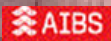


# AS BUILT INFORMATION PACK

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

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Member Australian Institute of Building Surveyors  
Professional Standards Scheme



PHONE: 1300 851 852  
OFFICE: SUITE 26, 39-47  
LAWENCE DRIVE, NERANG,  
QLD, 4211  
[WWW.GMACERT.COM.AU](http://WWW.GMACERT.COM.AU)



# 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

# AS BUILT PROCESS

IT'S A SIMPLE PROCESS WITH GMA CERTIFICATION GROUP



## **1. Request a checklist and send in your plans or show cause notice**

We'll guide you on what's needed and provide a detailed quote.



## **2. Accept the quote, pay the invoice and complete the forms**

This gets things moving.



## **3. Book your inspection**

Once booked, we'll complete the inspection, issue a Assessment Report. This will tell you everything required to complete your as built approval



## **4. Work towards compliance**

Our team will guide you through any requirements to help you achieve compliance.



## **5. Receive your approvals**

Once everything is in order, we'll issue your building approval and final certificate. GMA will lodge all approval and final documentation to council.

# PROJECT CHECKLIST

## Class 1 - Habitable Structures

To support your Class 1a application, please provide the following documentation where available:

- ☐ Architectural Plans - Including site plan, floor plan and elevations
- ☐ Energy Efficiency Report - Must reflect compliance at time of construction
- ☐ Form 12 from an RPEQ Engineer confirming the Building is structurally sound

Certificates (if available):

- ☐ Form 43 Glazing
- ☐ Form 43 Waterproofing
- ☐ Form 43 Termite Management
- ☐ Evidence of Hardwired Interconnected Smoke Alarms
- ☐ Evidence of Insulation
- ☐ Council records and any existing or prior approval documentation including relevant photos

## Class 10 - Non Habitable Structures

- ☐ Architectural Plans - Including site plan, floor plan and elevations
- ☐ Council records and any existing or prior approval documentation including relevant photos

We understand that not all documents may be readily available.

At **GMA Certification Group**, we offer alternative assessment pathways to help ensure your home achieves compliance.

Speak with our friendly team to discuss your options today.

**Please note:** Additional documentation may be requested following your initial consultation or upon completion of our detailed assessment.

# 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)



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