



**Australian Government**

**Defence**

# **Guidelines for Certification, Performance Solutions and Dispensations**

Infrastructure Division  
Environment and Engineering Branch

Version 10  
May 2023

## Revision history

Version	Description	Date
1	First issue of guidelines related to chapter 3 of the Manual of Fire Protection Engineering (MFPE) Edition 2	08/05/2018
2	Second issue of guidelines related to chapter 3 of the Manual of Fire Protection Engineering (MFPE) Edition 3 – Amendment 1	05/06/2019
3	As a result of the development of a Building Works Manual (BWM), this guide has been revised to refer to the BWM instead of the MFPE.	20/08/2020
4	Guidelines updated as a result of updates to BWM edition 1, amendment 1 and MFPE edition 4, amendment 1.	01/09/2021
5	Guidelines updated to show updated example templates in appendices.	01/10/2021
6	Guidelines updated to show updated example certificate of completion in appendices.	15/10/2021
7	Cover page updated to reflect name change from 'Estate and Infrastructure Group' to 'Security and Estate Group'.	10/12/2021
8	Guidelines updated as part of the release BWM edition 1, amendment 2 and MFPE edition 4, amendment 2.	01/06/2022
9	Guidelines updated as part of the release BWM edition 1, amendment 3 and MFPE edition 4, amendment 3. Requirements for weatherproofing performance solutions included and Defence logo and template examples in appendices updated.	01/12/2022
10	Guidelines updated as part of the release BWM edition 1, amendment 4, MFPE edition 4, amendment 4 and NCC 2022. Requirements for weatherproofing performance solutions amended and template examples in appendices updated.	01/05/2023

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## Acronyms

ABCB	Australian Building Codes Board
AFEG	Australian Fire Engineering Guidelines
AIBS	Australian Institute of Building Surveyors
ASEE	Assistant Secretary Environment and Engineering
BA	Building Approval
BPAD	Bushfire Planning and Design
BWM	Building Works Manual
CF	Contribution Factor
CFI	Capital Facilities and Infrastructure
DTS	Deemed-to-Satisfy
DEEP	Director Estate Engineering Policy
ERIK	Defence Estate Quality Management System
FPA	Fire Protection Association – Australia
GEMS	Garrison and Estate Management System
MFPE	Manual of Fire Protection Engineering
NCC	National Construction Code including Building Code of Australia – Volumes One and Two and Plumbing Code of Australia Volume Three
NER	National Engineers Register
NFER	National Fire Engineers Register
RPEQ	Registered Professional Engineer Queensland
PBDB	Performance based design brief
SEG	Security and Estate Group

# 1. Introduction

This guide contains the building approval, certification, performance solutions and dispensation requirements for building works in Defence occupied buildings. It has been updated to reflect the requirements of updates to the Building Works Manual (BWM) edition 1, amendment 4 and the Manual of Fire Protection Engineering (MFPE) edition 4, amendment 4.

The [National Construction Code \(NCC\)](#) – including Building Code of Australia – Volumes One and Two and Plumbing Code of Australia Volume Three – is generally given legal effect through State and Territory law, or other statutory authority, building and plumbing legislation. These Acts and Regulations set out the legal framework and administration mechanisms for the NCC to support the design and construction of building. They define when and how the NCC is to be applied and the certification requirements for building works. These State and Territory legislative instruments do not bind the Commonwealth. As such, Defence has decided to comply with the NCC because it sets the minimum required level for the safety, health, amenity, accessibility and sustainability for design and construction of building work in Australia.

The BWM describes the agreed approach to achieving building compliance consistent with the general intent of State and Territory building legislation which requires compliance with the NCC. This is to enable Defence to meet the intended building compliance outcome/s. The NCC should be read in conjunction with the BWM.

The BWM also describes the Defence framework for building certification and the administrative requirements for building certification activities.

The BWM is supported by the companion documents located on the Building Works Section page of the Defence Estate Quality Management System (ERIK). The companion documents are designed to be read in conjunction with the BWM.

The requirements of the BWM are to be applied for building works in Defence occupied buildings.

A building approval (BA) and a certificate of completion must be obtained for all building work (which includes plumbing work or drainage work and demolition work) in accordance with chapter 3 of the BWM unless the works are defined as exempt as per annex 3A of the BWM. It is a Defence requirement, that certification of Defence construction projects be carried out by a building surveyor as defined in the BWM.

The requirements of the NCC are met by demonstrating compliance with the governing requirements of Section A and the performance requirements of Sections B to G and I to J. In relation to performance requirements, compliance is achieved by either developing a performance solution, a deemed-to-satisfy (DTS) solution and/or a combination of performance solutions and DTS solutions.

Where a departure from the DTS provisions of the NCC is proposed, a performance solution must be developed.

Where a non-conformance with Defence policy is proposed – eg. the MFPE, a dispensation must be sought.

The requirements for performance solutions and dispensations are outlined in chapter 8 of the BWM. This guideline aims to provide more detailed advice in relation to Defence specific requirements for certification of building works, the development of performance solutions and the process for seeking dispensations by Defence under its policy requirements.

The processes to be followed for certification, performance solutions and dispensations are outlined in the following sections:

- **Section 2: Certification**

This section outlines the process to be followed for certification and to obtain a BA through to a certificate of completion in line with chapter 3 of the BWM.

- **Section 3: Performance solutions**

This section outlines the process to be followed for buildings where only performance solutions are proposed in line with chapter 8 of the BWM.

- **Section 4: Dispensations**

This section outlines the process to be followed for buildings where only dispensations are proposed in line with chapter 8 of the BWM.

- **Section 5: Performance solutions and dispensations**

This section outlines the process to be followed for buildings where only dispensations are proposed in line with chapter 8 of the BWM.

When projects have both performance solutions and dispensations, it is important that the process of submission is concurrent so that Defence may understand all departures to the DTS provisions of the NCC, or non-conformances with other building related Defence policy at the same time.

It is expected that the delivery authority will manage the process of submission so that the above intent is achieved.

## 1.1 Purpose

The overall goal of this guide is to:

- provide consistency in process and documentation, related to the BA process and certificate of completion, performance solutions and/or dispensations, provided to Defence, and
- ensure that the processes for performance solutions are consistent with that required for commercial construction in Australia.

The purpose of this document is to provide guidance on:

- requirements of a building surveyor
- competent person assessments
- contents of a BA and certificate of completion
- occupation of a building during construction
- the referral procedures
- when performance solutions are required
- when dispensations are required
- information on the required content of performance based design briefs (PBDBs) and performance solution reports for departures to the DTS provisions of the NCC
- the required content of briefs / reports to support dispensations, and
- staging of documentation for PBDBs, performance solutions and dispensations.

## 1.2 Reference documents

This document should be read in conjunction with the following documents:

- Building Works Manual (BWM)
- Manual of Fire Protection Engineering (MFPE)
- [National Construction Code including Building Code of Australia – Volumes One and Two and Plumbing Code of Australia Volume Three](#)
- [Australian Fire Engineering Guidelines \(AFEG\) – Edition 2021](#), Australian Building Codes Board, Australia
- [Performance Solution Process](#), Australian Building Codes Board, and
- All Defence policies and guides found in the Building Works Section page of the Estate Resource Information Kiosk (ERIK).

## 2. Building certification

This section summarises the approval processes for building works (including plumbing works and drainage works), who can issue a building approval (BA) and a certificate of completion and what documentation is required for a BA and certificate of completion.

### 2.1 Building certification process

Figure 1 provides a flowchart summary of the building certification process. Further guidance on the process and required information to be included is provided in sections 2.2-2.14.

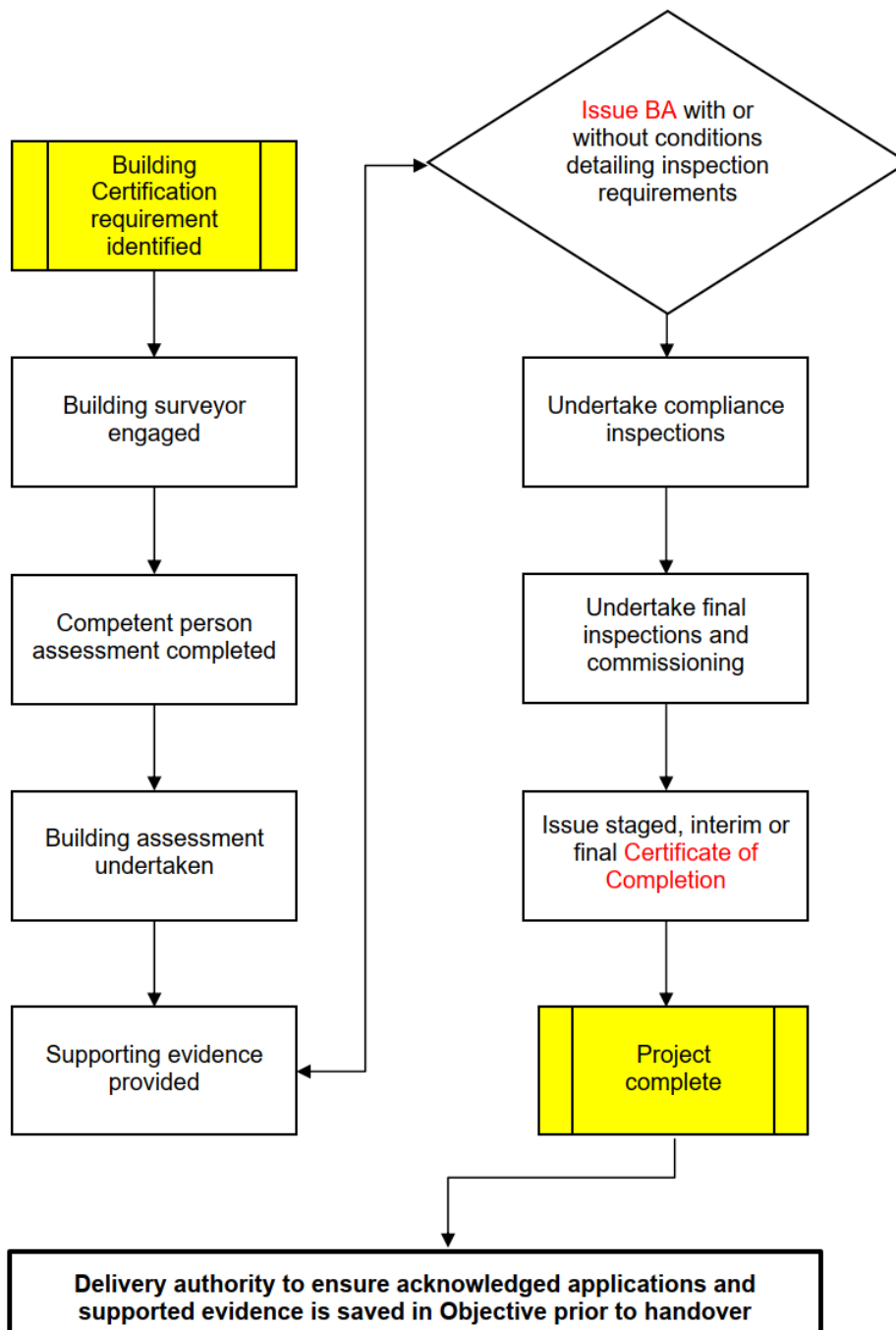


Figure 1 Building certification process flowchart



## 2.2 BWM requirements

A BA must be obtained prior to undertaking any building work – refer to the BWM for a definition of building works – unless the works are defined as exempt under annex 3A of the BWM.

