



Obtaining a List of Licensed Certifiers General Information

Thank you for your inquiry regarding the purchase of a list of licensed Certifiers. BSA may under section 180(b) of the *Building Act 1975* provide a list of specified certifiers on request.

In order for BSA to provide you with a list or statistical information you are required to complete all details on the attached form “Request for List of Licensed Certifiers”.

Some Hints for filling out the Form -

Part Two - Request Specifications

- You can ask for a search of the following areas:
 - Brisbane
 - Brisbane and Gold Coast
 - Brisbane and Sunshine Coast
 - Gold Coast
 - South East Queensland

or,

- Postcodes – preferably list a starting and finishing postcode, otherwise list the specific postcodes you require
- It is recommended that if you are searching by postcode, you search a larger rather than small area. This way you are more likely to find certifiers in your surrounding area.
- You can receive the list as a hard copy (on paper), via e-mail or via facsimile.

Fees

Each list produced has a fee payable. This fee is a flat rate of \$15.00. Payment can be made by completing the attached payment form or cash payment to any BSA Office.

Please note that this fee is exempt from GST requirements.

Further Queries

If you have any further queries please contact *BSA on 1300 272 272*.

Send your completed Request Form to:

- *Post – GPO BOX 5099, Brisbane QLD 4001*
- *Fax – 07 3225 2999 ; or*
- *Visit the Brisbane Office: 299 Montague Road, West End 4101*

PLEASE ALLOW 5 WORKING DAYS FOR YOUR REQUEST TO BE PROCESSED



Request for List of Licensed Certifiers Application Form

Part One - Your Details

Organisation/Association/
Individual making request:

Contact Person:

Position held:

Postal Address:

Contact Ph No:

Facsimile:

E-mail:

Part Two – Request Specifications

Area to be searched:

Specific postcode/s to be searched:

*Please indicate starting or finishing
postcode or list of required postcodes*

Intended use of information:

Please supply information:

- As a hard copy on paper only
- Via e-mail (excel spreadsheet format)
- Via facsimile

_____ (Name of association / organisation or individual)

undertakes not to use the requested or supplied information for purposes other than those nominated above without the express permission of BSA nor make the information available to other organisations, associations or parties. It is acknowledged that a breach of this undertaking could result in BSA declining to make further information available to this organisation/association. It is further acknowledged that by supplying the requested information on this occasion BSA does not guarantee to supply information in the future.

Signature _____ Date _____

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