

## FAQs for Building Owners

### **What is Safer Buildings Queensland?**

Safer Buildings is a three-part checklist that will help the QBCC and building owners understand if there is a fire risk due to combustible cladding. There's a good chance your building won't need any work done – but we have to check, just in case, because safety is our priority. Queenslanders have the right to feel safe in the buildings where they live, work and play

### **Who is affected?**

Owners of a building which is:

- Class 2 - 9, AND
- Type A or B construction, AND
- built or had the cladding altered after 1 January 1994 but before 1 October 2018

must register their buildings and complete the combustible cladding checklist.

Owners who are unsure of the class or type of construction of a building should read the [Classification Summary of Buildings and Structures](#) or seek professional advice.

### **Owners of houses or townhouses**

Do not need to register.

### **Body corporate representatives or property managers**

An authorised agent of an owner may need to register the building and complete the combustible cladding checklist.

Body corporates are considered to be owners of buildings that have 2 or more lots.

### **Owners who live interstate or overseas**

Owners of buildings in Queensland who live interstate or overseas may be required to register and complete the combustible cladding checklist. An agent can be engaged to act on the owner's behalf.

### **Owners who haven't received a letter**

Owners who haven't received a letter may still be required to register and complete the combustible cladding checklist.

### **What if you don't register?**

Failure to register and complete the combustible cladding checklist is an offence and may result in disciplinary action from the QBCC.

### **Does an existing body corporate manager need to complete a proof of agency form if they already have authority to act on behalf of the body corporate?**

If you are an existing body corporate manager and already have authority to act on behalf of the body corporate, you can register and complete the checklist on behalf of the body corporate. You will need to complete Part A of the [Proof of Agency Form](#) and upload a document evidencing your authority to act on behalf of the body corporate.

### **Why do I need a QGOV login?**

The Queensland Government currently has a number of online services that require a customer login, including Safer Buildings.

For extra security, you will also need to prove your 'digital identity'. To prove your identity, an online document verification system will cross-check the personal information and reference numbers of ID documents that you provide. It is an important part of keeping your personal information safe and secure.

If you are acting on behalf of a business, you will be unable to log in (or register) as a business and will need to log in (or register) as an individual and verify your identity.

### **Can I complete and submit a physical copy of the combustible cladding checklist and relevant forms?**

No. Under the Building Regulation 2006, completion of the combustible cladding checklist means the completion of the checklist on the online system established by the Department of Housing and Public Works.

To satisfy your obligations as a building owner, you must register on the safer buildings website and complete the combustible cladding checklist. You must also upload all relevant forms to the online system. If you are unable to register, you may wish to engage an agent to complete the checklist on your behalf. If you are experiencing technical difficulties, please contact QBCC on 139 333 or [complete a general enquiries and feedback form](#).

### **What is the Part 1 deadline?**

The deadline for Part 1 of the three-part Safer Buildings combustible cladding checklist has now expired. After 29 March 2019, owners of eligible private buildings may face disciplinary action from the QBCC. Owners who did not complete Part 1 on time and were required to register according to the criteria listed above will automatically be required to complete both Parts 1 and 2 by the Part 2 deadline.

### **Why am I required to complete Part 2 of the combustible cladding checklist?**

There are two reasons a building can be required to move to Part 2:

- The possible presence of combustible cladding or other possibly concealed materials has not been ruled out; or
- The owner did not complete Part 1 on time, and must complete Parts 1 and 2.

If you're completing Part 2, a Building Industry Professional will need to come to your building and complete a [Form 34 Building Industry Professional statement](#) after inspecting it.

### **What is the Part 2 deadline?**

On 14 May 2019, the Minister for Housing and Public Works, the Honourable Mick de Brenni MP announced an extension to the Part 2 deadline. The Part 2 deadline was extended from the 29 May 2019 to 31 July 2019.

Anyone who will require more time to comply must submit an application to the QBCC, 28 days before the end of compliance period, on the approved form, [Form 31](#), which is available on the Safer Buildings website.

### **Where do I find a suitable Building Industry Professional for Part 2?**

You may have a reliable contractor in mind already, but not all building professionals are equipped [to legally complete the Form 34](#). However, there are tens of thousands of suitably qualified professionals able to work in Queensland who can assist you.

The QBCC blog has a guide [to help you locate the right person](#) to meet the requirements of Part 2 of the Safer Buildings combustible cladding checklist before the deadline.

### **I already know my building has combustible cladding, do I need to complete Part 2?**

Building owners who already know or suspect they have combustible cladding on their building are able to progress directly from Part 1 to Part 3, saving the cost of engaging a building industry professional. Owners taking this step must complete Part 1 and indicate as such via the Safer Buildings website before the Part 2 deadline.

### **I do not think my building has combustible cladding, do I need to complete Part 2?**

Part 1 of the Safer Buildings checklist was designed for building owners to be able to answer questions without requiring technical knowledge. Queensland law requires some buildings to be further investigated by professionals if the answers given during Part 1 indicate that there is a risk of combustible cladding or other (possibly concealed) materials.

If you engaged an agent with technical expertise to complete Part 1, who [meets the criteria of a Building Industry Professional](#), they may be able to complete the [Form 34](#) without charging for an additional inspection.

It is expected only a small number of buildings completing Part 2 will be required to continue to Part 3.

### **What is the Part 3 deadline?**

Part 3 had two deadlines requiring the owner to take different actions. Part 3a requires building owners to engage a fire engineer and register their details with the QBCC by 31 October 2019. Part 3b requires owners to provide a Building Fire Safety Risk Assessment to the QBCC by 3 May 2021.

### **Can I use a report already prepared by a fire engineer for my building for the Building Fire Safety Risk Assessment?**

The Building Fire Safety Risk Assessment must be prepared and signed by a fire engineer and meet the requirements outlined under section 11 of the [Guideline for assessing buildings with combustible cladding](#).

A fire engineer may be able to rely on the information provided in the previous report to complete the Building Fire Safety Risk Assessment, however this is at the discretion of the fire engineer.

### **Do I need to contact Queensland Fire and Emergency Services if the checklist identifies combustible cladding on my building?**

No. QFES has established a Cladding Support Unit (CSU) to assess any increased operational response requirements to buildings that are potentially affected by combustible cladding. When QFES is notified of these buildings via the Safer Buildings website a QFES officer will contact the building representative to organise a site visit to conduct an Operational Risk Audit.

QFES officers are not experts in assessing the safety of using certain products on buildings, however the Operational Risk Audit visit will include:

- examining the building's cladding type, quantity and location
- inspecting the building's fire safety systems maintenance records
- inspecting the building's evacuation plans and records of evacuation training.

If rectification works are undertaken, QFES will be required to provide advice to the Assessment Manager as a referral advice agency under the Planning Act 2016.

### **My building is in the middle of the combustible cladding checklist but I want to sell it. What do I need to do?**

Before ownership of the building changes, you must give the new owner a notice, in the approved form, about the extent to which you have complied with the checklist. You must provide the new owner with any documents submitted for the checklist, and provide the QBCC with a copy of the notice to the new owner. The obligation to comply with the checklist requirements for the building applies to the new owner from the date ownership changes hands. Penalties may apply if the correct documentation is not submitted.

For more information visit [www.saferbuildings.qld.gov.au](http://www.saferbuildings.qld.gov.au) or call 139 333