property) Act 2003*, the *Residential Tenancies Act 1997* and the *Construction Occupations (Licensing) Act 2004* may contain definitions and other provisions relevant to this code.

assess means to determine relevant properties of an element and its likely effect on thermal performance and assign a value for those properties.

building service—see section 8 of the *Construction Occupations (Licensing) Act 2004*.

building code—see section 136 of the *Building Act 2004*.

building element—includes a wall, ceiling, roof, window, shading device, subfloor, floor covering, light fitting, penetration etc.

Appendix 1 Supervision guidelines

Builder - supervision guidelines

Unless exempt, building work must be carried out by, or under the supervision, of a licensed builder.

These guidelines cover supervision of building work. The guidelines reflect the intent and meaning of 'supervision' as required in the *Construction Occupations (Licensing) Act 2004* and the *Building Act 2004*.

Appropriate supervision

Licensed builders must determine the appropriate form and level of supervision that is necessary for a particular project.

In determining the form and level of supervision for a project, the builder must take into account the following:

- (a) The adverse risk to public or building occupant safety or health if an aspect or element of the building was to fail to perform as required;
- (b) The importance level of the building, rise in storeys and size of fire compartments determined in accordance with building code;
- (c) Whether the work is subject to a performance solution, particularly for building elements that are intended to protect life safety;
- (d) Whether the work includes novel design solutions and materials that have not been tested in-situ;
- (e) Whether the work relates to building elements that are commonly subject to defects;
- (f) Whether the work subject to the building approval is intended to exceed minimum standards or requires a higher level of performance than required by the building code;
- (g) Whether the area the building is in has known risks such as bushfire, flood, or other specific risks;
- (h) The extent to which the practitioners designing the building have been involved with, and competently completed, buildings of the relevant classification, type or level of risk;
- (i) The builder's own experience with similar projects, including knowledge attained from prior experience in relation to the work to be carried out;
- (j) The skills, qualifications and experience of the people engaged to undertake the building work, including the number of apprentices and trainees that require a higher level of supervision than other practitioners; and
- (k) Any mandatory inspections required by the Regulation or the building certifier identified in the building approval.

Different parts of the project may require different levels of supervision.

Levels of supervision

Direct supervision

Direct supervision is supervision of the relevant work on site by the builder or nominee, where the work is within visual and audible range of the builder or nominee.

General supervision

General supervision is regular or recurrent supervision by the builder on site, which may include giving instructions and direction for specific tasks as required.

The builder's supervision may be supplemented by direct supervision by an on-site supervisor or supervisors with suitable skills and qualifications.

General direction and control

This level of supervision includes regular contact with people onsite carrying out the building work, including providing advice, instruction and direction on the work to achieve compliance, and checking completion of tasks. Contact may be verbal or by electronic means, and include viewing images of completed work.

This may be supplemented by direct supervision by an on-site supervisor or supervisors with suitable skills and qualifications. Depending on the nature of the work, site supervisors may need to be engaged on a full-time basis.

Other requirements

Regardless of the level of supervision, the licensed builder or nominee must be in regular contact with people that are supervising work on their behalf, and be available to attend the site as required, including if a problem arises requiring immediate attention.

The licensed builder cannot delegate certain functions to site supervisors or other practitioners, including confirming compliance at inspection stages and prescribed hold points.

Site supervisors engaged by the builder must be suitably qualified for the type and nature of work they are engaged to supervise.

Builders must keep a record of the supervision arrangements for each project.

Appendix 2 Inspection stage requirements

Introduction

- a) The builder must inspect or verify all relevant building elements as described in the mandatory requirements for the inspection stage in the table in this Appendix that corresponds to the hold point.
- b) Any departures from building laws or the building approval must be managed as required by the *Building Act 2004* and this code.
- c) The elements in this schedule are not exhaustive and other elements may need to be inspected to confirm compliance, including in relation to a condition of a development approval that relates to the work.
- d) The informative notes are intended to provide guidance to the builder and information to the community on why inspecting certain aspects and elements of a building is important, and other documents and verification that may be required.

| TABLE 1 | | |
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| <i>Completion of excavation, placement of formwork and placement of steel reinforcing for the footings before any concrete for the footings is poured (all classes of building)</i> | | |
| <i>Element</i> | <i>Mandatory requirements</i> | <i>Informative notes</i> |
| Foundation and excavation work | <p>The builder is to confirm:</p> <ul style="list-style-type: none"> • The site, set out and boundary clearances are correct. <p><i>Note: this may not be relevant to internal alterations and other work that does not change the building footprint.</i></p> <ul style="list-style-type: none"> • Foundation excavation work has been done in a way that complies with the development approval (if any) and building approval. • Where protection is required to excavations, such as structural support, retaining walls, shotcreting, batters, compaction and surface/subsoil drainage, that the works are in accordance with the approved building plans, including the structural designs or specifications. | <p>A land surveyor may be required to peg out the site prior to commencement of building work or alternatively an existing survey is available that can facilitate an accurate set-out.</p> <p>Protection to excavations are designed to protect adjoining areas of land on the same allotment or neighbouring properties, from collapsing from natural subsidence or from rain or storm activity due to exposure to the elements. The protection is designed based on the size of an excavation and the soil category on site.</p> <p>Any variation from the approved building plans and supporting structural details may potentially require a new or amended building approval and/or development approval before the building work is undertaken.</p> |