A certificate of completion must be provided before occupation of the building or part in accordance with chapter 3 of the BWM.

Whilst not required to obtain a BA, all exempt work must be completed in accordance with the applicable NCC requirements, design standards and codes. It should be noted that building certification is also required for changes-in-use to existing buildings and leased buildings.

For building work not on Crown land, all necessary State or Territory building and planning legislation must also be complied with.

## 2.3 Who can carry out building certification for Defence

It is a Defence requirement that certification of building works be done by a building surveyor. As per the definition in the BWM, the building surveyor must meet the following criteria:

- is a qualified and experienced building surveyor
- holds a current accreditation as a building surveyor which allows them to undertake building surveying services in relation to the building work for which they have been engaged
- is a building surveyor that holds accreditation in the State or Territory where the work is being performed, and
- maintains at least the minimum professional indemnity insurance cover as required by Defence.

No conflict of interest – as defined in chapter 3 of the BWM – must exist.

## 2.4 Replacement of building surveyor

Chapter 3 of the BWM provides guidance on replacement of a building surveyor. Where the original building surveyor cannot continue to act, then a replacement building surveyor can be sought.

Reasons for discontinuing the use of a building surveyor may include the following:

- Sickness or death
- Change of employer or company
- Conflict of interest
- No longer in business
- Accreditation reduced, suspended or cancelled, or
- Inadequate insurance

**Note.** A building surveyor cannot be removed from a project unless they are unable to continue or it is inappropriate to continue acting in that capacity. A client cannot replace a building surveyor for not agreeing with their interpretation of BWM / NCC requirements.

## 2.5 Competent person assessment

Prior to a person issuing a design certificate, the building surveyor needs to determine whether each person engaged to prepare building design or specification documentation – including a person preparing a performance solution report – is a competent person as defined in the BWM – ie competent because of the individual's accreditation, skill, experience and/or qualification.

This assessment needs to include a review of the following:

- where accreditation is required in the relevant area of practice by the State or Territory where the work is to be undertaken, the person being assessed must hold current accreditation, or
- where accreditation is not required in the relevant practice area by the State or Territory where the work is to be undertaken the person being assessed must hold appropriate qualifications and skills as determined by the building surveyor having regard to Defence policy.

In addition to the above, that the person being assessed has skills and experience that are appropriate having regard to the nature of the building work and buildings that the person will be providing services for.

Appendix A contains an example of a competent person assessment.

Confirmation that the assessment of each competent person has been made is required to be confirmed in the building approval. The building surveyor must maintain records of this assessment and provide this to Defence if requested.

## 2.6 Design certification

Design certification is required as part of the requirements of the BA. All design certificates must:

- Clearly describe the extent of work covered by the certificate. eg hydrants, sprinkler, structural, fire detection design, etc
- Include the correct references to the applicable
  - National Construction Code – Building Code of Australia (include relevant volume, amendment and year)
  - Relevant NCC standards or codes (include relevant year)
  - Design Reports (report number, revision number and date)
- Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon.
- Clearly identify any relevant documentation, e.g. numbered 'for construction' plans.

In addition, the design certificate must be completed by a competent person as defined in the BWM. Confirmation that the building surveyor has assessed the person as competent must be appended to the design certification. An example design certificate is provided in Appendix B.

The building surveyor shall provide the BA and supporting evidence to the relevant delivery authority for retention on the project file.

Objective is the primary record keeping system for Defence. The delivery authority or their delegated representatives are to ensure that the BA and supporting evidence is attached to the Objective prior to handover.

## 2.7 Building assessment

Prior to issuing a BA or any variation to a BA the building surveyor must undertake a building assessment that confirms that the design is capable of complying with the relevant requirements of the NCC, any requirements that apply because of the Contribution Factor for the building and any requirement that applies under this policy if the building is or will be a special structure or relocated building.

The building surveyor needs to document the assessment in a report, keep a copy of this report and provide it to the policy contact if requested. The design and installation certification must append the successful competent person assessment.

## 2.8 Occupation during building works

The BWM has included a requirement for an assessment be undertaken if any part of a building undergoing building works that require occupation during construction. This requirement is to ensure that the parts of the building proposed to be occupied are safe to occupy and have reasonable amenity.

Para 3.35 of the BWM specifies that the building that is the subject of building work should not be occupied by any person that is not involved in the carrying out of building work unless there has been an assessment of whether occupation is safe and suitable.

The assessment may be completed by the building surveyor or another competent person – eg a structural engineer and / or a fire safety engineer. The BWM specifies that the assessment be in the form of an 'Interim Fire Safety Strategy (IFSS)' and include but not be limited to consideration of the following elements:

- integrity;
- fire / smoke barriers;
- from occupied areas to exits;
- from occupied areas to services and equipment – eg. hydrants, hose reels and portable fire extinguishers;
- of fire safety systems such as sprinklers, smoke detection or smoke hazard management systems (staged or permanent) within the area of building work or in the occupied areas;
- access to amenities; and
- strategy to deal with issues identified in the assessment of items a. to f.

The BWM provides the follow notes to assist building surveyors in the development of an IFSS.

- Issues such as compromised structural integrity or fire / smoke barriers, blocked exits, access to services or isolation of fire safety systems will need a strategy developed and measures agreed and implemented to ensure that the building remains safe for continued occupation.
- Support to continue or commence occupation based on the strategy developed shall be sought from the project stakeholders and the authority responsible for the personnel that occupy the building – ie. Base Manager (BM).

Assistance in the development of an 'Interim Fire Safety Strategy' is available from the Fire Safety Engineering policy contact in the Estate Engineering Policy Directorate – Building Works Section at [deep.advice@defence.gov.au](mailto:deep.advice@defence.gov.au).

## 2.9 Building approval stage

As noted in section 2.8, no building work can occur in partially occupied buildings before an IFSS has been completed and supported.

In addition, no building work or demolition work shall commence until a BA has been issued. This means that the building surveyor has received and determined to be acceptable, all design and specification documentation and design certificates and is satisfied that the building work is capable of complying with the BWM and the NCC if constructed in accordance with the building approval and its referenced documents. For example, if there are performance solutions needed to comply with the NCC provisions, a building approval cannot be issued until the performance solutions are completed and supported by DEEP.

Amendment 4 to BWM Edition 1 reintroduced the requirement for performance solutions related to performance requirement F1P2 (for prevention of water through external walls ie – weatherproofing) to be submitted to DEEP for approval. The amendment has been made in the acknowledgement that DTS provisions have now been introduced in the NCC to comply with for performance requirement F1P2 – refer Part F3. As such, every new building, or any building work related to external walls can now comply with the DTS provisions of the NCC. Therefore, AL4 of the BWM has removed the concession and as such, performance solutions related to weatherproofing of external walls must again be referred to DEEP.

In summary, the BA can only be issued by the building surveyor – at a time when the requirements of paragraph 3.21 of the BWM – have been met.

It is also a requirement of chapter 2 of the BWM that all new building work complies with the NCC and the BWM, and any new work within a building meets the Premises Standards and does not reduce the level of safety within the building. This policy requirement also stipulates that the new works shall not reduce the safety of adjacent existing buildings. For example:

- A new building of type C construction does not require fire resistance levels (FRLs) or protection of openings in external walls if located 3m or more from another building. However, if the other (adjacent) building on the same allotment is type B construction, a 6m separation would be required to avoid the need for protection of openings between fire source features for that building.
- Any external walls within 18m of the type B building must have the required FRL.

In summary, any new construction must have regard to the requirements for adjacent existing building.

Consultation with the referral authorities such as the responding fire service, plumbing and drainage and electrical and gas is also required.

For example, paragraph 3.21 of the BWM specifies a referral requirement to the responding fire service. Paragraph 2.10 of the MFPE highlights the specific requirement. This consultation with the responding fire services must be undertaken to ensure that their operational requirements will be met. Where multiple fire services are likely to respond, then consultation with the secondary responding agency should be considered. For example, the base fire service is the primary and the metropolitan fire service would be considered as secondary.

The requirements of paragraph 2.10 of the MFPE for designers to consult the primary and secondary fire service in relation to emergency vehicular access and hydrant system requirements must always be met. Evidence of the consultation must be included with the project's design documentation.

**Note:** In some instances, fire services may not formally respond to meeting requests or provide comments. The intent is to attempt to seek comment and provide evidence that this has occurred. Where no comment is received, then this will need to be noted.

The consultation may either follow a formal referral process to mirror State and Territory processes, or can follow a less formal process where operational requirements of the primary and secondary fire service have been met and agreed.

Should conflicting requirements arise between the State / Territory and the on-base fire services, then this matter shall be referred to DEEP for resolution and guidance.

The BA must include all information as identified in paragraph 3.21 of the BWM. Refer to Appendix C for an example of BA.

## 2.10 Required inspections

It is a requirement of the BWM that building inspections are undertaken during the course of construction for any building or demolition work. To facilitate this, the building surveyor shall specify the required inspections as part of the BA.

The minimum stages / inspections of building work are noted in the BWM. This does not limit the ability for the building surveyor to specify more stages / inspections.

Required inspections must be carried out by the building surveyor or a competent person as defined in the BWM.

The final inspection must be undertaken by the building surveyor. All other inspections can be carried out by either the building surveyor or competent person as defined in the BWM. If someone other than the building surveyor does the inspection, that person must meet the requirements of section 2.3 and give the building surveyor a certificate for the inspection stating that the aspect of the work complies or does not comply with the BA.

## 2.11 Installation certification

Installation certification is required as part of the requirements of the certificate of completion. All installation certificates must:

- Clearly describe the extent of work covered by this certificate. eg hydrants, sprinkler, structural, fire detection design, etc
- Include the correct references to the applicable
  - National Construction Code – Building Code of Australia (include relevant volume, amendment and year)
  - Relevant NCC standards or codes (include relevant year)
  - Design Reports (report number, revision number and date)
- Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon.
- Clearly identify any relevant documentation, e.g. numbered 'for construction' plans.

An example design certificate is provided in Appendix D.

## 2.12 Certificate of completion

A building or part must not be occupied until a certificate of completion, staged certificate of completion or interim certificate of completion has been issued. The certificate of completion can only be issued by the building surveyor at a time when the requirements of paragraphs 3.38 and 3.39 of the BWM have been met.

## 2.13 Stage, interim or final certificates of completion

A staged or interim certificate of completion is only permitted where it would mirror relevant State or Territory building approval legislation. A staged or interim certificate of completion may be issued where a building is to be completed and occupied in stages. The part of the building occupied must comply and the safety of occupants of that part must not be compromised by the future works or vice versa.

The certificate of completion must include a schedule including all applicable fire safety measures. The schedule must identify the applicable standard of performance – ie. NCC provisions, specific MFPE or other policy requirements as well as relevant standards – including all relevant year versions.

A template schedule is provided in the Building Works Section page of ERIK. An example fire safety schedule is available in Appendix E.

