

GMA  
Certification Group



# RESIDENTIAL INFORMATION PACK

[www.gmacert.com.au](http://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

- Preliminary Planning Scheme Checks
- Building Approvals and Plan Checking
- Energy Efficiency Assessment
- 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
- Budget Rooming Accommodations
- Pool Safety Inspections
- Advice

# THE PROCESS

IT'S A SIMPLE PROCESS WITH GMA CERTIFICATION GROUP

## 1. Engage GMA Certification Group

Accept the quote, pay the invoice, and complete the Contract of Engagement and Pre-Application Information Sheet.

## 2. Submit Your Documentation

Send all documents via email to [admin@gmacert.com.au](mailto:admin@gmacert.com.au).

We only need one copy of each file. This includes:

- Architectural plans
- Engineering designs
- Supporting certificates (e.g. Form 15, energy assessments, soil tests)

## 3. Assessment & Technical Review

A technical officer will assess your documentation to ensure compliance with all relevant building codes and planning provisions.

Depending on the outcome, we will issue either:

- A Request for Information (if more details are needed), or
- A Building Approval

## 4. Construction

Once your approval is issued (via email), please review it carefully. It will outline:

- Mandatory inspections
- Responsible parties
- Required certificates at each stage

## 5. Book Your Inspections

Email [inspections@gmacert.com.au](mailto:inspections@gmacert.com.au) to schedule inspections.

Please allow:

- 24 hours' notice for standard areas
- 48 hours' notice for remote areas

Include the following in your booking:

- Type of inspection
- Property address and lot number
- Preferred date
- Site contact name and number
- Any special instructions (e.g., access requirements)

Note: Preferred times can only be requested for Piers, Footings, and Slab inspections. While we try to accommodate requests, exact times cannot be guaranteed due to travel and scheduling logistics.

## 6. Final Stage

Once construction is complete:

- Submit any remaining certificates
- Book your final inspection
- Address any outstanding items from the inspection

When all compliance matters are satisfied, your final certificate will be issued and archived with the relevant council.



# PROJECT CHECKLIST

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

## **The following will be required for Application Submission:**

- ☐ Pre-Application Information Sheet
- ☐ Terms of Engagement
- ☐ Accepted Quote and Paid Invoice

## **The following documentation will be required for Building Approval:**

- ☐ Architectural Plans
- ☐ Engineering Plans & Form 15 – Design Certificate for all Engineer-Designed Structural Elements
- ☐ Site Classification Report
- ☐ Energy Assessment Report & Form 15
- ☐ 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/>
- ☐ Owner Builder Permit - undertaking Building work over \$11000
- ☐ Current Title & Registered Plan
- ☐ As Constructed Sewer and Stormwater Plans



# CERTIFICATE GUIDE

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

## **1A Single Detached Dwelling**

### **Footing Stage Items:**

- Form 12 - Engineer - Foundation Inspection
- Form 12 - Surveyor - Initial Setout

### **Slab Stage Items:**

- Form 43 - Termite Management (Cold Joints & Perimeter)
- Form 43 - Termite Management (Penetrations)
- Form 12 - Engineer - Slab Inspection

### **Frame Stage Items:**

- Form 15 - Truss Certification
- Form 15 - Prefabricated Frames

### **Final Stage Items:**

- Form 43 - Bushfire Screens
- Form 43 - Gutters
- Form 43 - Roof Battens (Sheet Metal Roofs)
- Evidence of Interconnecting Smoke Alarms
- Form 43 - Condensation Management - Ventilation of Roof Spaces OR Evidence of ducting of exhaust systems
- Form 43 - Waterproofing
- Evidence of compliance - Glazing - Windows & Doors
- Condensation Management - Evidence of Pliable Building Membrane
- Evidence of compliance - Glazing - Shower Screens
- Evidence of Insulation
- Additional certificates may be requested upon inspection of the building work

# CERTIFICATE GUIDE

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

## **1A Attached Dwelling**

### **Footing Stage Items:**

- Form 12 - Engineer - Foundation Inspection
- Form 12 - Surveyor - Initial Setout

