

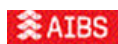
GMA
Certification Group



COMMERCIAL INFORMATION PACK

www.gmacert.com.au

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Professional Standards Legislation
Member Australian Institute of Building Surveyors
Professional Standards Scheme



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ABOUT US

Elevating Building Certification since 1998! We boast an immeasurable track record of efficiency and professionalism within the certification industry. We provide certification services throughout Queensland, Northern Territory, New South Wales, Victoria and Western Australia.

No project is too big or too small - we cover all development, from Residential to Commercial and Industrial.

Based on the Gold Coast, we operate multiple offices from Kingscliff to Cairns, with additional reach into Chinchilla, Childers, Townsville, Caboolture, Port Douglas, Western Downs and Mount Isa.

Our dedicated team provides industry-leading certification services, guiding you through the process every step of the way. At GMA, we take pride in consistently delivering exceptional customer service on every project.

OUR SERVICES

- On Site Consultation & Preliminary Plan Check assessment against the National Construction Code (NCC) and Queensland Development Code (QDC).
- Building Approvals and Plan Checking
- Structural Inspections
- Town Planning
- Referral Applications
- Bushfire Attack Level Assessments
- Specialist Disability Accommodation
- Compliance Advice
- Building Code Consultancy
- National Construction Code Audits
- Fire Safety Audits
- Performance Solutions
- On Site Consultation Inspection and Report
- Budget Rooming Accommodations
- Pool Safety Inspections
- QLD Fire Department (QFD)
- Advice

DOCUMENTATION

Please ensure the following items are submitted as part of your application. Tick each box as you complete them.

Application Forms for Lodgement:

- ☐ Pre-Application Information Sheet
- ☐ Terms of Engagement
- ☐ Accepted Quote and Paid Invoice
- ☐ Development Approval (DA) from Local Authority or State Government (as applicable)
- ☐ Copies of additional approvals required under DA conditions (e.g. operational works)
- ☐ Queensland Fire Department (QFD) Application Forms
- ☐ Plumbing approvals must be lodged directly with Council. Copies of the approval documentation are to be provided to GMA when available.

Note:

DA processes can be lengthy, and a Building Approval (BA) may not be issued unless a DA is already in place for code-assessable work. The Building Approval must comply with any conditions of the DA and be consistent with the approval granted.



APPLICATION DOCUMENTATION

Your Building Approval will be customized to suit your specific development. The following documents are provided as a general guide to what may be required.

Application Submission:

- Architectural Plans (capable of being printed at A1 size)
- Provisions for Persons with Disability
- Structural Engineering Plans and Form 15 Design Certificate
- Electrical Engineering (must show lighting layout, emergency lighting, and exit signage)
- Mechanical Engineering
- Civil Plans
- Hydraulic Engineering (where QFD referral is required, all special fire services must be shown, including hydrants, boosters, pumps, etc.)
- Fire Services Plans - Fire alarm and detection occupancy warning system layout plans
- Fire Engineering Report (FER) (*if required*)
- As-constructed sewerage and stormwater plans
- Title and Survey Plans (SP)
- Section J Energy Efficiency Report
- Performance Solution Report (*if required*)
- Class 2 - 5 Performance Solution Report for External Weatherproofing
- Portable Long Service Leave Levy - Where Cost of Works exceeds \$150,000
Visit QLeave → <https://www.qleave.qld.gov.au/>
- QBCC Insurance - Confirmation of Insurance - Undertaking work over \$3,300.00
Visit QBCC → <https://www.qbcc.qld.gov.au/>

Queensland Fire Department (QFD):

A referral application is required for floor areas greater than 500m².

If the system is monitored, an *Unwanted Alarms Declaration* must accompany the application. Application Form to be completed.

Plumbing Inspections:

Inspections are carried out by the local Council. A Form 19 Final Plumbing Compliance Certificate must be provided.

Commercial buildings cannot be considered substantially complete until the final Plumbing Compliance Certificate has been supplied.

CERTIFICATE GUIDE

Your Application will be customized to suit your specific development. The following is a general guide to certificates that may be required.

Note: All Form 15 and Form 12 certificates must be in the current approved government format. Superseded forms may be rejected.

Form Requirements by Category:

- **Fire Safety**

- **Form 12** – Penetrations through fire-rated elements, Fire-rated elements, passive fire systems, and hydraulic installations

- **Engineering:**

- Form 15 – Design
- Form 12 – Inspections

- **Electrical:**

- Form 15 – Design
- Form 12 – Installation (e.g. emergency lighting, smoke detection systems, automatic doors)

- **Plumbing:**

- Form 12 – Plumbing, pressure/flow tests, hydrants, hose reels

- **Energy Efficiency:**

- Form 12 – Part J compliance

- **Glazing:**

- Form 15 and/or Form 12 – Must include fall protection compliance where applicable

- **Insulation:**

- Form 12 – From installer



CERTIFICATE GUIDE CONTINUED

- **Balustrading:**

- Form 15 and/or Form 12 – From supplier

- **Fire/Smoke Test Certificates:**

- As per Specification C1.10 (e.g. sarking, carpet, vinyl, wall and floor finishes)

- **Trusses:**

- Form 15 – Truss certificate

- **Queensland Fire Department (QFD)**

- Final Inspection Certificate – Must be compliant

Any additional certificates will be detailed in your Final Inspection Report and must be provided in the correct format before the Final Certificate (Certificate of Classification) is issued.

GENERAL

Note:

The list of documentation and certificates is a **general guide** outlining what is most commonly required for commercial applications.

Once GMA Certification Group has been formally engaged and a full review of your application is conducted, we will advise you of any **site-specific requirements** that may apply to your development.

If further documentation or clarification is required to progress your approval, a formal Request for Information (RFI) will be issued to the applicant, detailing those specific requirements.

The list of required plans and documents serves as an initial reference to assist in preparing a complete and assessable application for your proposed development.



The role of a certifier

<https://www.qbcc.qld.gov.au/resources/guide/role-responsibilities-certifier>

Thank You



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Western Downs

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Email: admin@gmacert.com.au

Kingscliff

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Planning

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