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| <p>Piles and piers</p> | <p>The builder is to confirm:</p> <ul style="list-style-type: none"> • Piers and piles are correctly located in relation to the footings and boundaries and in accordance with the building approval. • Pier and piles are clean and completely clear of free water, mud, offcuts of reinforcement and formwork and debris, including building debris and loose soil. • Piers and piles are on even-bearing founding material to the extent required by the structural designs. • Any steel reinforcement is installed and they type and placement of steel reinforcement including the sizes, spacing and gauge, matches the structural design under the building approval. | <p>Piers and piles are commonly associated with the excavation for, and the footings of, a building project. Steelwork being positioned within piers and piles must comply with the structural engineering designs, including connection methods to steel reinforced footings and steel reinforced concrete slabs.</p> <p>Piers and piles may be poured prior to the main footing structure or connected to the footing directly and poured at the same time. Irrespective of which method is applied in the structural design of the building, the building certifier must conduct inspections at appropriate times in the building work.</p> <p>The building certifier may require a structural engineer to inspect and provide a clearance for the piles and piers.</p> |
| <p>Footings</p> | <p>The builder is to confirm:</p> <ul style="list-style-type: none"> • The footing layout matches the dimensional and layout requirements of the footprint of the building and there are no variations outside of acceptable planning tolerances or those allowed in the building approval (if any). • The distance to boundaries and other buildings on site as identified in the building approval can be complied with. • The sizes of the footing excavations are in accordance with building approval and structural designs. • Footings are on even-bearing founding material to the extent required by the structural designs. • All footings are clean and completely clear of free water, mud, offcuts of reinforcement and formwork and debris, including building debris and loose soil. • All steel reinforcement is correctly installed within the footing trenches, with correct size and gauge of reinforcement, lapping, supports and, if part of a perimeter | <p>The building certifier may also require verification of certain elements from a structural engineer.</p> |

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| | <p>edge beam, provided with a compliant and adequate waterproofing membrane/vapour barrier, where required.</p> <ul style="list-style-type: none"> • Any required step downs in footings are compliant. • Any pipework in the footing is adequately protected and sleeved, if required. | |
| Formwork | <p>The builder is to confirm:</p> <ul style="list-style-type: none"> • Formwork elements are correctly located on the site and are likely to produce concrete forms that comply with the building approval. • The layout and spacing of the formwork will ensure footings meet the footing design specifications in the building approval. • The formwork will adequately serve to retain soil during the footing pour. • There will be adequate coverage to steel reinforcement when the concrete is poured. | <p>All formwork for footings, piers and excavation supports must be completed in a way that ensures the concrete structure when poured can be of an acceptable form and standard and the finished structure will be in accordance with the building approval.</p> |

TABLE 2

Completion of any structural framework stated by the building certifier in the relevant building approval, before the placement of any internal lining.

| <i>Element</i> | <i>Mandatory requirements</i> | <i>Informative notes</i> |
|-----------------------|---|--|
| Steel framework | <p>The builder is to confirm:</p> <ul style="list-style-type: none"> • The frame is connected correctly to other building elements. • The correct type of framing is installed. • Correct bracing is installed in the locations specified in the building approval. • The framework meets the layout design for the approved building work. | <p>For class 2-9 buildings, it is the building certifier's decision as to what structural framework (loadbearing and non-loadbearing) is stated in the relevant building approval as requiring an inspection, based on the risks and nature of the building work.</p> <p>Where the structural framework is identified in the building approval as requiring a staged inspection, it must be carried out by the building certifier.</p> |

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| | <ul style="list-style-type: none"> • The framework is not compromised by internal services and breaches or cuts to structural members, and all required internal services are installed. • The installation of any passive fire rated system must be a tested and certifiable system. • If a fire rating is required, the correct FRL is achieved. • If a fire-engineered performance solution has been prepared with the building approval, the framework and its protection is in accordance with the fire engineer's requirements. • Any certification or additional specifications or design data to that in the building approval are made available to the building certifier. | <p>The building certifier may also ask the builder to provide a clearance certificate from the structural engineer, passive fire consultant and fire engineer at this stage of the project, if applicable.</p> |
| Timber framework | <p>The builder to confirm:</p> <ul style="list-style-type: none"> • The frame is connected correctly to other building elements. • Correct bracing is installed in the locations specified in the building approval. • The framework meets the layout design for the approved building work. • The framework is not compromised by internal services and breaches or cuts to structural members. • Termite protection compliant with the building code is provided. • The framework is not compromised by internal services and breaches or cuts to structural members, and all required internal services are installed. • The installation of any passive fire rated system must be a tested and certifiable system. • If a fire rating is required, the correct FRL is achieved. • If a fire-engineered performance solution has been prepared with the building approval, the framework and its protection is in accordance with the fire engineer's requirements. • Construction elements required to be non-combustible are non-combustible. | <p>Where the building certifier is inspecting building approval stated timber framework, they are to ensure that it meets any structural design details, Australian Standard requirements, and specification requirements in the building approval.</p> <p>Timber framing may not be the subject of a structural engineer's design or inspection. The building certifier is required in these classes where stated in the building approval to ensure that on inspection, the timber framework is installed strictly in accordance with the relevant Australian Standard, i.e. AS1684 and AS1720, or an approved performance solution for the building.</p> |

