

# Notice of appointment of a principal contractor



**Please read the instructions on the following page before completing this form**

Note: This form must be completed by the client and returned to the nearest Workplace Health and Safety Queensland office before the construction work other than prescribed construction work starts

## Client's details

<b>Client's name</b> (legal entity attached to ABN)	<input type="text"/>	<b>ABN</b>	<input type="text"/>
<b>Registered address</b> (physical address)	<input type="text"/>		
	<b>State</b>	<b>Postcode</b>	
<b>Telephone</b> (work hours)	<input type="text"/>	<b>Telephone</b> (after hours)	<input type="text"/>
		<b>Mobile</b>	<input type="text"/>
<b>Facsimile</b>	<input type="text"/>	<b>Email</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>

## Construction work details

<b>Project address</b>	<input type="text"/>		
	<b>Postcode</b>		
<b>Primary construction type</b>	<input type="checkbox"/> House construction <input type="checkbox"/> Other residential building construction type <input type="text"/> <input type="checkbox"/> Non-residential building construction type <input type="text"/> <input type="checkbox"/> Road and bridge construction <input type="checkbox"/> Other non-building (civil) construction type <input type="text"/> <input type="checkbox"/> Demolition work <input type="checkbox"/> Asbestos removal work	<b>Project valuation</b>	\$ <input type="text"/>
		<b>Start date</b>	<input type="text"/>
		<b>Proposed finish date</b>	<input type="text"/>

## Principal contractor's details

<b>Legal name</b>	<input type="text"/>	<b>ABN</b>	<input type="text"/>
<b>Registered address</b> (physical address)	<input type="text"/>		
	<b>State</b>	<b>Postcode</b>	
<b>Telephone</b> (work hours)	<input type="text"/>	<b>Telephone</b> (after hours)	<input type="text"/>
		<b>Mobile</b>	<input type="text"/>
<b>Facsimile</b>	<input type="text"/>	<b>Email</b>	<input type="text"/>
<b>The person completing this form and making the declaration must be authorised by the principal contractor.</b>			
<b>Name</b>	<input type="text"/>	<b>Position</b>	<input type="text"/>
<input type="checkbox"/> I declare that I have been given a copy of the 'Notice of appointment of a principal contractor' form signed by the client.			
<b>Signature</b>	<input type="text"/>	<b>Date</b>	<input type="text"/>

### Office use only:

<b>Date Received</b>	<input type="text"/>	<b>Serial number</b>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------

# Instructions for completing this form

## Who must complete this form?

The client of the workplace must complete this form when appointing a principal contractor to a workplace where construction work other than prescribed construction work is to be performed and:

- the construction work is a prescribed activity; or
- the construction work is not a prescribed activity and has an estimated final price of more than \$80,000.

## What type of construction work requires a principal contractor?

Work is *construction work* if it is:

- a) work to erect, construct, extend, alter, convert, fit-out, commission, renovate, repair, refurbish, disassemble or decommission a structure, or part of a structure; or
- b) work connected with the site preparation, excavation and landscaping for work mentioned in paragraph (a); or
- c) the assembly or installation of prefabricated components to form a structure, or part of a structure for work mentioned in paragraph (a); or
- d) the disassembly of prefabricated components for work mentioned in paragraph (a) that, immediately before the disassembly, formed a structure or part of a structure; or
- e) an activity that is a prescribed activity. A prescribed activity is demolition or asbestos removal work that requires the business undertaking the activity to have a certificate to carry out the work, issued by the Chief Executive of the Department of Employment and Industrial Relations.

## Why must this form be completed and lodged?

Lodgement of this completed form advises Workplace Health and Safety Queensland of:

- the location and type of large and high risk construction projects
- when the work will be carried out and the project valuation
- who the client of the workplaces are where the projects are being carried out
- who is in control of the workplace, that is, the principal contractor.

## Who must be given this form?

Under the *Workplace Health and Safety Act 1995*, the client must give a copy of the completed form to the principal contractor and Workplace Health and Safety Queensland before the construction work other than prescribed construction work starts.