The staged, interim or final certificate of completion must include all information as identified in paragraph 3.39 of the BWM. Refer to Appendix F for an example of certificate of completion.

The building surveyor shall provide the certificate of completion and supporting evidence to the delivery authority for retention on the project file. The delivery authority or their delegated representatives are to ensure that the staged, interim or final certificate of completion and supporting evidence are attached to Objective at the time of handover.

A copy of the certificate of completion – and any subsequent certificate of completion amendments as a result of new works – shall be provided and conspicuously displayed as near as practicable to the building's main entry.

## 2.14 Special structures

A special structure classification has been developed for specialist military facilities such as those that need to be constructed to simulate operational training. Examples may be:

- Military Operations on Urban Terrain (MOUT) buildings where compliance with the NCC would conflict with the intent of training objectives
- Buildings used solely as simulators for aircraft, submarine, night-fighting or the like, or
- Deployable hangars which is used as a temporary structure for the protection of aircraft and personnel from the weather for a period greater than three months.

When applying the special structure classification the building surveyor must decide which current building assessment provisions are applicable.

For the purpose of the safety of occupants, the building surveyor may impose requirements such as emergency lighting, exit signage, balustrading, working at heights, etc. The intent is to have a set of conditions for the building that need to be met.

The building surveyor shall ensure that the building is structurally sound and provides for safe egress in the event of a fire.

The building surveyor may make the determination in their own right or seek additional information to assess those requirements. If structural or fire safety advice is required, the information is to be provided by an accredited structural engineer and accredited fire safety engineer that have been determined by the building surveyor to be competent person.

Any proposal to apply the special structure definition to a building or part must have written agreement from the Building Works Section policy contact at the start of the development process. The referral must be accompanied by a statement outlining the building assessment provisions applicable to the building work.

## 2.15 Certificate of regularisation

The BWM has included an allowance for certain buildings to receive a certificate of regularisation. This is a certificate that can be issued when the occupancy classification in GEMS is not correct, when the certificate of completion cannot be located, or when a transportable or demountable building is proposed to be relocated. It aims to demonstrate that the building is fit for continued occupancy by allowing a reduced approval process.

The reason for the introduction of the certificate of regularisation is to provide a process in acknowledgement that many older buildings on the Defence estate don't have a certificate of completion, or the use of the building is not correct.

The reduced approval process is similar to that required for special structures as noted in the section above. The building surveyor must still ensure that the building is structurally sound and provides for safe egress in the event of a fire. In addition, any outstanding requirements from the most recent fire safety survey must also be addressed.

This use of a certificate of regularisation does not apply when there is an existing certificate of completion that specifies the correct occupancy classification(s) for the current use but there is a proposed change-in-use to an existing building. Where this occurs the certification requirements under Chapter 3 apply and a certificate of completion is to be issued.

A completed example of a certificate of regularisation is provided in Appendix G.

### 3. Performance solutions

This section summarises the process for a building where performance solutions are proposed. Refer to section 4 for buildings where dispensations – and section 5 for when both performance solutions and dispensations – are proposed.

**Note.** Where performance solutions and dispensations are proposed in the same building, a combined ‘Request for Performance Solution and Dispensation’ form may be used where permitted by the policy owner.

A performance solution is always required for any departure to the deemed-to-satisfy (DTS) provisions of the NCC. Defence endorses the use of performance solutions that:

- Are supported by sound engineering principles, judgements, assumptions and analysis.
- Satisfy relevant legislative requirements, including the performance requirements of the NCC and as guided by industry recognised documents such as the [Australian Fire Engineering Guidelines \(AFEG\)](#), the Australian Building Codes Board (ABCB) [Performance Solution Process](#) guide and this document.

#### 3.1 Legislative requirements

The BWM is a Defence manual that adopts the NCC as the minimum standard for building work in Defence occupied buildings.

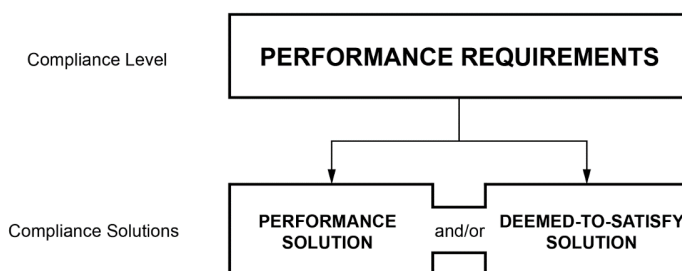
The NCC that is applicable for any project is to be the one nominated by the building surveyor when the conditions for BA are met. State and Territory appendices of the NCC shall be applied for Defence buildings with the exception of the appendices related to Section J of NCC Volume One and Section H.6 of NCC Volume Two. The requirements of Section J of the NCC Volume One and Section H.6 of NCC Volume Two are applicable in all States and Territories.

Attention is also drawn to schedule 3 of the Commonwealth of Australia Defence appendix to the NCC where the NWM and MFPE are identified documents applicable to Defence buildings.

The requirements of the NCC are met by demonstrating compliance with the governing requirements of Section A and the performance requirements of Sections B to G and H to I. In relation to performance requirements, compliance is achieved by either developing a performance solution, a deemed-to-satisfy (DTS) solution and/or a combination of performance solutions and DTS solutions.

Where a departure from the DTS provisions of the NCC is proposed, a performance solution must be developed.

The compliance structure for sections B to G and H to I of the NCC is shown in Figure 2.



**Figure 2** NCC compliance structure

If the design of the project has been determined to be suitable for a performance solution approach, then compliance with the performance requirements must be justified through the process for performance solutions described in Part A2 of the NCC and shall be in accordance with chapter 8 of the BWM and as outlined herein.

## 3.2 Who can prepare performance solutions for Defence

### 3.2.1 Fire safety related performance solutions

Paragraph 8.7 of the BWM requires that any performance solution must be undertaken by a person assessed as competent by the building surveyor – as defined in the BWM and discussed in section 2.5 of this guide.

Examples of accreditation / licencing requirements related to building fire safety (other than bushfire matters detailed in chapter 12 of the MFPE) that may assist in determining whether the person is competent are as per below:

- a. registered as a fire safety engineer / fire engineer by the applicable accreditation body in the State or Territory where the work is to be undertaken. Examples are:
  - Victoria: Building Professional [Engineer – Fire Safety](#) by the Victorian Building Commission
  - Queensland: Registered Professional Engineer in Queensland in the areas of practice of [Fire Safety Engineering](#)
  - NSW: [C10 Accredited Certifier Fire Safety Engineering Compliance](#), or
  - Tasmania: [Engineer fire safety](#).
- b. in a State or Territory where registration / accreditation for the area of practice of fire safety engineering is not available, persons shall be:
  - (1) Listed on the [National Engineers Register \(NER\)](#) – maintained by Engineers Australia – Fire Safety Engineering
  - (2) Listed on the [National Fire Engineers Register \(NFER\)](#) – maintained by the Institution of Fire Engineers Australia – Fire Engineering
  - (3) Hold appropriate registration/accreditation for the area of practice of Fire Safety Engineering / Fire Engineering in another Australian State or Territory.
- c. Performance solutions to building bushfire safety must be undertaken or reviewed by a Fire Protection Association (FPA) Australia [Bushfire Planning and Design \(BPAD\)-Level 3 accredited practitioner](#).

### 3.2.2 Non-fire safety related performance solutions

Non-fire-safety related performance solutions would include departures to the DTS provisions of the following sections of the NCC:

- Volume One
  - Part D3 – Access for people with disabilities
  - Section F – Health and amenity
  - Section G – Non-fire-safety related ancillary provisions
  - Section J – Energy efficiency

**Note.** Other sections of the NCC such as parts D2 and D3 also include requirements that are non-fire-related such as slip resistance, balustrades and the like.

- Volume Two – all parts except part 3.7.

The ABCB [Performance Solution Process](#) outlines a process to assist practitioners with the development and approval of performance solutions. The processes nominated in this document are to be adopted for the development of all non-fire-related performance solutions.



### 3.3 Performance solution process

Figure 3 provides a flowchart summary of the methodology for submission and review of fire and non-fire-related performance solutions. Further guidance on the process and required information to be included in the request for performance solutions is provided in sections 3.5-3.9.

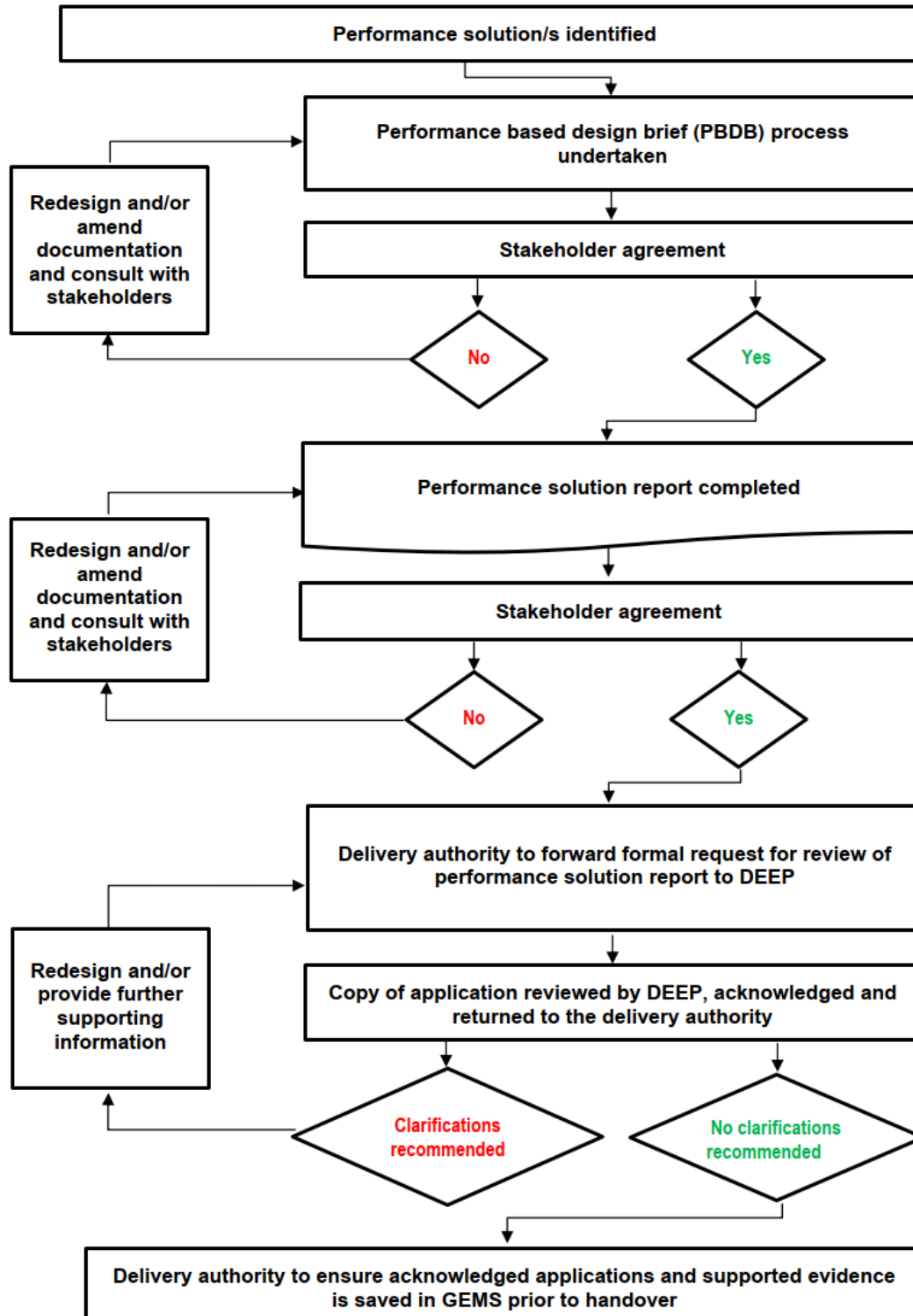


Figure 3 Submission and review of performance solutions

### 3.4 Performance solutions (or dispensations) during construction

Paragraphs 3.32 to 3.34 of the BWM provides requirements for variations to a BA after the BA is issued. This includes a variation to a performance solution or dispensation.

