

Sample “Letter of Lapsed Assessment”

This letter can be prepared by an Administrative staff member supporting the “competent person” undertaking inspections, or the “competent person”.

It is to be addressed to the applicant – to be found on the original compliance letter/memo of assessment.

*Copies of the letter of substantial completion **must** be forwarded to*

- *Chief Building Surveyor*

Date:

Ref:

Project No:

Address

Dear Sir/Madam

Project Identification

BA Ref number

Lapsed date on Building Code Assessment

With reference to the above proposed building works. An assessment for compliance with the requirements of the Building Act was undertaken for the above works by Project Services Building Surveying dated In accordance with that assessment, the works were required to be completed within a **currency period** of(state time as listed on assessment, usually 3 years) of the date of that assessment.

Also as a condition of that assessment, you were required to contact Office to arrange for inspections during the course of the building works. It is noted that notification has not been received by this office of the commencement of these works. Hence you are notified that the Assessment referred to above is no longer valid.

Can you please undertake one of the following actions

- If it is not now intended to proceed with these works, please confirm this intention to this office
- If you wish to proceed with these works at some future time, please arrange for a reassessment of the works by submission to Project Services Building Surveying
- If these works have been completed, please arrange for this office to undertake an inspection of the completed works

Please contact Mr; on telephone no (07) should you require further assistance in relation to this matter

Author and Title