### **Slab Stage Items:**

- Form 12 - Termite Management (Cold Joints & Perimeter)
- Form 12 - Termite Management (Penetrations)
- Form 12 - Engineer - Slab Inspection

### **Frame Stage Items:**

- Form 15 - Truss Certification

### **Final Stage Items:**

- Form 12 - Gutters
- Form 12 - Roof Battens (Sheet Metal Roofs)
- Evidence of Interconnecting Smoke Alarms
- Form 12 - Condensation Management - Ventilation of Roof Spaces OR Evidence of ducting of exhaust systems
- Form 12 - Fire Passive - Separating Walls System
- Form 12 - Waterproofing
- Evidence of compliance - Glazing - Windows & Doors
- Condensation Management - Evidence of Pliable Building Membrane
- Evidence of compliance - Glazing - Shower Screens
- Evidence of Insulation
- Plumbing - Final Certificate from Council
- Additional certificates may be requested upon inspection of the building work

# CERTIFICATE GUIDE

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

## **10A Non Habitable Structures**

### **Footing Stage Items:**

- Form 12 - Surveyor - Initial Setout

### **Final Stage Items:**

- Form 12 - Gutters
- Form 12 - Roof Battens (Sheet Metal Roofs)
- Evidence of compliance - Glazing - Windows & Doors
- Additional certificates may be requested upon inspection of the building work

## **Class 10 Swimming Pool**

### **Footing Stage Items:**

- Form 43 - Pool Steel Inspection from your Builder or;
- Form 12 - Pool Steel from your Engineer

### **Final Stage Items:**

- Evidence of compliance - Glazing - Balustrades
- Additional certificates may be requested upon inspection of the building work

For further details, please refer to our Swimming Pool Information Sheet.



# Thank You



## **Head Office - Gold Coast**

Address: Suite 26, 39-47 Lawrence Drive, Nerang

Phone: (07) 5578 1622

Email: [admin@gmacert.com.au](mailto:admin@gmacert.com.au)

## **Caboolture**

Address: Unit 3/16 Lear Jet Drive, Caboolture

Phone: (07) 5432 3222

Email: [adminsc@gmacert.com.au](mailto:adminsc@gmacert.com.au)

## **Wide Bay**

Address: 126 Churchill Street, Childers

Phone: (07) 4126 3069

Email: [adminwb@gmacert.com.au](mailto:adminwb@gmacert.com.au)

## **Chinchilla**

Phone: (07) 4669 1166

Email: [admintsv@gmacert.com.au](mailto:admintsv@gmacert.com.au)

## **Townsville**

Address: Shop 1B / McIlwraith St, South Townsville

Phone: (07) 4771 6532

Email: [admintsv@gmacert.com.au](mailto:admintsv@gmacert.com.au)

## **Cairns**

Address: Unit 11, 6-8 Charlotte Cl, Woree

Phone: (07) 4041 0111

Email: [admincns@gmacert.com.au](mailto:admincns@gmacert.com.au)

## **Port Douglas**

Address: Unit 5, 17-19 Owen Street, Craiglie

Phone: (07) 4098 5150

Email: [adminpd@gmacert.com.au](mailto:adminpd@gmacert.com.au)

## **Mount Isa**

Address: 22 West Street, Mount Isa

Phone: (07) 4098 5150

Email: [adminmi@gmacert.com.au](mailto:adminmi@gmacert.com.au)

## **Western Downs**

Phone: (07) 5578 1622

Email: [admin@gmacert.com.au](mailto:admin@gmacert.com.au)

## **Kingscliff**

Address: 29A ZO Building 38-42 Pearl Street, Kingscliff

Phone: (02) 5631 1852

Email: [adminnsw@gmacert.com.au](mailto:adminnsw@gmacert.com.au)

## **Planning**

Phone: 1300 851 852

Email: [planning@gmacert.com.au](mailto:planning@gmacert.com.au)



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