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| | <ul style="list-style-type: none"> Any certification or additional specifications or design data to that in the building approval are made available to the building certifier. | |
| Acoustic separation | <p>The builder is to confirm:</p> <ul style="list-style-type: none"> The material to be used in the treatment is compliant with the building code for both sound transmission and insulation, and the requirements of the selected wall type system. The method and extent of installation is compliant with the design requirements for the building works. Discontinuous construction, where required, is constructed correctly. Any requirements of the development approval are met. | <p>Before the placement of any internal lining, the building certifier can inspect the acoustic separation elements of an internal wall separating two sole occupancy units, to ensure that the method of construction and materials used comply with the building approval and any stated standards, including any requirements stated in the development approval for the work.</p> <p>An inspection of the acoustic separation should be supported by certifying documentation, product specifications or information sheets.</p> |
| Fire separation | <p>The builder is to confirm:</p> <ul style="list-style-type: none"> That all the materials and fire penetrations in the fire separating construction as a whole will meet the minimum fire resistance level (FRL) requirements of the building approval and any tested system. Any materials and products required to be non-combustible are non-combustible. Any penetrations through fire rated elements do not reduce the required FRL of the element in accordance with the BCA and any tested system, and any fire protection of penetrations is installed as required. All material certification required is provided and is valid for the application in the particular building element. The FRLs are being achieved in the correct locations and to the extent as required by the building approval. Non-combustible materials are appropriately identified and approved. | <p>Before the placement of any internal lining, the building certifier can inspect the fire separation elements of an internal wall to ensure that the method of construction and materials used comply with the building approval and any stated standards, including any requirements stated in the development approval for the work.</p> <p>Fire separation is imperative between sole occupancy units and different fire compartments, including fire stairs and corridors. Where the building certifier has stated in the building approval the need to inspect the fire separation associated with the structural framework, the building certifier should inspect not only in relation to framed walls, but penetrations through the walls and services within the walls.</p> |

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| | <ul style="list-style-type: none"> • Any requirements of a performance solutions relevant to the stage are complied with. • Supporting documentation on materials and systems used in the building is obtained and provided to the building certifier. | <p>The building certifier may also require from the builder, a clearance from a passive fire consultant or fire engineer at this stage of the project, if applicable.</p> |
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| <p>TABLE 3 <i>Completion of placement of formwork and steel reinforcing for any reinforced concrete member as stated by the building certifier in the relevant building approval, before any concrete for the member is poured</i></p> | | |
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| Stage | Mandatory requirements | Informative notes |
| <p>Steel reinforced slabs, roofs and wall members, including columns, beams, shafts, stairs and ramps.</p> | <p>The builder is to confirm the following comply with the building approval, including structural designs –</p> <ul style="list-style-type: none"> • the steel reinforcement type and gauge, spacings and overlaps, • the dimensions of all structural elements, • the location and placement of any waterproof membranes or vapour barriers, • the location and dimensions of any step ups and set downs, • the location and dimensions of stair risers and goings, • the connections of reinforcement between different elements of construction, • the expansion joint locations and installation, and • installation of fire collars and fire dampers for services. <p>The builder must also confirm that the internal heights and layout dimensions are in accordance with the building approval.</p> | <p>For class 2 – 9 buildings it is the building certifier’s decision as to what extent of the placement of formwork and steel reinforcing for any reinforced concrete member is to be inspected for these buildings. The building certifier will state in the building approval where they require an inspection prior to any concrete for the member being poured.</p> |

TABLE 4***Completion of the building work approved in the relevant building approval.***

| <i>Stage</i> | <i>Mandatory requirements</i> | <i>Informative notes</i> |
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| Final | <p>The builder is to confirm that the building works comply with the relevant volume of the building code and the current building approval, and can operate as required including the following elements –</p> <ul style="list-style-type: none"> • The external wall system including weatherproofing and cladding systems. • All building elements with FRLs, including walls, floors, doors, windows, columns and other structural supports, and roofs. • All materials requiring fire hazard properties and FRLs, including fabrics, fixed panels, fire curtains and floor finishes (that are required to be installed). • Penetrations in walls requiring an FRL in accordance with the building code, e.g. fire collars, including sealing. • External wall materials such as cladding. • Access and egress provisions throughout the building, including provisions for access for people with a disability. • Handrails and balustrades. • The location and heights (where relevant) of fire-safety systems e.g. fire hose reels, hydrants, fire detection systems, sprinklers, and smoke exhaust etc • Window restrictors and maximum window openings to meet safety standards in the building code. • All amenities to be provided to meet amenity standards, including toilet facilities and facilities for people with disabilities. | <p>The completion, or final inspections of the building works by a building certifier are carried out when the fundamental building works identified within the building approval (or a stage as nominated by building approval) has been completed in accordance with the Act, the building approval and the building code. At this stage, the building certifier is inspecting the completed works of the builder and is expected to be checking the building work in accordance with the Act both internally and externally where possible, against the approved building plans.</p> <p>The building certifier will notify the builder of any non-compliances.</p> <p>The builder must address each of the issues raised by the building certifier.</p> <p>Test, inspection and commissioning certificates including for building services, structural elements, and building elements with FRLs should be requested, where applicable.</p> <p>Any structural certification from an engineer must detail the extent of works being certified and standards it is being certified to.</p> |

