

## APPLY FOR A CERTIFICATE OF CLASSIFICATION

Buildings other than class 1a & 10 should have a Certificate of Classifications before using or occupying building. Apply to Council or Private Certifier for a Certificate of Classification.

### BUILDINGS BUILT BEFORE 1 APRIL 1976

- No certificate of classification was issued prior to this date.
- If an application for alteration or additions have been approved a requirement of the *Building Act* would require a Certificate of Classification to be issued when applied for and prior to starting use of the alterations or additions.
- If alteration or additions has been made to the building, a new application must be applied for through Council or a Private Certifier. Refer to Council's Fees & Charges for pricing.

### BUILDINGS BUILT ON OR AFTER 1 APRIL 1976 AND BUILT BEFORE 30 APRIL 1998 (and no additions/alterations have been made to the building)






- Complete Form 13 (this form is available from the Queensland Building and Construction Commission - [www.qbcc.qld.gov.au](http://www.qbcc.qld.gov.au)).
- Make payment in accordance with Scenic Rim Regional Council's current Fees & Charges (available on Council's website at [www.scenicrim.qld.gov.au](http://www.scenicrim.qld.gov.au)).
- If the building has had alterations or additions, a new Building Application for alteration and/or additions is required and a permit issued. On completion of the work associated with the permit a new Certificate of Classification will be issued. Refer to Scenic Rim Regional Council's current Fees & Charges (available on Council's website at [www.scenicrim.qld.gov.au](http://www.scenicrim.qld.gov.au)).

### BUILDINGS BUILT ON OR AFTER 1 MAY 1998


- Complete Council's form *Application for Certificate of Classification*.
- Make payment in accordance with Council's current Fees & Charges (available on Council's website at [www.scenicrim.qld.gov.au](http://www.scenicrim.qld.gov.au)).
- Submit to Council.
- If the building has had alterations or additions, a new Building Application for alteration and/or additions is required and a permit issued. On completion of the work associated with the permit a new Certificate of Classification will be issued. Refer to Scenic Rim Regional Council's current Fees & Charges (available on Council's website at [www.scenicrim.qld.gov.au](http://www.scenicrim.qld.gov.au)).

Council will investigate all requests for a Certificate of Classification and forward any certificates available. If no Certificate of Classification is available, a refund (less administrative costs in accordance with Council's Fees & Charges) will be forwarded along with steps required to obtain a Certificate of Classification.

### Forward all forms and payments to:

	Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285	
	Beaudesert Customer Service Centre	82 Brisbane Street, Beaudesert
	Boonah Customer Service Centre	70 High Street, Boonah
	Tamborine Library & Customer Service	Cnr Main St & Yuulong Rd, Tamborine Mountain
	(07) 5540 5111	 (07) 5540 5103
		 <a href="mailto:mail@scenicrim.qld.gov.au">mail@scenicrim.qld.gov.au</a>

## APPLICATION FOR CERTIFICATE OF CLASSIFICATION

SECTION 1 – APPLICANT DETAILS			
Applicant name			
Postal address			
Telephone		Fax:	
Email			
SECTION 2 – PROPERTY DETAILS			
Ratepayer			
Property address			
Legal description	Lot:	Plan:	
Building Application No/s			
SECTION 3 – COMPLETE RELEVANT DETAILS BELOW			
<b>REQUEST FOR COPIES OF CERTIFICATE OF CLASSIFICATION (only where no additions or alterations have been made and a certificate is available):</b>			
<input type="checkbox"/> <b>For buildings built on or after 1 April 1976 and built before 30 April 1998</b>			
<input type="checkbox"/> Form 13 attached			
<input type="checkbox"/> Payment (refer to Council's fees and charges)			
<input type="checkbox"/> <b>For buildings built on or after 1 May 1998</b>			
<input type="checkbox"/> Payment (refer to Council's fees and charges)			
<b>APPLICATION FOR CERTIFICATE OF CLASSIFICATION (only where no changes to original application have been made):</b>			
<input type="checkbox"/> <b>For an existing building with no changes to original application prior to 30 April 1998</b>			
<input type="checkbox"/> Form 13 attached			
<input type="checkbox"/> Current Floor Plan and Statement of Use			
<input type="checkbox"/> Payment (refer to Council's fees and charges)			
<b>NOTE:</b> If a change of use or alteration has been made to the building, a <u>new Building Application will be required for the respective change. Refer to Council's current Fees &amp; Charges for pricing.</u>			
Is payment required?	Yes <input type="checkbox"/> (Please complete <i>Credit Card Authorisation</i> if not paying in person)		
Signature			Date
<b>IMPORTANT NOTICE - Privacy Statement</b> Scenic Rim Regional Council is collecting your personal information in accordance with the <i>Building Act 1975</i> in order to process your request for a Certificate of Classification. The information will only be accessed by Scenic Rim Regional Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law. Your personal information is handled in accordance with the <i>Information Privacy Act 2009</i> .			
TO SUBMIT YOUR FORM TO COUNCIL			
✉	Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285		
	Beaudesert Customer Service Centre Boonah Customer Service Centre Tamborine Library & Customer Service	82 Brisbane Street, Beaudesert 70 High Street, Boonah Cnr Main St & Yuulong Rd, Tamborine Mountain	
☎	(07) 5540 5111	☎	(07) 5540 5103
		✉	<a href="mailto:mail@scenicrim.qld.gov.au">mail@scenicrim.qld.gov.au</a>
Council Use Only - CertApplication - CerAsConst - CerBldg - Copy Certificate of Classification			
Receipt #	Amount \$	Date:	Application No:
Doc set #	Referred to:		



**5. Building information**  
 Include enough information about the building's use to allow the local government Building Certifier to comply with the Certificate requirements.