Where a performance solution or dispensation is identified after a building approval is issued, then the processes required in chapter 8 of the BWM must be followed.

It should be noted that a performance solution or dispensation to address construction issues is not the correct process – for example, if a stairway is built less than 1m wide, then the project seeks to allow the reduced width issue in a performance solution instead of correcting the construction.

Rather the process of variation of a performance solution or dispensation should be a design issue that occurs before construction of that part has commenced. For example, if a proposed or new design of the layout on a level of the building would cause a departure to the DTS provisions of the NCC or a non-conformance to Defence policy. In this instance, the proposed change can be considered on its merits before construction rather than the project seeking acceptance of incorrect installation.

### 3.5 Performance Based Design Brief (PBDB)

A PBDB is to be undertaken for all proposed performance solutions in accordance with clause A2G2(4) of the NCC. The development of:

- fire-related performance solutions shall also be in accordance with the [AFEG](#). The PBDB is to follow the recommendations in the [AFEG](#). The Defence Fire Safety Engineering section shall be a stakeholder on the PBDB team for all Defence projects involving fire-safety related performance solutions, or
- non-fire-related performance solutions are to be in accordance with the PBDB process in the NCC and the ABCB [Performance Solution Process](#). The relevant policy contact shall be a stakeholder in the PBDB process.

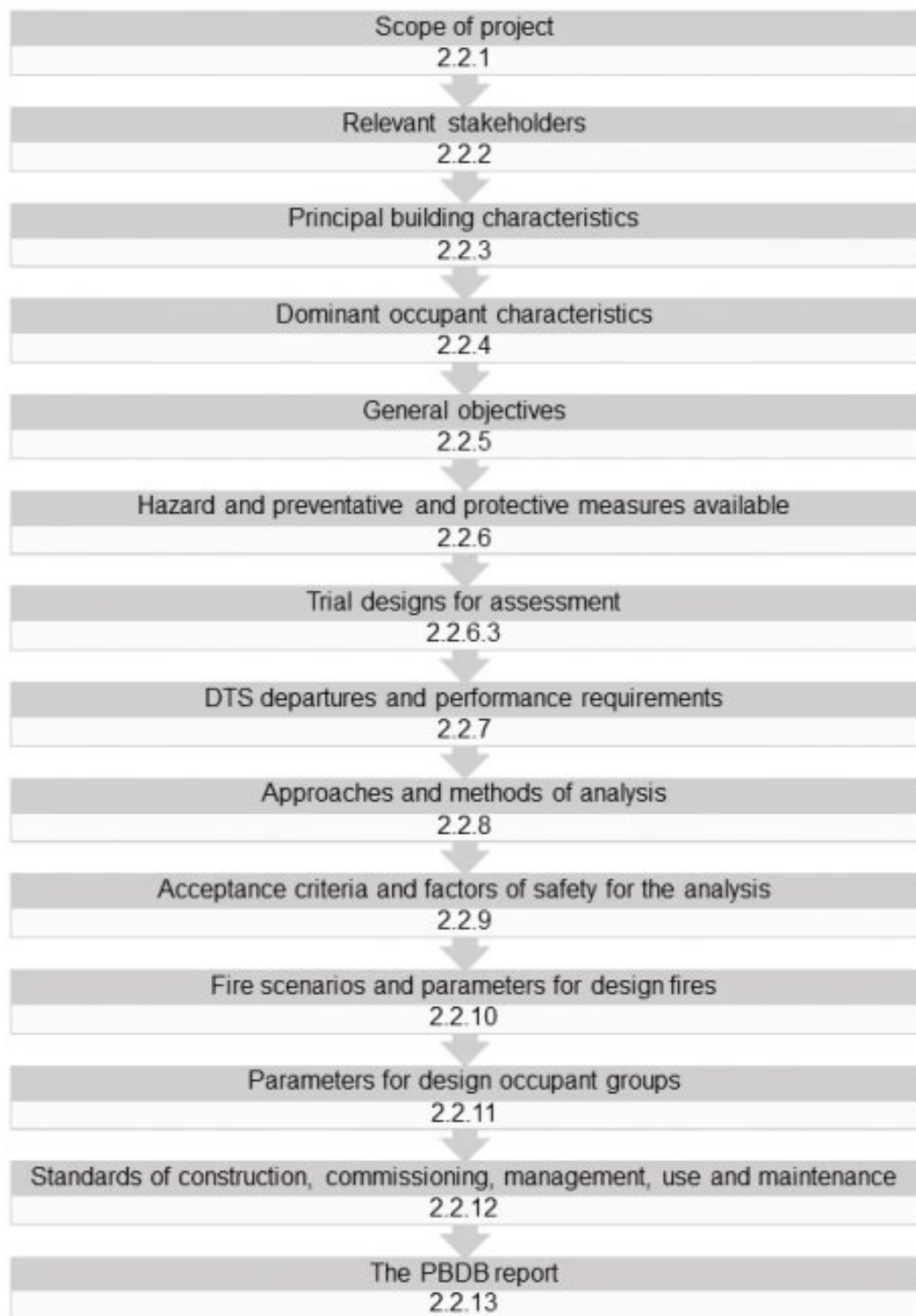
The PBDB should commence at the start of the development process.

It is recommended that people preparing a PBDB or performance solution also refer to the MFPE Design Inclusions document as it also provide useful information with regards to the staging of submissions – eg PBDB approved before 50% design, performance solutions before 90% design.

The purpose of the PBDB is to consult with the relevant stakeholders prior to preparing any reports to achieve in principal agreement of the performance solution. Stakeholders are to discuss the scope of the project, to agree upon the objectives, fire safety measures for fire related performance solutions and other building measures for non-fire related measures, methods of analysis and acceptance criteria for the assessments. The scope of the project and the method by which it will receive regulatory approval dictates the extent of the PBDB process required.

**Note:** Defence is unlikely to not support fire related performance solutions that use fire brigade intervention, in isolation, as a means or justification to reduce NCC requirements for structural fire resistance or active fire safety measures.

Figure 2.2.1 in the [AFEG](#) (extracted in Figure 4 below) provides a flowchart of the process for developing a PBDB. Proposals for fire safety related performance solutions are to follow the PBDB processes nominated in Section 2.2 of the [AFEG](#).



**Figure 4** A process for developing a PBDB

### 3.5.1 Level of consultation required

The ABCB [Performance Solution Process](#) and the [AFEG](#) recognise that the level of brief required is dependent on the building being constructed and the nature of the performance based engineering assessment being undertaken.

For simple departures from the prescriptive requirements of the NCC it is considered acceptable to obtain in-principle support for the proposed assessment methodology via high level reporting from relevant stakeholders.

Whether the assessment proposed is minor enough to warrant a reduced PBDB process should be discussed and agreed with stakeholders for each project. This process must be documented in the performance solution report. For more complex projects stakeholder meetings and a written PBDB will be required.

### 3.5.2 Stakeholders

A key tenet of the PBDB process is consultation with relevant stakeholders to the agreement / approval / support of the performance solution. As a minimum the stakeholders for Defence projects are to include those nominated in section 2.2.2 of the [AFEG](#) and the following where applicable:

- The Defence delivery authority
- Fire safety engineer for the project (for fire-related performance solutions)
- Competent person approved by the building surveyor within the area for which the performance solution is proposed for non-fire related performance solutions
- Defence policy contact representative (eg Building Works Section or Fire Safety Engineering Section representative)
- Architect or relevant designer(s)
- The building surveyor for the project
- Referral agencies – eg. fire services
- System designers where appropriate – eg. hydraulic, mechanical or electrical engineer
- Other relevant Defence personnel to provide comment on appropriateness to proposed operations such as Defence Security.

### 3.5.3 PBDB process

The following is considered appropriate for fire-related performance solutions in cases where a full PBDB is deemed necessary:

- Prepare a PBDB and circulate to all stakeholders prior to the stakeholder meeting. Information on the content within the PBDB is provided in section 2.2.1 of the [AFEG](#) and for Defence section 3.6 below
- Undertake a meeting with all stakeholders to discuss the PBDB and proposed fire safety engineering assessment methodology
- Minutes of the meeting to be prepared and changes made to the PBDB document if deemed necessary by stakeholders. In principle support of assessment methodology should be received from stakeholders, and
- If during the detailed documentation or construction process changes are made to the assessment methodology or additional departures are identified that require assessment the changes are to be referred to stakeholders for comment.

The same process is also required for non-fire related performance solutions. A PBDB with information detailed in the ABCB [Performance Solution Process](#) will also be required. Information to be included in briefs for non-fire related issues is further outlined in section 3.6.

## 3.6 Information to be included in PBDB

The PBDB document shall provide sufficient detail to define the scope of the project, to agree upon the objectives, fire safety measures, methods of analysis and acceptance criteria for the performance solutions. Chapter 2.1 of the [AFEG](#) outlines what is considered reasonable to be included in an PBDB.

A PBDB must also be prepared for non-fire related performance solutions. Refer to the ABCB [Performance Solution Process](#) for further information on non-fire-related performance solutions.

The content of a PBDB is provided in section 2.2.1 of the [AFEG](#). Below is an outline of appropriate information for Defence fire and non-fire related PBDBs.

### 3.6.1 General information to be included in all PBDBs

- Identification of the building assessed including GEMS asset number, building name, location and relevant Defence base information
- Building Contribution Factor form
- Hangar assessment form – if applicable
- Scope of the project
- Stakeholders for the assessment
- Characteristics of the building/facility
- Characteristics of occupants of the building/facility
- Proposed departures from the DTS provisions of the NCC;
- Proposed method of demonstrating compliance with the performance requirements of the NCC in accordance with A2G2(1) of the NCC
- Proposed method of assessment in accordance with clause A2G2(2) of the NCC
- Performance requirements to be assessed in accordance with A2G2(3) of the NCC
- Objectives of the assessment
- Assumptions and limitations
- Acceptance criteria proposed – the criteria are to be specific to the issue being addressed and if quantitative a numeric criteria is to be specified, and
- Documentation relied on in preparation of the report.