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| | <ul style="list-style-type: none"> • Plant and equipment required to meet energy efficiency and ventilation requirements. • Carpark head clearances and circulation height clearances to all spaces, including accessible carparking spaces. • Any elements related to a performance solution. • All stormwater drainage, including installation and connection of downpipes to gutters and stormwater systems. • All internal and external glazing. • Any required signage, such as for accessible facilities and fire safety doors. • Any work required or directed to be undertaken by the building certifier, the Registrar or a building inspector for compliance. <p>For Class 1 dwellings, in addition to any of the above aspects where applicable, the building certifier is to confirm whether:</p> <ul style="list-style-type: none"> • the site work for any exempt development complies with any exemption requirements or conditions; • if applicable, a durable notice, detailing the termite management system, is permanently fixed to the building in a prominent location, such as the meter box; • any required rainwater tank connections have been completed; • metre boxes in walls within 900mm of boundary or fire source feature are correctly assessed in relation to fire separation requirements or relocated. • ceiling insulation is installed. <p>Further details of required compliance requirements for fire systems, access and egress and facilities and amenities are outlined in the following sections of this table. These apply particularly to class 2-9 buildings.</p> | <p>The builder must confirm that building work is complete to a level where the building can be safely occupied and, if the approval is for the base building, to a stage where fit out of internal elements can begin. (Note: fit out works may require an additional building approval and commencement notice).</p> |
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| | <p>Automatic sprinkler systems The builder is to ensure the following requirements are met:</p> <ul style="list-style-type: none"> • The type of system as specified in the building approval is installed, i.e. dry, wet, deluge, etc. • Clearances from floor to sprinkler pipes above accessible car parking, shared spaces and vehicle manoeuvring spaces are compliant. • All penetrations through fire rated elements are suitably fire-stopped. • The sprinkler heads are installed in accordance with the relevant standard or approved performance solution in relation to the design type, temperature range and spacing. • There are no obstructions or interference with the system from pipework, structural elements and other building services. • Sprinkler protection is provided in all required areas, including balconies, lift shafts and service shafts. • There are adequate water pressures and flows to the system and the water supply grade is compliant with the relevant standard or approved performance solution and any Territory requirements. • Adequate signage compliant with the relevant standard is provided at the booster location and on isolation valves. | <p>The builder is to ensure that the installer obtains third party certification at the end of project for systems designed under AS 2118.1 and AS 2118.2.</p> |
| | <p>Automatic smoke and/or heat detection and alarm systems The builder is to ensure that:</p> <ul style="list-style-type: none"> • the correct type of system required for the classification/s and effective height of building is | <p>Fire-stopping may also apply in Class 2, 3 and 4 buildings sole occupancy units (SOU)'s between the bedrooms and the remainder of the SOU or in the hallway if bedrooms are served by a hallway.</p> |

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| | <p>installed; e.g. a smoke alarm system (AS 3786), a smoke detection system (AS 1670.1) or combination of both;</p> <ul style="list-style-type: none"> • the position of detectors are in accordance with the building approval and building code; • cabling through fire rated elements is suitably fire stopped; • smoke detectors are installed in each required location in the building and within sole occupancy units; • smoke detectors are interconnected, if required; • any occupant warning system and sound pressure levels are compliant as measured in accordance with the building code. | <p>Cupboards will require detectors is capacity exceeds 3m³, or if cupboards contain electrical or electronic equipment they will need detectors if their volume exceeds 1m³.</p> <p>If spurious signals are likely to occur, then any alarm deemed suitable by AS 1670.1 may be installed, i.e. thermal detectors in kitchens (if required).</p> |
| | <p>Fire Indicator Panels The builder is to ensure that the correct clearances are met.</p> | |
| | <p>Fire hydrant systems The builder is to ensure the following:</p> <ul style="list-style-type: none"> • that any internal and external hydrants are installed in position required by the building approval; • any internal fire hydrant is within fire isolated stairs, if applicable, or within 4m of an exit, or complies with an approved performance solution. • fire hydrant systems serve only the storey they are intended to; • the hydrant booster's distance from the building is protected as required; • required clearances are provided around hydrant access points in stairways or cupboards; • fire hydrant cupboards do not contain other services; | <p>Unless an approved performance solution provides otherwise, fire hydrants:</p> <ul style="list-style-type: none"> • are required where a building has a floor area of more than 500m² to AS 2419.1 – 2005; • are only to serve the storey on which they are situated unless SOU in class 2, 3 or 4 building (can be served by single fire hydrant at the level of egress) or 2 storey class 5, 6, 7, 8 or 9 building provided single hydrant can provide coverage to whole SOU. <p>Hydrant coverage may also be required during the construction phase if the building has an effective height of 12m or more.</p> |

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| | <ul style="list-style-type: none"> • fire hydrants and cupboards do not impinge on required widths of exits and paths of travel to them; • all required signage is installed in the correct location; • the hydrant achieves full coverage of the floor plan including balconies as required; • the system is tested with the water pressure the system is designed to operate at. | |
| | <p>Fire hose reels Where fire hose reels are required, the builder is to ensure that:</p> <ul style="list-style-type: none"> • fire hose reels are installed in accordance with AS 2441 – 2005 internally or externally or in accordance with an approved performance solution; • each fire hose reel serves only serve the storey on which they are situated unless a single fire hose reel can provide coverage to a 2 storey class 6, 7, 8 or 9 building to the whole SOU; • fire hose reels are positioned correctly in relation to exits and internal fire hydrants, as required; • all points of a floor are within the required reach of the hose stream; • pipes are of a material required for those serving a fire hose reel; • the hose reels does not pass through fire or smoke doors, except where exempted by Clause E1.4 (f) of the building code, Vol. 1, or not required under an approved performance solution; • the spindle and stop valve are positioned at the correct height above the floor; • correct signage is provided to fire hose reel cupboards and installations; | <p>Under NCC 2019, Vol. 1, Fire Hose Reels are not required in class 2, 3 or 5 buildings or in a class 4 part.</p> <p><u>Note:</u> external fire hose reels must be in a cupboard/cabinet.</p> <p>Critical hold points for fire hose reel systems may include the following:</p> <ul style="list-style-type: none"> • Clearances if installed in cupboards. Where not achieved, the builder is to ensure that the cupboards are modified to be compliant. • Distance from exits which have not been met, may require substantial work to rectify. <p><u>Note:</u> 50m fire hose reels require a performance solution from a fire engineer</p> |

