



Completing this form

- · Use BLACK pen only
- Print clearly in BLOCK LETTERS
- DO NOT use correction fluid any amendments should be crossed out and initialled

PLEASE NOTE: This form is for a person in the chain of responsibility (e.g. product designer / manufacturer / importer / supplier / installer) for a building product who becomes aware, or reasonably suspects, that the building product is a non-conforming building product for an intended use, or if the person is aware of a notifiable incident that was or may have been caused by the use of the building product for the intended use, to give notice of the matter in accordance with section 74AL of the *Queensland Building* and Construction Commission Act 1991. **Notice of the matter** must be given to QBCC as soon as practicable but **within 2 days** after becoming aware or reasonably suspecting.

Return your fully-completed form and ALL required documents by

- email to: ncbp@qbcc.qld.gov.au
- in person: QBCC Queensland service centres are listed on our website.
- post: GPO Box 5099 Brisbane QLD 4001

1. YOUR DETAILS

	Please select title	Mr 🔲	Mrs	Miss	Ms	Other	
Surname							
irst names							
Address							
							Postcode
Home ph					Alt. ph		
Mobile					Fax		
Email							
Contact person							

PRIVACY NOTICE: The QBCC is collecting the information on this form to assist in the investigation of a suspected or known non-conforming building product and any notifiable incident that was or may have been caused by the use of the building product. The information may be used in furtherance of an investigation of a possible contravention of the law. Please also note that:

- the information may be used in taking disciplinary action and may indicate the origin of this notice
- · supporting evidence provided by you, including documents such as quotations, contracts, invoices etc may be provided to others
- you may be requested to give evidence in Court
- the information collected may be requested by other government agencies which have certain powers to request this information or disclosed by order of a court or tribunal of competent jurisdiction
- all information held by the QBCC may be subject to application for access under the Right to Information Act 2009 (the Act). Information may be released in accordance with the Act and QBCC's Right to Information policy.

OFFICE	CRN:						Licence No:				
ONLY	Receipt Amount	\$					Receipt No:				

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6. ARE YOU AWARE OF A NOTIFIABLE INCIDENT THAT WAS OR MAY HAVE BEEN CAUSED BY THE USE OF THE NCBP?

A notifiable incident means—

(a) the death or serious injury or illness of a person; or

(b) an incident that exposes a person to a risk of serious injury or illness, such as the collapse or partial collapse of a building.

If yes, please provide details of the incident and why it was or may have been caused by the use of the NCBP. Please provide as much detail as possible. (e.g. The events that led to the incident. The work undertaken when the incident happened. The overall action, exposure or event that best describes the circumstances that resulted in the injury, illness, fatality or the dangerous event. The object, substance or circumstance which was directly involved in inflicting the injury, illness, fatality or the dangerous event. The name and type of any machinery, equipment or substance involved. Was anyone else involved?)
How many people were injured or how many fatalities?
Has the location been secured, and how?
What action has been taken to prevent any further risk?
7. OTHER HELP
Have you asked any other organisation for help? YES NO
If yes, which organisation was it?
If yes, what help have they given you? (use the space provided below)

8. DOCUMENTS PROVIDED WITH THIS NOTIFICATION

Please tick the documents (if any) that you have provided with this notification.	
Copy of contract	YES
Copy of quotation	YES
Copies of plans, specifications, manufacturer's product information etc.	YES
Copies of any forms given or received for the work	YES
Copies of invoices issued to you or by you	YES
Copies of receipts	YES
Copies of advertisements	YES
Copy of business card or other documentation to help identify the relevant party	YES
Copy of any correspondence between you and the relevant party	YES
Copies of complaints made to other organisations	YES
Photos of NCBP or building work	YES
Other (please specify)	
9. SIGNATURE	
Please ensure you have completed all relevant fields and have included all relevant documentation the QBCC is not provided with sufficient information your complaint may not be investigated and accordingly.)	
Please note, it is an offence under section 108C of the <i>Queensland Building and Construction Act</i> commission a document containing information the person knows is false or misleading. QBCC n information under section 28B of the <i>Queensland Building and Construction Act</i> 1991 with other a information provided on this form.	nay exchange
I declare the information provided in this complaint, to the best of my/our knowledge, is true and	correct.
Print name: Signature: Date:	
IMPORTANT	
Do not send original documents - the QBCC cannot return documents. Any documents provided by you will be accordance with Principle 7 - Information Standard 40.	e destroyed in
How will this information be used?	

QBCC may, by written notice given to a person in the chain of responsibility for the building product, direct the person to take stated action within a stated period to remove or minimise safety risks

The QBCC may use the information provided in this notification for intelligence and administration purposes.