### 3.6.2 Information to be provided in PBDB for fire related performance solutions

- Confirmation that the building surveyor has agreed to the person being competent within the area relating to the departures being assessed, and
- Proposed fire safety measures for fire related departures required to be included in the building as part of the fire safety engineering assessment including required standard of construction, commissioning, management-in-use and maintenance. Figures showing relevant requirements are recommended.

### 3.6.3 Information to be provided in PBDBs for non-fire related performance solutions

- Confirmation that the building surveyor has agreed to the person being competent within the area relating to the departures being assessed
- Proposed measures to be included in the building as part of the assessment including required standard of construction, commissioning, management-in-use and maintenance

- Hazards associated with the departure to the DTS provisions to be addressed – eg. trip hazards for issues relating to height of risers in stairs
- Proposed assessment methodology – ie. quantitative, qualitative or the like, and
- Proposed models or tools to be utilised – where applicable.

### 3.7 Performance solution reports

When the PBDB has been completed a performance solution report must be prepared.

**Note.** The [AFEG](#) also refers to a fire related performance solution as a Fire Engineering Report (FER). Where an FER addresses departures to the DTS provisions of the NCC it has the same meaning as a performance solution report.

The performance solution report is to demonstrate compliance with the performance requirements of the NCC and document any specific measures, management-in-use and maintenance requirements forming part of the performance solution.

### 3.8 Information to be included in performance solution report

Section 2.5 of the [AFEG](#) provides guidance of what should be included within a fire related performance solution report. In addition to these requirements, it is considered reasonable for Defence performance solution reports to include:

- Identification of the building assessed including GEMS asset number, building name, location and relevant Defence base information
- Building Contribution Factor form
- Hangar assessment form – if applicable
- Confirmation the person responsible for the project has been confirmed as a competent person – accreditation details to be included
- Executive summary
- PBDB process – refer to section 3.6 for content. The PBDB is to be a separate section of the performance solution report. Where an extensive PBDB process has been undertaken reference to the PBDB may be provided with a summary within the main body of the report
- Assumptions and limitations
- Fire safety measures for fire related performance solution reports (otherwise known as trial design) required to be included in the building as part of the fire safety engineering assessment including required standard of construction, commissioning management-in-use and maintenance
- Building measures for non-fire related performance solution report (otherwise known as trial design) required to be included in the building as part of the assessment including required standard of construction, commissioning management-in-use and maintenance
- Analysis of design including results demonstrating compliance with the agreed acceptance criteria and performance requirements of the NCC
- Conclusion demonstrating compliance with acceptance criteria and relevant performance requirements of the NCC
- Signature of competent person undertaking assessment and detail of review process before issue of report
- Documentation relied on in preparation of the report, and
- Annexes as relevant including details of modelling and technical assessments relied on.

## **3.9 Review and support of performance solutions**

### **3.9.1 General**

When the PBDB has been undertaken and performance solution reports have been prepared, the delivery authority must complete a request for performance solution.

A template request for performance solution may be found in the Building Works Section page at ERIK. An example of a completed request for performance solution is provided in Appendix H.

Requests must be building specific and include the GEMS asset number.

The intent of the referral process is to align with the [AFEG](#) stakeholder process and to provide a technical review of the submission by Infrastructure Division engineers. This is a similar process to State / Territory requirements ie. fire service referrals.

The formal request for agreement will need to be submitted in a manner and a rate which will give the relevant policy contact a reasonable opportunity to review the request within the period of time nominated in the relevant contract particulars. A minimum of 20 business days should be allowed for return comments.

When a performance solution has been received, the submission will be logged and assigned to the relevant policy contact who will review the application and provide comments and the submission will then be referred to DEEP for support.

The comments will be provided in a Defence Minute with an Objective reference. All submissions will be returned to the delivery authority following review.

Where the comments indicate that further detail/justification is required, the delivery authority must ensure the issues are addressed and continue to follow the steps in the flowchart in Figure 3. The form will need to be resubmitted following the process in Figure 3.

The delivery authority must provide any comment from the policy contact to the building surveyor. The building surveyor is then expected to determine whether any rework is required on the basis of the comments made and respond to those comments accordingly.

### **3.9.2 Weatherproofing performance solutions**

Amendment 4 to BWM Edition 1 reintroduced the requirement for performance solutions related to performance requirement F1P2 (for prevention of water through external walls ie – weatherproofing) to be submitted to DEEP for approval. The amendment has been made in the acknowledgement that DTS provisions have now been introduced in the NCC to comply with for performance requirement F1P2 – refer Part F3. As such, every new building, or any building work related to external walls can now comply with the DTS provisions of the NCC. Therefore, AL4 of the BWM has removed the concession and as such, performance solutions related to weatherproofing of external walls must again be referred to DEEP.

## **4. Dispensations**

Defence documents such as the MFPE stipulate compliance with codes and standards that may exceed the provisions of the NCC to enhance life safety, asset protection and continuity of operations of the Department. Where there is a proposal to vary the policy requirements as part of a design solution, a dispensation is required. A dispensation does not require a performance solution and cannot be used to deal with departures to the DTS provisions of the NCC.

The process for dispensation shall be in accordance with chapter 8 of the BWM and as outlined herein. This section summarises the process for a building where dispensation/s are proposed and where no performance solutions have been identified.

### **4.1 Legislative requirements**

#### **4.1.1 BWM**

The BWM is a Defence manual that adopts the NCC as the minimum standard for building work in Defence occupied buildings.

If the building complies fully with the prescriptive or DTS provisions of the NCC, but does not conform with the other Defence policy requirements, then a dispensation process must be followed. This process does not require the development of a performance solution as per the requirements of the NCC however supporting information as detailed in the sub-sections below will be required.

#### **4.1.2 MFPE**

The conformance requirements of Defence policies such as the MFPE are mandatory for all building work and in some cases may be required to be applied to existing buildings for the protection of operationally critical buildings or assets. Requirements for existing buildings are clearly specified in the relevant chapters.

For existing buildings where no change is proposed conformance with the MFPE is to be assessed and issues addressed through the fire safety survey process found at chapter 8 of the MFPE.

Where the use, function or contents of an existing building changes and results in an increase in CF – without a change to the building's NCC occupancy classification – then the entire building shall be upgraded to comply with the current MFPE.

### **4.2 Who can prepare dispensations for Defence**

#### **4.2.1 Fire safety related dispensations**

Any departure from the MFPE is considered fire related. Paragraph 8.7 of the BWM requires that any dispensation must be undertaken by a person assessed as competent by the building surveyor – as defined in the BWM and discussed in section 2.5 of this guide. Examples of accreditation that may be used in the assessment are provided in section 3.2.

#### **4.2.2 Non-fire safety related dispensations**

Non-fire-safety related dispensations include departures from requirements within the policies on ERIK including electrical, civil, mechanical and security found at Building Works Section. The process for non-fire-related dispensations is outside the scope of this guide.



### 4.3 Dispensation process

Figure 5 provides a flowchart summary of the methodology for submission and review dispensations. Further guidance on the process and required information to be included in the request for dispensations is provided in sections 4.4-4.7.

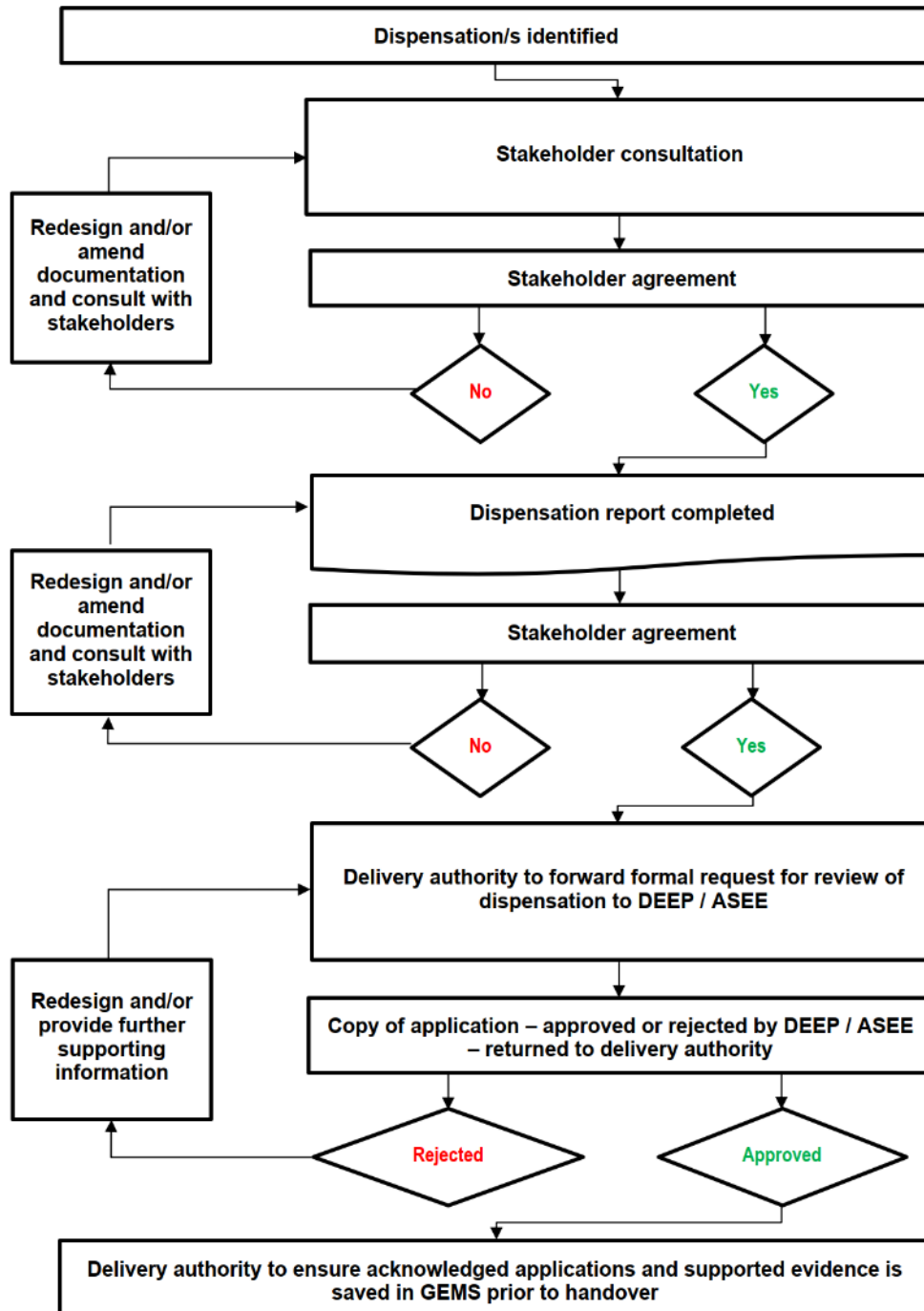


Figure 5 Submission and review of dispensations

## 4.4 Stakeholder brief

When dispensations have been identified, all relevant stakeholders must be consulted. According to paragraph 8.19 of the BWM stakeholder brief is required for dispensations. The stakeholder brief should commence at the start of the design process. The relevant policy contact shall form part of the consultation process.

It is recommended that people preparing stakeholder brief for dispensations also refer to the MFPE Design Inclusions document as it also provide useful information with regards to the staging of submissions – eg brief approved before 50% design, dispensations before 90% design.