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| | <ul style="list-style-type: none"> • correct clearances around fire hose reels is achieved; • fire hose reel cupboards do not contain other services. | |
| | <p>Exit and emergency lighting</p> <p>The builder is to ensure:</p> <ul style="list-style-type: none"> • the height of exit signs is compliant to the relevant standard and all exit signs are clearly visible, not obscured by fixtures and fittings and at required spacings; • “Running man” signage indicates correct directions to the exits; and • emergency lighting in required areas includes lighting in accessible sanitary compartments. | |
| | <p>Fire engineered performance solution</p> <p>If a fire engineered performance solution applies to any of the above systems and requirements, then the builder is to ensure that the requirements of the performance solution have been met.</p> <p>A fire engineer’s clearance will generally be required to achieve this.</p> | <p>If a fire safety system is being installed as part of a fire-engineered performance solution, then clearance will be required from the fire engineer. Should building work continue without adequate clearance obtained from the fire engineer, then substantial rectification costs may be encountered in ensuring a fire safety system becomes compliant.</p> |
| | <p>Fire system testing and commissioning</p> <p><u>Sprinkler systems</u></p> <p>The builder is to ensure that the sprinkler system installer is present for testing of the system, including any flow testing.</p> | <p>If the floor area of a building is over 500m² or a fire-engineered performance solution applies to the building, then a clearance is required from ACT Fire and Rescue. The builder is to ensure that ACT Fire and Rescue are formally advised of the need for their on-site inspection.</p> |

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| <p><u>Note:</u> The builder is to ensure that 3rd party testing and certification is obtained for sprinkler systems designed and installed under AS 2118.1 and AS 2118.2 (see AS 2118.10).</p> <p><u>Smoke detection and alarm systems</u> The builder is to ensure that the fire services installer is present to activate systems during testing and commissioning.</p> <p>The builder is to confirm:</p> <ul style="list-style-type: none"> • Decibels of alarms and information messages are provided as required by the building approval and the building code, including the wording of any information messages; • Interconnections of alarms are provided where required • FIP connection is tested to the smoke detection and alarm system prior to occupation. <p><u>Fire hydrants and fire hose reels</u> The builder is to ensure that the water pressure and coverage for the fire hydrant and hose reel systems are fully compliant.</p> <p>Note: ACT Fire and Rescue may attend the site to undertake an inspection and to subject the systems to test pressures and coverage.</p> <p><u>Exit and emergency lighting</u> The builder is to ensure that the electrical installer is present to activate the testing, turn off mains power supply, etc, during testing and commissioning.</p> <p><u>Smoke exhaust/air pressurisation/jet fans/EWIS</u></p> | <p>Testing of fire systems may be carried out at the inspection. The builder is to ensure that all relevant parties involved in commissioning and certification are present at the time of the inspection.</p> |
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| | <p>Where any of these systems are installed, the builder is to ensure that they are tested to ensure their compliance.</p> <p><u>Fire indicator panels</u> The builder is to ensure that the system installer confirms that the correct signals etc are shown and that panel is working correctly. Block plans must be also be installed.</p> | |
| | <p>Facilities and amenities The builder is to ensure that each of the following are provided where required by the current building approval:</p> <ul style="list-style-type: none"> • appropriate signage of facilities; • designation as male or female facilities; • screening to doors to facilities and circulation spaces; and • mechanical exhaust or openable windows. | <p>Facilities and amenities are to be installed in accordance with approved plans and Table F2.3 of the NCC, Vol. 1.</p> |
| | <p>Persons with a disability – access Where access is required for persons with a disability is required the builder must ensure that the following comply with the relevant standard (AS 1428.1, AS 2890.6) or an approved performance solution:</p> <ul style="list-style-type: none"> • all accessible facilities are installed; • all door thresholds and clear opening widths; • the gradients of ramps and walkways including transition zones, handrails and tactiles; • all handrails, tactiles, contrasting nosings and opaque risers serving accessible stairs; • circulation spaces at doors and landings; • door handles and weights; | <p>Access may be required from the allotment boundary, any accessible car parking spaces and another accessible building on the allotment.</p> <p>An access consultant may be contracted by the land owner or builder to carry out inspections and provide a report on compliance during or at the completion of the building work.</p> <p>If an access consultant has provided a performance solution for the building work, then the builder is to ensure that all associated elements are constructed as per performance solution.</p> |

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| | <ul style="list-style-type: none"> • accessible car parks and shared spaces; • all signage, including all required Braille, tactile signage and decals on glazing; • automatic controls e.g. position of automatic door opening devices; • floor coverings e.g, the carpet pile height and underlay; and • transitions between adjacent floor surfaces and finishes. | |
| | <p>Access and egress The builder is to ensure that each of the following access and egress design requirements are compliant:</p> <ul style="list-style-type: none"> • egress path widths; • the number and location of exits; • travel distances to exits; • exit signage is clearly visible and at the correct height and location; • stair goings and risers, including slip resistance of treads; • handrails on ramps and stairs; • balustrades meet are non-climbable, if required; • doors in paths of travel and exit doors are openable without the use of a key, where required, or unlock on activation of fire alarm/sprinklers; • exit door swing in the direction of egress, where required; • egress doors have panic bars, if required; • exit discharge points are connected to a road or open space, as required; and • automatic doors to open on fire alarm/sprinklers have battery backup. | <p>Egress path widths must be at least 1m clear, measured between any obstructions (e.g. handrails).</p> <p>Egress widths from buildings may increase depending on population figures.</p> <p>Panic bars are required on egress doors in a class 9b storey or room that accommodates more than 100 people (other than a school, early childhood centre or a religious building).</p> |

