

FACT SHEET

Certificate of Classification

The Building Act 1975 requires building owners to obtain a Certificate of Classification for all commercial building development approvals (including commercial and residential units) prior to the occupation or use of the building.

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 newly constructed or occupied buildings other than a single detached house (class 1a building) and residential carports and garages (class 10 buildings).

What is a 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. For example, a Certificate for a retail shopping centre would describe 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.

The Certificate of Classification needs to be displayed to ensure this information is readily available for people who occupy the building, emergency services and other authorities (including local governments).

How do I obtain one?

If a building was built after 1 April 1976, there should be a Certificate of Classification together with the building approval documentation. If a certificate is not available, or if you are unsure if one has been issued, you should approach either the private building certifier who issued the development approval, or Council (depending on who issued the original building development approval) to determine how to obtain one.

If the building approval was granted prior to 1998, a Certificate of Classification may have been issued by Council. For all building approvals issued after August 1998, private building certifiers became responsible for the issue of Certificates of Classification for new building development approvals.

You are able to request a search of Council's records to see whether a Certificate of Classification is available. Please complete the relevant application form, available on Council's website or Customer Service counters. There is a five business day delivery timeframe on this search request.

Further information about other search services offered by Council in relation to building works is available on Council's website www.logan.qld.gov.au.

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Where does a Certificate of Classification have to be displayed?

A Certificate of Classification must be clearly displayed as near as practicable to the main entrance of a building. 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 to the building.
- Alternatively, a certificate can be displayed at each of the tenancies as near as practicable to the tenancy's entrance that would normally be used by emergency services personnel and where the building's fire indicator panel is located.
- 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 practicable to the entrance of the property, is weather-proof and securely fixed. As a further alternative, a copy of the certificate can be displayed as near as practicable to the entrance of each individual tenancy.

Penalties

Please note the *Building Act 1975* and *Planning Act 2016* state that the following are offences:

- The occupation of (or allowing a tenant to occupy) a building where a Certificate of Classification has not been issued (Section 114 *Building Act 1975*).
- Failing to comply with a condition of a building development approval, such as obtaining a final inspection prior to the occupation or use of a building (Section 164 *Planning Act 2016*).
- Failing to display a Certificate of Classification (Section 108A *Building Act 1975*).

If Council determines that there has been a contravention of legislation, enforcement action may be taken, which could result in the issuing of a relevant notice or court action.

Further information

For more information about Certificate of Classification requirements, please refer to the Queensland Department of Housing and Public Works website at:

www.hpw.qld.gov.au/construction/BuildingPlumbing