The purpose of the stakeholder brief is to consult with the relevant stakeholders prior to preparing any supporting evidence to achieve in principal agreement of the dispensation/s. Stakeholders are to discuss the scope of the project, to agree upon the objectives, fire safety measures for dispensations, methods of analysis and acceptance criteria for the assessments.

### 4.4.1 Level of consultation required

For simple non-conformances from the requirements of the Defence policy – eg the MFPE – it is considered acceptable to obtain in-principle support for the proposed assessment methodology via a phone call or email correspondence from relevant stakeholders.

For more complex projects stakeholder meetings and a written brief will be required. Whether the assessment proposed is minor enough to warrant a reduced brief process should be discussed and agreed with stakeholders for each project. This process must be documented in the supportive documentation for the dispensation/s.

### 4.4.2 Stakeholders

A key tenet of the brief process is consultation with all stakeholders to the design of the building. As a minimum the stakeholders for Defence projects will include:

- The Defence delivery authority
- Fire safety engineer for the project (for fire-related performance solutions)
- Confirmation the person responsible for the information / reporting has been confirmed as a competent person – accreditation details to be included;
- Defence policy contact representative (eg Building Works Section or Fire Safety Engineering Section representative)
- Architect or relevant designer(s)
- The building surveyor for the project
- Referral agencies – eg. fire services
- System designers where appropriate – eg. hydraulic, mechanical or electrical engineer;
- Other relevant Defence personnel to provide comment on appropriateness to proposed operations such as Defence Security.

When required by the policy contact, the project sponsor or manager of the operational capability is to acknowledge a reduced level of asset protection and accept the increased capability risk in writing. When this is required, the policy contact will seek acknowledgement and acceptance from the project sponsor or manager of the operational capability prior to ASEE approval.

### 4.4.3 Stakeholder brief process

The following is considered appropriate for dispensations in cases where a written brief is deemed necessary:

- Prepare a brief and circulate to all stakeholders. Information on the content within the brief is provided in section 4.5

- Undertake a meeting with all stakeholders to discuss the brief and proposed assessment methodology
- Minutes of the meeting to be prepared and changes made to the brief if deemed necessary by stakeholders. In principle support of assessment methodology should be received from stakeholders, and
- If during the detailed documentation or construction process changes are made to the assessment methodology or additional non-conformances are identified that require assessment the changes are to be referred to stakeholders for comment.

## **4.5 Information to be included in written brief**

As per paragraph 8.19 of the BWM, the level of supporting information required for a dispensation shall be agreed as part of the consultation process.

### **4.5.1 General information to be included in all written briefs**

The level of supporting documentation in the form of technical opinions or reports is to be agreed by the policy contact, however where a written brief is required it is recommended that the following is included in the brief:

- Identification of the building assessed including GEMS asset number, building name, location and relevant Defence base information;
- Building Contribution Factor form
- Hangar assessment form – if applicable
- Stakeholders for the assessment
- Characteristics of the building/facility
- Characteristics of occupants of the building/facility
- Proposed non-conformances with the relevant Defence policy – eg MFPE
- The reason for non-conformance
- The risk mitigation strategy including any compensating factors
- Cost implications, where relevant, by comparison of the initial and whole of life costs of the policy provisions with those of the proposed design solutions
- Objectives of the assessment
- Assumptions and limitations
- Acceptance criteria proposed – the criteria are to be specific to the issue being addressed and if quantitative a numeric criteria to be specified
- Proposed assessment methodology – ie. quantitative, qualitative or the like
- Proposed models and tools to be utilised, and
- Documentation relied on in preparation of documentation.

### **4.5.2 Additional information to be provided in briefs for dispensations**

- Confirmation the person responsible for the information / reporting has been confirmed as a competent person – accreditation details to be included
- Proposed method of demonstrating an adequate level of safety / property protection is achieved
- Proposed measures to be included in the building as part of the assessment including required standard of construction, commissioning management-in-use and maintenance. Figures showing relevant requirements are recommended
- Fire hazards, and
- Proposed fire and occupant scenarios to be assessed for fire-related issues.

## 4.6 Supporting evidence for dispensations

When the stakeholder brief has been undertaken supporting evidence as agreed during this process must be prepared.

### 4.6.1 Purpose of documentation

The dispensation documentation is to demonstrate stakeholder agreement, conformance with agreed acceptance criteria and document any specific measures, management-in-use and maintenance requirements forming part of the dispensation.

### 4.6.2 Information to be included in supportive documentation

As a minimum the information as per paragraph 8.19 of the BWM must be included in the request for dispensation as per below:

- The delivery authority
- The area of non-conformance (with specific reference to the appropriate section of the conformance document)
- The reason for non-conformance
- The risk mitigation strategy including any compensating factors
- Cost implications, where relevant, by comparison of the initial and whole of life costs of the MFPE provisions with those of the proposed design solutions, and
- Copies of any technical opinions or reports sought shall be enclosed.

When required by the policy contact, the capability or project sponsor is to acknowledge a reduced level of asset protection and accept the increased capability risk in writing.

It is recommended that the following is provided in the dispensation request and supporting evidence:

- Identification of the building assessed including GEMS asset number, building name, location and relevant Defence base information
- Building Contribution Factor form
- Hangar assessment form – if applicable
- Confirmation the person responsible for the information / reporting has been confirmed as a competent person – accreditation details to be included
- Executive summary
- Brief – refer to section 4.5 for content. The brief is to be a separate section of the supporting documentation report. Where an extensive brief process has been undertaken reference to the brief may be provided with a summary within the main body of the report
- Assumptions and limitations
- Fire safety measures for fire related dispensations required to be included in the building as part of the assessment including required standard of construction, commissioning management-in-use and maintenance
- Analysis of design including results demonstrating conformance with the agreed acceptance criteria
- Conclusion demonstrating compliance with acceptance criteria
- Signature of engineer undertaking assessment and detail of review process before issue of report
- Documentation relied on in preparation of documentation, and
- Annexes as relevant including details of modelling and technical assessments relied on.

## 4.7 Review and approval of dispensations

When the stakeholder brief has been undertaken and supporting evidence has been prepared the delivery authority or appointed representative must complete a request for dispensation and forward to the relevant policy contact.

A sample request for dispensation can be found in the Building Works Section page at ERIK. An example of a completed request for dispensation is provided in Appendix I.

Requests must be building specific and include the GEMS asset number.

The formal request for approval will need to be submitted in a manner and a rate which will give the delegate a reasonable opportunity to review the request within the period of time nominated in the relevant contract particulars. A minimum of 20 business days should be allowed for delegate consideration.

When the request for a dispensation has been received, the form will be logged and assigned by the policy contact for review. The following outcomes are possible:

- Where all information regarding a dispensation is provided and supported, then the proposal will be submitted to the policy contact for consideration
- Where all information regarding a dispensation is provided and supported by the policy contact then the proposal will be submitted to ASEE for approval. If the dispensation is approved, ASEE will facilitate return to the delivery authority
- Where a further detail/justification is required – such as a brief or additional supportive documentation – a response will be provided to the delivery authority. The delivery authority must continue to follow the steps in the flowchart in Figure 5
- When a proposal is not supported or approved a response will be provided to the delivery authority with reasons for rejection. The design must be modified to comply, or further information provided to support the proposal. The form will need to be resubmitted following the process in Figure 5

Where a dispensation is submitted, a Defence Minute will be prepared by the policy contact. The Minute will detail whether the proposal is supported or not supported, and where it requires further information for consideration. Where further information or rework is required, the Minute will provide a comments and 'Issues to be addressed' table. The Minute will be provided in pdf and word format. It is expected that the delivery authority will facilitate the rework on the basis of the comments made and respond to those comments accordingly. The inclusion of the response to these issues is to be resubmitted with any resubmission.

On satisfactory completion of the steps in the flow-chart in Figure 5, the supported dispensation request will be returned to the delivery authority.

## 5. Performance solutions and dispensations

Where performance solutions and dispensations are identified for the same building, a combined request for performance solution and dispensation is to be prepared. The methodology for the submission is as per the requirements nominated in sections 3 and 4.

A sample request for performance solution and dispensation can be found in the Building Works Section page at ERIK. An example of a completed request for performance solution and dispensation is provided in Appendix J.

Figure 6 provides a flowchart summary of the methodology for submission and review combined performance solutions and dispensations.