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| Swimming pools | <p>The builder is to confirm the swimming pool is correctly located and a compliant safety barrier is in place, including that:</p> <ul style="list-style-type: none"> • All components of the required swimming pool safety barrier meet the requirements of the relevant standard, including required testing. • The completed swimming pool safety barrier and its components i.e. fences, gates, surrounds, gaps and climbable surfaces etc are located in accordance with the requirements of the relevant standard. • Any required water recirculation system is in place and compliant with relevant standards. | <p>Swimming pool fencing and barriers required by the <i>Building Act 2004</i> to restrict access of young children to the pool area and immediate pool surrounds must be in place before the pool is able to hold water.</p> <p>Under Schedule 1, Part 1.3 Item 13 of the <i>Building (General) Regulation 2008</i>, in order to prevent access to water, pool fencing and barriers must;</p> <ul style="list-style-type: none"> • Comply with the BCA; • Be constructed in a proper and skilful way; and • Be inspected and certified as compliant with the <i>Building Act 2004</i> by the building certifier. <p>Photographs are strongly recommended for pool fencing, as site conditions including landscaping, dividing fences and garden furniture have potential to change impact on pool fencing and gate in the future.</p> |
| Partial or staged final | <p>In addition to the other requirements in this table, for a final inspection for part of a building the building owner will be seeking a certificate of occupancy for before all the work is complete, the building must ensure that:</p> <ul style="list-style-type: none"> • That the part of the building to which the partial certificate of occupancy will apply is complete to a level where the building can be safely occupied and, if the approval is for the base building, to a stage where fit out of internal elements can begin. (<u>Note</u>: fit out works may require an additional building approval and commencement notice). • All certification specifically identifies the correct portion of the building the partial occupancy is being sought for. • The extent of the area of the partial occupancy in relation to the current building approval is accurately identified. | <p>A building may be constructed in stages, or the owner of the building may wish to occupy part of a building before the whole building is complete.</p> <p>The building certifier must be notified as soon as possible that a partial or staged final may be required, preferably before the building approval and commencement notices are issued so the documentation can be approved appropriately.</p> <p>For a certificate of occupancy to be issued for a part of a building it must be safe to occupy not only in general, but while the remaining building work is carried out. Therefore, the building certifier needs to be particularly careful in relation to inspecting and certifying areas which</p> |

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| | <ul style="list-style-type: none"> All relevant performance requirements of the building code will not be compromised by the partial occupancy. | <p>may be deemed as occupiable and fit for purpose/use, are not exposed to hazards during construction work and all relevant requirements for the health, safety and amenity of occupants are provided.</p> |
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Appendix 3 Hold point requirements

Introduction

- The builder must inspect or verify all relevant building elements as described in the mandatory requirements for the hold point in the table in this Appendix that corresponds to the hold point.
- Any departures from building laws or the building approval must be managed as required by the *Building Act 2004* and this code.
- The elements in this schedule are not exhaustive and other elements may need to be inspected to confirm compliance, including in relation to a condition of a development approval that relates to the work.
- The informative notes are intended to provide guidance to the builder and information to the community on why inspecting certain aspects and elements of a building is important, and other documents and verification that may be required.

| Table 5 Class 1 and 10 buildings | | |
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| Hold point | Mandatory requirements | Informative notes |
| Completion of waterproofing in internal wet areas | <p>The builder is to ensure that:</p> <ul style="list-style-type: none"> all elements that need to be waterproof or water resistant to comply with the building code Vol 2, Part 3.8.1, are compliant with that Part, including that all internal wet areas including bathrooms, showers, laundries and sanitary compartments are treated with waterproofing in accordance with the building code and building approval and any relevant standards and current manufacturer's specifications. all areas required to be treated, i.e. whole floor of room, height above finished floor level to comply with Table 3.8.1.1 of the building code, Volume 2 or an approved performance solution; | <p><i>Waterproof</i> – property of a material that does not allow moisture to penetrate through it</p> <p><i>Water resistant</i> – property of a system or material that restricts moisture movement and will not degrade under conditions of moisture</p> <p>The waterproofing installer will need to provide certification to the builder that the waterproofing for the specific site and location on the site has been installed to the current building code and relevant standards and clearly indicate the product or products they have used and the method of installation.</p> |

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| | <ul style="list-style-type: none"> • The correct application of waterproofing is applied to the specific type of flooring; • Treatment of floor to wall junctions and penetrations, i.e. taps are to meet product specification requirements. • Any waterproofing product is compatible with materials it will be in contact with. • The correct number of applications are applied, durations between separate applications and restricted temperature ranges allowable by manufacturer's specification for the product to be applied during are complied with. • There are sufficient falls to waste pipes. • There are adequate protection arrangements on site while the waterproofing is being installed, during its curing time and up to and including tiling including any time specified for protection of the product afterwards. • Any damage to a waterproofed area is rectified and re-inspected. | <p>The builder should also consider testing of waterproofing prior to further building work.</p> |
| <p>Completion of external weatherproofing, including damp-proofing and flashings, where applicable</p> | <p>The builder is to ensure that:</p> <ul style="list-style-type: none"> • all external areas requiring weatherproofing are treated in accordance with the building code and building approval; • products used are compliant and compatible with appropriate wind classifications, service conditions, likely causes of damage, building elements and finishes they are being applied to; • substrate type and compliant falls are identified on plan and are achieved on site; • any waterproofing product is suitable for external application and compatible with materials it will be in contact with; | <p>The waterproofing installer will need to provide certification to the builder that the waterproofing for the specific site and location on the site has been installed to the current building code and relevant standards and clearly indicate the product or products they have used and the method of installation.</p> <p>Builders and contractors implementing waterproofing solutions under AS 4654 Parts 1 and 2 should have excellent knowledge of and easy access to the standards. There is a presumption that the users of standards have the necessary professional skills to interpret and apply them.</p> |