Indicate the type of information you are supplying with this application:

- Plans
- Specifications
- Statement about use
- Other information e.g. if the building assessment provisions or a condition of a building development approval provide for a referral agency inspection of the building about the BCA classification change, the approval must not be granted until the requirement has been complied with or it has ceased to apply.

Ensure detailed information as indicated above is submitted with this application form.

**6. Owner's signature/consent**

Signature Date

**7. Approval of application**

Application approved  
 Note: If application is approved, a Certificate/Interim Certificate of Classification form 11 will be issued.

Application not approved  
 If not approved, state reasons


**8. Rights of appeal**

If you are dissatisfied with a decision relating to a certificate of classification or a change of classification, owners may appeal to the Building and Development Dispute Resolution Committees to have the decision reviewed. An appeal must be started within 20 business days after the decision is given to the applicant. Appeal forms are available on the Department's website [www.dhpw.qld.gov.au](http://www.dhpw.qld.gov.au) or from the Registrar at the Building and Development Tribunals on phone (07) 3237 0403.

# Certificate of classification

There are 10 classes of buildings defined under the Building Code of Australia (BCA), each of which has a different use. Queensland uses these same general classifications in its building standards.

In April 2008, Queensland passed laws to improve building safety under the *Building Act 1975*. These laws require building owners to display a certificate of classification in all new buildings other than a single detached house (class 1a building) and carports and garages (class 10 buildings).

## What is a certificate of classification and where can it be obtained?

A certificate of classification is a document that specifies a building's classification and describes the way it can be used. For example, a certificate for a retail shopping centre would classify it as a class 6 building, being a shop or other building for the sale of goods by retail or the supply of services direct to the public.

If a building was built after 1 April 1976, it should have a certificate of classification with its building approval. If a certificate is not available, or if you are unsure if one has already been issued with the building approval, a certificate of classification can be obtained from a building certifier or from the local government (depending on who issued the building approval).

## How do these laws apply when occupying a building?

Before a class 1b to 9 building (buildings other than single dwellings and non-habitable building) can be occupied or used, a certificate of classification must be on display as near as practical to the main entrance of that building. This only applies where a certificate of classification was given on or after 1 July 1997 (previously it was not required to be displayed, only issued with the building approval).

## Why do I have to display the certificate of classification?

A certificate of classification contains important information about the use of the building, ongoing maintenance requirements, fire safety and other special requirements. It needs to be displayed to ensure this information is readily available for people who occupy the building, Queensland Fire and Rescue Service (QFRS) officers and local government officers.

It is an offence not to display a certificate of classification in a building and/or not to comply with the restrictions stated on the certificate. Failure to do either may incur a financial penalty.

## Where does a certificate of classification have to be displayed?

A certificate of classification is required to be clearly displayed as near as practical to the main entrance of a building. If a building has more than one main entrance, such as a shopping centre, the certificate is only required to be displayed at one main entrance. It is recommended to place it at the entrance that would normally be used by emergency services personnel and where the building's fire indicator panel is located.

In a multi-tenancy building, if a certificate of classification for the entire building is displayed near the main entrance of the complex, it is generally not necessary for owners of individual units to also display that certificate at their unit unless it has undergone a change and has its own classification.

## Does it have to be displayed in a frame?

There are no requirements for a certificate of classification to be displayed in a frame. However, it is recommended to display it in a way that ensures it is securely fixed and cannot be damaged. If it is displayed on the outside of a building it should also be protected from the effects of weather.

## What if there is several tenancies with their own entrances?

Some buildings have several tenancies that open directly to the outside of the building. In these cases, the building owner may choose to display the certificate of classification in a single location on the outside of a building. It is recommended that the certificate be located as close as practical to the entrance of the property, is weather-proof and securely fixed. Alternatively, a copy of the certificate can be displayed as near as practical to the entrance of each individual tenancy.

## Where should certificates of classification be displayed in larger buildings, such as a shopping centre?

In cases where there is more than one certificate of classification for a large building, such as a shopping centre, there are different ways to display them. The building owner can display all of the certificates near the main entrance. Alternatively, a certificate can be displayed at each of the tenancies as near as practical to the tenancy's entrance.

## Do I have to produce other documents if they are asked for?

The QFRS or local government officers may ask for a certificate of classification to be provided if one is not already displayed in the building. They may also ask for other documents if required for the building. These might include required fire safety management plans or maintenance reports for fire safety systems.

## For more information

For more information, refer to the Department of Housing and Public Works website at [www.hpw.qld.gov.au/construction/BuildingPlumbing](http://www.hpw.qld.gov.au/construction/BuildingPlumbing).

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