## Where do I lodge this form?

Fax or post the fully completed, signed and dated form to the Workplace Health and Safety Queensland regional office nearest to where the construction work other than prescribed construction work is being performed.

For further information call Workplace Health and Safety Queensland on **1300 369 915**.

## Department of Employment and Industrial Relations Workplace Health and Safety Queensland regional offices

Offices are open from 9.00am to 4.45pm Monday to Friday.

### **Brisbane North**

Centro Lutwyche, Level 4, 543 Lutwyche Road  
P.O. Box 820, LUTWYCHE Q 4030  
Fax: (07) 3247 9426

### **Brisbane South**

Level 2, Block C, 643 Kessels Road  
P.O. Box 6500, UPPER MT. GRAVATT Q 4122  
Fax: (07) 3216 8431

### **Ayr**

193 Queen Street  
P.O. Box 639, AYR Q 4807  
Fax: (07) 4761 2005

### **Bundaberg**

16 Quay Street  
Locked Mail Bag 3955, BUNDABERG Q 4670  
Fax: (07) 4153 1207

### **Cairns**

10-12 McLeod Street  
P.O. Box 2465, CAIRNS Q 4870  
Fax: (07) 4048 1493

### **Emerald**

Shop 6/7 Clerana Centre  
Cnr. Anakie & Clermont Streets  
P.O. Box 1814, EMERALD Q 4720  
Fax: (07) 4982 3756

### **Gladstone**

Gladstone Government Offices  
Level 2, Cnr Oaka Lane and Roseberry Street  
Locked Mail Bag 15, GLADSTONE Q 4680  
Fax: (07) 4972 6196

### **Gold Coast**

Level 1, 10 Cloyne Road  
Locked Mail Bag 91, SOUTHPORT Q 4215  
Fax: (07) 5583 5060

### **Innisfail**

12 Fitzgerald Esplanade  
P.O. Box 558, INNISFAIL Q 4860  
Fax: (07) 4061 4371

### **Ipswich**

Level 1, Ipswich Courthouse  
Cnr East and Limestone Streets  
P.O. Box 226, IPSWICH Q 4305  
Fax: (07) 3202 1018

### **Logan**

Level 1, Wembley Place  
91 Wembley Road, LOGAN CENTRAL Q 4114  
P.O. Box 829, WOODRIDGE Q 4114  
Fax: (07) 3287 8333

### **Mackay**

Post Office Square, Level 1  
Cnr. Sydney and Gordon Streets  
Locked Mail Bag 1, MACKAY Q 4740  
Fax: (07) 4967 4459

### **Maryborough**

319-325 Kent Street  
Locked Mail Bag 63, MARYBOROUGH Q 4650  
Fax: (07) 4123 1704

### **Mt Isa**

75 Camooweal Street  
P.O. Box 2249, MT ISA Q 4825  
Fax: (07) 4743 8122

### **Nambour**

Centenary Square Building  
Level 1, 52-64 Currie Street  
P.O. Box 501, NAMBOUR Q 4560  
Fax: (07) 5470 8732

### **Rockhampton**

State Government Building  
Level 2, 209 Bolsover Street  
Locked Mail Bag 7, ROCKHAMPTON Q 4700  
Fax: (07) 4938 4155

### **Roma**

Cnr Spencer & Bowen Sts  
P.O. Box 697, ROMA Q 4455  
Fax: (07) 4624 3050

### **Thursday Island**

Aplin Road  
P.O. Box 341, THURSDAY ISLAND Q 4875  
Fax: (07) 4069 2438

### **Toowoomba**

James Cook Centre  
Level 1, Cnr. Ruthven Street and Herries Street  
P.O. Box 234, TOOWOOMBA Q 4350  
Fax: (07) 4687 2877

### **Townsville**

254 Ross River Road  
Locked Mail Bag 15, AITKENVALE Q 4814  
Fax: (07) 4760 7959

**For more information please call 1300 369 915  
or visit the website: [www.deir.qld.gov.au](http://www.deir.qld.gov.au)**