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| | <ul style="list-style-type: none"> • all penetrations, junctions, joints and laps are treated adequately to comply with the building code and manufacturer’s specifications; • required step downs or level thresholds and termination heights are achieved; • connections to drains, overflows, upstands & changes in direction are adequately located and treated; • specialist systems are installed in accordance with manufacturer’s specification; • the treatment at doors and windows is compliant to with the building code and manufacturer’s specifications; • the correct number of applications are applied, durations between separate applications and restricted temperature ranges allowable by manufacturer’s specification for the product to be applied during are complied with; and • there are adequate protection arrangements on site while the waterproofing is being installed, during its curing time and up to and including tiling including any time specified for protection of the product afterwards. <p>Final visual inspections and acceptance testing must be verified and documented for the building certifier.</p> | <p>Any stormwater drainage component included in the design must comply with AS 3500 drainage requirements.</p> <p>Adequate supervision is also required to ensure:</p> <ul style="list-style-type: none"> • substrates are suitably prepared before any weatherproofing is applied, including that substrates are smoothed, and cleaned of dust debris and contaminants, and dry as required. • the number of waterproofing applications, and curing time as required by the manufacturer and building approval are complied with; • there is protection of weatherproofing during construction; • allowances for topping or bedding are considered and correct; • bond breakers, movement and slip joints are separated from membranes according to the membrane class requirements; • planter box termination and overflow provisions are compliant and adequately protected during further building work in the vicinity prior to filling with soils, so as to prevent potential other trade damage from occurring; • the product is installed in accordance with any required weather conditions including temperatures to comply with the manufacturer’s specification for the product. |
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| | | <p>A visual inspection should be conducted and/or one of the following test procedures undertaken: (a) For a liquid membrane system, the dry film thickness (DFT) to be tested by non-destructive means. (b) A controlled water test to be conducted for a minimum duration of 24 hours.</p> |
| | <p>Damp Proof Course (DPC) The builder is to ensure that:</p> <ul style="list-style-type: none"> • Where required, DPC product compliant with the building code is used. • The position of weepholes is in accordance with the building code and building approval. • Any damp proof membrane is installed in a compliant manner and appropriate for the type of building element and construction. • The position of the DPC in relation to proposed external finished ground levels is compliant. • All DPC installations are not compromised by slab on ground/waffle pods/bearers and joists, timber or steel frame, or double brick construction. | <p>Proposed external ground levelling and ground treatments cannot breach DPC clearances. Where external ground levelling and ground treatments are not contracted to the builder, new homeowners should be informed of maximum finished ground levels before handover.</p> |
| | <p>Slab edge protection (Isolation from the ground and vapour barrier management) The builder must ensure slab edges are adequately treated, or are clear of soil and other relevant items as required. Prior to external ground levelling and ground treatments commence.</p> | <p>Often untreated slab edges are covered with soil which if not addressed thoughtfully may lead to non-compliance (see BCA clause 3.2.2.6 (c) or AS 2870-2011 clause 5.3.3).</p> <p>This is one of the main causes of dampness within dwellings and can be avoided with little expense and better building practices on site. In this regard, better building practices after concrete pour and during the construction process may include:</p> |

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| | | <ul style="list-style-type: none"> • remove and tidy up over-spill (as early as possible); • tidy up and repair vapour barriers after form boards have been removed and ensure following trades protect the vapour barrier; and • as part of final clean up, tidy up and repair vapour barriers leaving the slab edge ready for paving or the like (ideally the slab edge should be vapour protected or damp proofed and ready for landscaping or back filling if required.) <p>Proposed external ground levelling and ground treatments must be clear of untreated slab edges. Where external ground levelling and ground treatments are not contracted to the builder, new homeowners should be informed of maximum finished ground levels before handover.</p> |
| Completion of passive fire protection | See relevant requirements in Tables 2 and 4. | |
| Completion of acoustic measures | See relevant requirements in Table 2. | |
| Completion of the structure before any internal lining is placed prior to | See relevant requirements in Table 2 and Table 4 (for building services). | |

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| the installation of bulk thermal insulation. | | |
| Completion of the structure before any internal lining after the placement of bulk thermal insulation | <p>The builder is to ensure that:</p> <ul style="list-style-type: none"> • the insulation is of the type and R-values specified for the relevant wall; • the insulation is installed correctly, with no unapproved gaps or breaks or compression of the insulation material; • the insulation is dry and protected from weather until the internal lining is placed; • the insulation is installed to maintain any required air gaps and ventilation and drainage spaces for ventilation and moisture management; • the insulation is appropriately supported to prevent sagging; and • the insulation has appropriate clearances or protection from electrical and other appliances and equipment | <p>Where insulation has been removed for other purposes, i.e. installation of services including but not limited to plumbing, electrical, gas, telecommunications, air-conditioning and vacuum systems the builder must ensure the thermal insulation is replaced securely and correctly prior to continuing work i.e. wall linings.</p> <p><u>Note:</u> Bulk insulation does not maintain the R value if compressed.</p> |