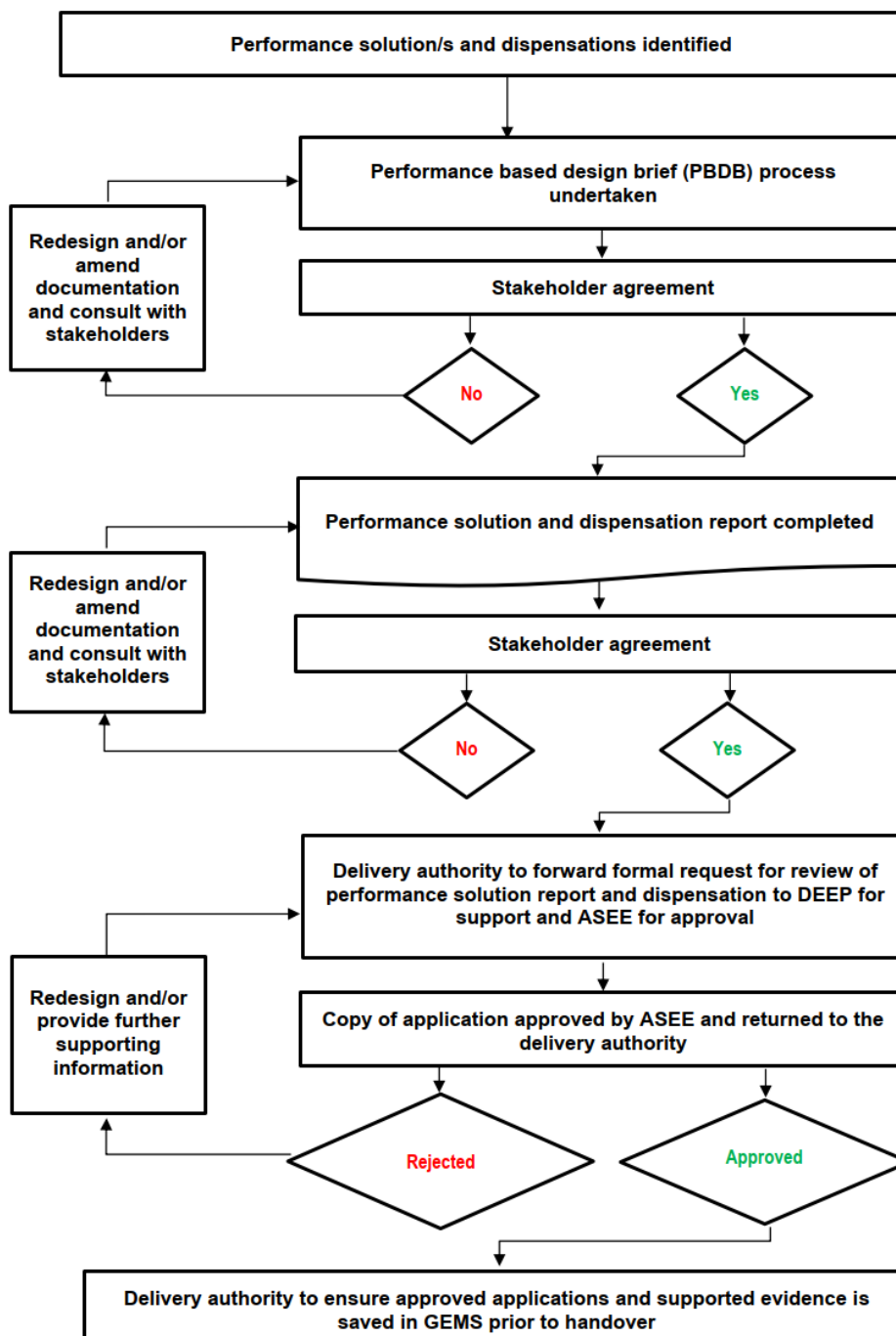


Figure 6 Submission and review of performance solutions and dispensations

## Appendix A Competent person assessment (template)

<b>COMPETENT PERSON ASSESSMENT TEMPLATE</b>	
<b>Defence Building</b> Identify the Defence Building, property, SEG region, address and GEMS ID covered by this certificate.	Building: [insert building name]
	Defence property: [insert property name]
	SEG region: [INSERT SEG REGION]
	Address: [insert building address]
	GEMS ID: [property no / facility no]
<b>Description of Component/s Certified</b> Clearly describe the work being certified EG: Hydrants, sprinkler, structural, fire detection installation	
<b>Competent Persons Details</b> See para 3.6-3.8 Defence Building Works Manual (BWM).	Name:
	Company name: (if applicable)
	Postal address:
	Telephone no:
	Mobile no:
	Email address:
<b>Documents relied on for competent person assessment</b> e.g Accreditation certificate, qualification, Resume or CV	
<b>Accreditation number (if applicable in relevant jurisdiction) qualification or the like</b>	
<b>Signature of appointed Building Surveyor for the building works</b>	I confirm that the person referred to above, has been assessed as competent to provide certificate(s) related to the above components as required under paragraphs 3.6-3.8 of the Building Works Manual.  Signature: ..... Date: .....
<b>Notes:</b> 1. This form is to be attached to any Certificate that this assessment relates to 2. Assessment required at least once for any person issuing multiple certificates relating to a building approval or certificate of completion 3. Accreditation is defined in BWM	

Document Name:	Version	Date	Page No
Competent Person Assessment Template	05	01/05/2023	1 of 1

## Appendix B Design certificate (example)

DESIGN CERTIFICATE		
<b>Defence Building</b> Identify the Defence Building, property, SEG region, address and GEMS ID covered by this certificate.	Building:	Office 123
	Defence property	RAAF Base Edinburgh
	SEG region:	Central and West
	Address:	123 Canberra Drive, RAAF Base Edinburgh, SA
	GEMS ID:	0930/0123
<b>Description of Component/s Certified</b> Clearly describe the extent of work covered by this certificate.  EG: Hydrants, sprinkler, structural, fire detection design	Fire detection and alarm system (including public address capability)	
<b>Basis of Certification</b> Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon.	<ul style="list-style-type: none"> <li>• Building Works Manual – Edition 1, amendment 4</li> <li>• MFPE – Edition 4, amendment 4 – paragraphs 2.12 and 4.6</li> <li>• National Construction Code Volume One – Building Code of Australia (NCC) 2022 – NCC E2D3, specification 20</li> <li>• Australian Standard AS 1670.1-2018</li> </ul>	
<b>Reference Documentation</b> Clearly identify any relevant documentation, e.g. numbered 'for construction' plans.	DWG F1234	
<b>Competent Persons Details</b> Certificate must be completed by a competent person as defined in the Defence Building Works Manual (BWM).	Name:	John Sparker
	Company name: (if applicable)	Fire detection engineers
	Postal address:	123 Name Avenue, Adelaide, SA
	Telephone no:	08 9111 XXXX
	Mobile no:	0400 XXX XXX
	Email address:	john.sparker@fire-detection-engineers.com.au
	Competent person assessment form attached	<b>Tick Box</b> <input checked="" type="checkbox"/>
<b>Signature</b>  I certify that the item/s described above, if installed or carried out in accordance with the information contained in this certificate, including any referenced documentation, will comply with the BWM / NCC / MFPE and relevant NCC or Defence policy referenced standards.  Signature: ..... Date: .....		

Document Name:	Version	Date	Page No
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## Appendix C Building approval (example)

(company letterhead)

### BUILDING APPROVAL

Highlighted text in this document indicates an area for completion or samples for guidance only. Any highlighted text is to be completed and / or removed in the document.

**BUILDING APPROVAL No.** 1234  
**Date:** 01/05/2023

<b>Building</b>	123
<b>Defence property</b>	RAAF Base Edinburgh
<b>SEG Region</b>	Central and West
<b>Address</b>	123 Canberra Drive, RAAF Base Edinburgh, SA
<b>GEMS ID</b>	0930/0123

Review for compliance with the requirements of the Defence Building Works Manual Edition 1, amendment 4 (BWM), Manual of Fire Protection Engineering Edition 4, amendment 4 (MFPE) and the National Construction Code Volume One – Building Code of Australia (NCC) 2022 for the proposed building works as depicted on the submitted drawings and associated information.

Approval is hereby given to the commencement of building work in accordance with the BWM subject to the conditions contained herein.

#### Part A. Building Information

The following table indicates the NCC characteristics.

Characteristic		Description		
		Part of building	Use	Classification (A6)
NCC classification(s)		Ground floor	Office	Class 5
		First floor	Training	Class 9b
		Second floor	Office / training	Class 5 / 9b
Number of floors	Above ground	3		
	Below ground	0		
Rise in storeys	3			
Effective height	<12m			
Type of construction	Type A			
Large-isolated building	No			
Aircraft hangar / special structure	No			

Document Name:	Version	Date	Page No
Building approval	07	01/05/2023	1 of 7

(company logo)

The following table indicates the contribution factor assessment findings as determined through completion of the form in BWM annex 5A. The signed form is attached at Appendix A.

Contribution Factor (CF)	Description
CF (entire building)	CF1
Part of the building identified as having an CF1 or CF2 in a building otherwise classified as a CF3-5	<b>Building or part (if applicable)</b>
	Nor applicable

**Part B. Performance Solutions**

The following table identifies the departures from the DTS provisions of the NCC that have been addressed by performance solutions in accordance with the NCC and chapter 8 of the BWM.

No.	Issue	DTS provision	Performance Requirements	Method of meeting performance requirements	Assessment method
1.	Distance to an exit on the first floor is 25m in lieu of 20m.	Clause D2D5	D1P4 and E2P2	Complies with performance requirements A2G2(1)(a)	Verification method A2G2(2)(b)(ii)
2.	Installation of door closers to secure perimeter doors which exceed the 20N opening force requirement of AS 1428.1-2009.	Clauses D4D2, D4D3 and D4D4	D1P1 and D1P2	Equivalent to DTS A2G2(1)(b)	Comparison to DTS A2G2(2)(d)

**Part C. Dispensations**

The following table identifies the dispensations to the MFPE that have been undertaken in accordance with chapter 8 of the BWM.

No.	dispensation to MFPE policy requirements	MFPE reference
1.	Deletion of fire suppression in part of a building which have been classified as CF1.	8.10

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**Part D. Proposed fire safety schedule relative to area of works**

Fire safety measures	Standards of performance (NCC, standard or code, MFPE)	Required maintenance standard
[INSERT MEASURE]	[INSERT STANDARD/CODE]	[INSERT MAINTENCE STANDARD]

Note: A completed example of a fire safety measures statement is available within the [Guidelines for Certification, Performance Solutions and Dispensations](#) available in [Building Works Section](#) page of the DEQMS website. A template statement is also provided at this website.

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**Part E. Required inspections**

The following table list the mandatory required inspections.

Required Inspections	
Piers	By XYZ Building Surveyors
Footing	By XYZ Building Surveyors
Slab	By XYZ Building Surveyors
Structure	By XYZ Building Surveyors
Frame	By XYZ Building Surveyors
Structural stages / milestones	By XYZ Building Surveyors
Fire/smoke separation construction	By XYZ Building Surveyors
Sound rated construction	By XYZ Building Surveyors
Fire safety systems	By XYZ Building Surveyors
Emergency evacuation lighting system	By XYZ Building Surveyors
Final	By XYZ Building Surveyors
Notes:	
1. Other than the final inspection, a person – approved by the building surveyor as a competent person – may undertake inspections on the building surveyors behalf.	
2. .... has been approved to undertake inspections (refer to Inspection requirements)	

**Part F. Documents reviewed**

Receipt is acknowledged of:

1. Architectural plans by 123 Architects	Dwg No A1234
2. Structural plans by Tonnes Engineers	Dwg No S1234
3. Hydraulic plans by Flow Engineers	Dwg No H1234
4. Electrical plans by Spark Engineers	Dwg No E1234
5. Mechanical plans by HVAC Engineers	Dwg No M1234
6. Performance solution report by XYZ Fire Engineers	Report number 12345
7. Dispensation request by XYZ Fire Engineers	Report number 12345
8. Fire service advice from SAMFS	Letter 12345
9. Specification by XX Engineer	Specification 1234

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**Part G. Conditions of Approval**

Section A BWM

Insert conditions of approval for BWM related requirements

Section B NCC

Insert conditions of approval for NCC related requirements

**Part H. General conditions of approval**

**Gen1** The approval for this building work shall lapse if the building work is not commenced within 3 years after the date of this approval.

**Gen2** The applicant must ensure that one legible set of approved drawings is available for inspection on the building site while the building work is in progress.

**Gen3** It is acknowledged that alteration and amendments may occur during construction. Applicable revised drawings and certificates shall be provided for assessment and approval. The issuing of a Certificate of Completion will not be considered until documents reflecting these changes have been provided and subsequently approved.

**Gen4** The following restrictions apply to the use of the building:

- No restrictions

**Part I. Inspection requirements**

**Insp1** Structural inspections shall be carried out either by the Building Surveyor or an appropriately registered professional engineer as approved by the Building Surveyor.

**Insp2** Specific inspections regarding fire/smoke rated elements, sound rated elements shall be carried out either by the Building Surveyor or an appropriately qualified person as approved by the Building Surveyor.

**Insp3** Inspections (if required) from the entity and / or person responsible for the performance solution and / or dispensation request shall be carried out to confirm that any requirements related to the performance solution and / or dispensation request are installed and implemented.

**Note:** Certificates of inspections shall be forwarded to the Building Surveyor. Certificates shall state that the work complies or is non-compliant with the Building Approval.