| Table 6 | | Class 2-9 buildings |
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| Hold point | Mandatory requirements | Informative notes |
| Completion of waterproofing in internal wet areas | <p>The builder is to ensure that:</p> <ul style="list-style-type: none"> • all elements that need to be waterproof or water resistant to comply with the building code Vol 1, Clause F1.7 and Table F1.7, are compliant, including that all internal wet areas including bathrooms, showers, laundries and sanitary compartments are treated with waterproofing in accordance with the building code and building approval and any relevant standards and current manufacturer's specifications; • all areas required to be treated are treated, i.e. whole floor of room, height above finished floor level, to comply with the building code or an approved performance solution; • The correct application of waterproofing is applied to the specific type of flooring; • Treatment of floor to wall junctions and penetrations, i.e. taps are to meet product specification requirements. • Any waterproofing product is compatible with materials it will be in contact with. • The correct number of applications are applied, durations between separate applications and restricted temperature ranges allowable by manufacturer's specification for the product to be applied during are complied with. • There are sufficient falls to waste pipes. • Floor wastes are installed as required in class 2, 3 or 4 buildings where a bathroom or laundry is above another sole occupancy unit (SOU) or public space. | <p><i>Waterproof</i> – property of a material that does not allow moisture to penetrate through it</p> <p><i>Water resistant</i> – property of a system or material that restricts moisture movement and will not degrade under conditions of moisture</p> <p>The waterproofing installer will need to provide certification to the builder that the waterproofing for the specific site and location on the site has been installed to the current building code and relevant standards and clearly indicate the product or products they have used and the method of installation.</p> <p>The builder should also consider testing of waterproofing prior to further building work.</p> |

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| | <ul style="list-style-type: none"> • The area being waterproofed is adequately protected while the waterproofing is being installed, during its curing time and up to and including tiling including any time specified for protection of the product afterwards • Any damage to a waterproofed area is rectified and re-inspected. | |
| <p>Completion of external weatherproofing, including damp-proofing and flashings, where applicable</p> | <p>The builder is to ensure that:</p> <ul style="list-style-type: none"> • all external areas requiring weatherproofing are treated in accordance with the building code and building approval; • products used are compliant and compatible with appropriate wind classifications, service conditions, likely causes of damage, building elements and finishes they are being applied to; • substrate type and compliant falls are identified on plan and are achieved on site; • any waterproofing product is suitable for external application and compatible with materials it will be in contact with; • all penetrations, junctions, joints and laps are treated adequately to comply with the building code and manufacturer's specifications; • required step downs or level thresholds and termination heights are achieved; • connections to drains, overflows, upstands & changes in direction are adequately located and treated; • specialist systems are installed in accordance with manufacturer's specification; • the treatment at doors and windows is compliant to with the building code and manufacturer's specifications; | <p>The waterproofing installer will need to provide certification to the builder that the waterproofing for the specific site and location on the site has been installed to the current building code and relevant standards and clearly indicate the product or products they have used and the method of installation.</p> <p>Builders and contractors implementing waterproofing solutions under AS 4654 Parts 1 and 2 should have excellent knowledge of and easy access to the standards. There is a presumption that the users of standards have the necessary professional skills to interpret and apply them.</p> <p>Any stormwater drainage component included in the design must comply with AS 3500 drainage requirements.</p> <p>Adequate supervision is also required to ensure:</p> <ul style="list-style-type: none"> • substrates are suitably prepared before any weatherproofing is applied, including that substrates are smoothed, and cleaned of dust debris and contaminants, and dry as required. |

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| | <ul style="list-style-type: none"> • the correct number of applications are applied, durations between separate applications and restricted temperature ranges allowable by manufacturer’s specification for the product to be applied during are complied with; and • there are adequate protection arrangements on site while the waterproofing is being installed, during its curing time and up to and including tiling including any time specified for protection of the product afterwards. <p>Final visual inspections and acceptance testing must be verified and documented for the building certifier.</p> <p>If a damp proof course is installed, the builder must ensure compliance with the relevant elements listed in Table 5.</p> | <ul style="list-style-type: none"> • the number of waterproofing applications, and curing time as required by the manufacturer and building approval are complied with; • there is protection of weatherproofing during construction; • allowances for topping or bedding are considered and correct; • bond breakers, movement and slip joints are separated from membranes according to the membrane class requirements; • planter box termination and overflow provisions to be compliant and adequately protected during further building work in the vicinity prior to filling with soils, so as to prevent potential other trade damage from occurring; • the product is installed in accordance with any required weather conditions including temperatures to comply with the manufacturer’s specification for the product. <p>A visual inspection should be conducted and/or one of the following test procedures undertaken: (a) For a liquid membrane system, the dry film thickness (DFT) to be tested by non-destructive means. (b) A controlled water test to be conducted for a minimum duration of 24 hours.</p> |
| Completion of passive fire protection | See relevant requirements in Tables 2 and 4. | |

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| Completion of acoustic measures | See relevant requirements in Table 2. | |
| Completion of the structure before any internal lining is placed prior to the installation of bulk thermal insulation. | See relevant requirements in Table 2 and Table 4 (for building services). | |
| Completion of the structure before any internal lining after the placement of bulk thermal insulation | <p>The builder is to ensure that:</p> <ul style="list-style-type: none"> • the insulation is of the type and R-values specified for the relevant wall; • the insulation meets any required non-combustibility standards; • the insulation is installed correctly, with no unapproved gaps or breaks or compression of the insulation material; • the insulation is dry and protected from weather until the internal lining is placed; • the insulation is installed to maintain any required air gaps and ventilation and drainage spaces for ventilation and moisture management; • the insulation is appropriately supported to prevent sagging; and • the insulation has appropriate clearances or protection from electrical and other appliances and equipment | <p>Where insulation has been removed for other purposes, i.e. installation of services including but not limited to plumbing, electrical, gas, telecommunications, air-conditioning and vacuum systems the builder must ensure the thermal insulation is replaced securely and correctly prior to continuing work i.e. wall linings.</p> <p>Certain thermal insulation materials are required to be non-combustible (refer to Type A or B construction - NCC, Vol 1). In such cases, the builder is to obtain a valid test certificate.</p> <p><u>Note:</u> Bulk insulation does not maintain the R value if compressed.</p> <p>Certification of the installation and material/s used are to be provided to the building certifier for clarification prior to continuing building work in this area.</p> |