**Insp4** Final Inspection by the Building Surveyor. A minimum of 10 days notice shall be provided.

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**Part J. Certificate of completion**

In accordance with the BWM – occupation of this building or part is not permitted, until a certificate of completion (including staged or interim) has been issued. This certificate is issued when the works have reached completion and is dependent upon:

- a. Compliance with all conditions nominated in this Building Approval
- b. Compliance with the requirements in regard to inspections
- c. Certificates provided as follows:
  - (1) Electrical design certificate
  - (2) Mechanical design certificate
  - (3) Fire protection certificate
  - (4) Structural design certificate, etc

**Part K. Nominated Builder's Details**

<b>Name:</b>	M. Builder		
<b>State or Territory accreditation or licence details:</b>	Accreditation No: XXXX		
<b>Company:</b>	123 Buildings		
<b>Postal Address:</b>	123 Construction Street		
<b>Town/City:</b>	Adelaide		
<b>State/Territory:</b>	SA	<b>Postcode:</b>	5000
<b>Phone:</b>	08 6000 XXXX		
<b>Email:</b>	m.builder@123buildings.XXX		

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**Part L. Nominated Builder Surveyor's Details**

<b>Name:</b>	John Citizen		
<b>State or Territory accreditation or licence details:</b>	AIBS Accreditation No: XXXX		
<b>Company:</b>	XYZ Building Surveyors		
<b>Postal Address:</b>	123 Name Street		
<b>Town/City:</b>	Adelaide		
<b>State/Territory:</b>	SA	<b>Postcode:</b>	5000
<b>Phone:</b>	08 9000 XXXX		
<b>Email:</b>	john.citizen@xyzbuildingsurveyors.XXX		

**Building surveyor building approval declaration**

<b>Declaration</b> If completed in accordance with this building approval the proposed building work will comply with the BWM and related Defence policies and the NCC requirements applicable to the building work.	
<b>Name:</b>	
<b>Signature:</b>	<b>Date:</b>

## Appendix D Installation certificate (example)

INSTALLATION CERTIFICATE		
<b>Defence Building</b> Identify the Defence Building, property, SEG region, address and GEMS ID covered by this certificate.	Building:	Office 123
	Defence property	RAAF Base Edinburgh
	SEG region:	Central and West
	Address:	123 Canberra Avenue Drive, RAAF Base Edinburgh, SA
	GEMS ID:	0930/0123
<b>Description of Component/s Certified</b> Clearly describe the extent of work covered by this certificate.  EG: Hydrants, sprinkler, structural, fire detection installation	Fire detection and alarm system (including public address capability)	
<b>Basis of Certification</b> Detail the basis for giving the certificate and the extent to which tests, specifications, rules, standards, codes of practice and other publications, were relied upon.	<ul style="list-style-type: none"> <li>• Building Works Manual – Edition 1, amendment 4</li> <li>• MFPE – Edition 4, amendment 4 – paragraphs 2.12 and 4.6</li> <li>• National Construction Code Volume One – Building Code of Australia (NCC) 2022 – NCC E2D3, specification 20</li> <li>• Australian Standard AS 1670.1-2018</li> </ul>	
<b>Reference Documentation</b> Clearly identify any relevant documentation, e.g. numbered 'for construction' plans.	DWG F1234	
<b>Signature</b>	I certify that the item/s described above, has been installed or carried out in accordance with the information contained in this certificate, including any referenced documentation, complies with the BWM / NCC / MFPE and relevant NCC or Defence policy referenced standards.  Signature: ..... Date: .....	

Document Name:	Version	Date	Page No
Installation Certificate	05	01/05/2023	1 of 1



## Appendix E Fire safety measures schedule (example)

(company letterhead)

### FIRE SAFETY MEASURES

**Notes 1 – 3 below for guidance only – remove from completed form**

- The schedule provided below is notional only. Final fire safety measures must be specific to the building and only include relevant requirements.
- Final fire safety measures schedules must include relevant paragraphs of the MFPE – ie not just reference to relevant chapter. Delete all references that are not applicable.
- Year of standards and codes must include the relevant year version at the time of *Building Approval*.

<b>Building</b>	[insert building name]
<b>Defence property</b>	[insert property name]
<b>SEG Region</b>	[INSERT SEG REGION]
<b>Address</b>	[insert building address]
<b>GEMS ID</b>	[property no / facility no] XXXX/XXXX

Fire safety measures	Standards of performance (NCC, standard or code, MFPE)	Required Maintenance standard
<i>Performance Solution</i>	Any requirement specified in a <i>performance solution</i> that pertains to the acceptance of the departure to the deemed-to-satisfy (DTS) provisions of the NCC addressed in the report	List <i>performance solution</i> requirements and relevant maintenance schedule
<i>Dispensation requirements</i>	Any requirement specified in a <i>dispensation</i> that pertains to the acceptance of the non-compliance to Defence policy requirements	List <i>dispensation</i> requirements and relevant maintenance schedule
Access Panels, doors and hoppers to fire resisting shafts	NCC C4D14 and AS 1905.1-2015	AS 1851-2012 – section 12
Atriums	NCC specification 12 (fire doors) NCC specification 31 (wall-wetting sprinkler system) NCC specification 17 (sprinklers) NCC specification 31 (fire and smoke control) AS 1668.1:2015 (smoke control), AS 1670.1:2018 (fire detection and alarm) and AS 1670.4:2018 (emergency warning and intercom system)	AS 1851-2012 – as applicable
Air pressurising systems	NCC E2D3, E2D4, spec 20 and AS/NZS 1668.1-2015	AS 1851-2012 – section 13

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<b>Fire safety measures</b>	<b>Standards of performance (NCC, standard or code, MFPE)</b>	<b>Required Maintenance standard</b>
Automatic fail safe devices	NCC part C4, NCC S12C1-S12C6, NCC D3D24, D3D26, specification 17, AS1670.1-2018 and chapter 3 of the MFPE	Periodic inspection as per relevant standard of installation, manufactures specification, however no less than annual inspection
Automatic fire detection and alarm system	NCC E2D3, specification 20, AS 3786:2014 and/or AS 1670.1:2018 and chapters 2, 4, 8, 9, 10, 11, 12 and 13 of the MFPE	AS 1851-2012 – section 6
Automatic fire suppression system (sprinkler)	NCC E1D4-E1D13, spec 17, AS 2118.1-2017, AS 2118.4-2012 or AS 2118.6-2012 and chapters 2, 8, 9 and 11 of the MFPE	AS 1851-2012 – section 2
Building occupant warning system	NCC S20C7 of specification 20, AS 1670.1:2018 and chapter 4 of the MFPE	AS 1851-2012 – section 6
Construction joints	NCC C4D16 and AS 1530.4-2014	AS 1851-2012 – section 12
Doors and doorways	NCC D3D24, D3D25 and D3D26 and chapter 3 of the MFPE	Inspection every three months to ensure doors are intact, operational and fitted with conforming hardware
Emergency evacuation plan	AS 3745:2010 and AS 4083:2010	AS 1851-2012 – section 14
Emergency lifts	NCC E3D5	Periodic inspection as per relevant standard of installation, manufactures specification, however no less than annual inspection
Emergency lighting	NCC E4D2, E4D4 and AS/NZS 2293.1:2018	AS 2293.2-1995
Emergency Warning and Intercom system (EWIS)	NCC E4D9, AS 1670.4:2018 and chapter 4 of the MFPE	AS 1851-2012 – section 6
Exit and directional signs	NCC E4D5, E4D6, E4D7 (class 2 and 3), E4D8 and AS/NZS 2293.1:2018	AS 2293.2-1995
Fire blankets	AS 2444-2001, AS/NZS 3504-2006 and chapter 7 of the MFPE	AS 1851-2012 – section 10
Fire control centres (or rooms)	NCC E1D15 and specification 19	Annual inspection to ensure compliance of construction and contents with NCC nominated at time of building approval
Fire dampers	NCC C4D13, C4D15, AS 1668.1:2015, AS 1668.2:2012, AS 1682.1:2015, AS 1682.2:2015 and chapters 8, 9, 11, 12 and 13 of the MFPE	AS 1851-2012 – section 12
Fire doors	NCC spec 12, AS 1905.1-2015 and chapter 3 of the MFPE	AS 1851-2012 – section 12
Fire hose reel system	NCC E1D3 and AS 2441:2005	AS 1851-2012 – section 9

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<b>Fire safety measures</b>	<b>Standards of performance (NCC, standard or code, MFPE)</b>	<b>Required Maintenance standard</b>
Fire hydrant systems (including mains, pumpset and booster)	NCC E1D2 and AS 2419.1-2005 and chapter 2 of the MFPE	AS 1851-2012 – section 4
Fire pumpsets	NCC E1D2 and AS 2419.1-2005 and NCC E1D4, spec S17C7, AS 2118.1-2017, AS 2118.4-2012 or AS 2118.6-2012	AS 1851-2012 – section 3
Fire-rated lift landing doors	NCC C4D11 and AS 1735.11-1986	Periodic inspection as per manufacturers specification, however no less than annual inspection
Protection of penetrations in fire resisting elements	NCC C4D13, C4D15, spec S13C1-SC13C7, AS 1530.4-2014 and AS 4072.1-2005	AS 1851-2012 – section 12
Fire service controls	NCC E3D9	Periodic inspection as per manufacturers specification, however no less than annual inspection
Fire shutters	NCC specification 12 and AS 1905.2-2005	AS 1851-2012 – section 12
Fire windows (including windows that are automatic or permanently fixed in position)	NCC specification 12 and tested prototype	AS 1851-2012 – section 12
Lightweight construction	NCC C2D9 and specification 6	AS 1851-2012 – section 12
Mechanical air handling systems	NCC E2D3, specification 21, AS 1668.1:2015 and chapter 8, 9, 11, 12 and 13 of the MFPE	AS 1851-2012 – section 13
Paths of travel to and discharge from an exit	NCC section D and chapter 3 of the MFPE	Inspection every three months to ensure there are no obstructions and no alterations
Perimeter vehicle access for emergency vehicles	NCC C3D4 and/or C3D5 as appropriate and chapter 2 of the MFPE	Annual inspection to ensure that unobstructed access to buildings and firefighting facilities are maintained
Portable fire extinguishers	NCC E1D14, AS 2444-2001 and chapter 7 of the MFPE	AS 1851-2012 – section 10
Safety curtains in proscenium openings	NCC I4D8 and I4D15	AS 1851-2012 – section 12
Smoke Control System	NCC E2D3, AS 1668.1:2015 and specs 21 and/or 31, AS/NZS 1668.1-2015 and chapter 8, 9 and 11 of the MFPE	AS 1851-2012 – section 13
Smoke dampers	NCC specification 11, AS/NZS 1668.1-2015, AS1682.1-2015 and AS 1682.2-2015 and 10, 13 and 14 of the MFPE	AS 1851-2012 – section 12
Smoke doors	NCC C3D6, specs 11 and 12 and chapters 8 and 12 of the MFPE	AS 1851-2012 – section 12
Smoke separation	NCC C3D6, C3D15, D2D12, D3D8, specs 11 and 12 and chapters 8 and 12 of the MFPE	AS 1851-2012 – section 12

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<b>Fire safety measures</b>	<b>Standards of performance (NCC, standard or code, MFPE)</b>	<b>Required Maintenance standard</b>
<b>Solid core doors</b>	NCC C4D12 and chapter 5 of the MFPE	Annual inspection for damage, deterioration, and check operation of closers, handles and/or electronic strikes.
<b>Special automatic fire suppression systems (foam, deluge, gas flooding, mist)</b>	Chapters 8, 9 and 11 of the MFPE	Periodic inspection as per manufacturers specification, however no less than monthly inspection.
<b>Special Hazards</b>	Services required under NCC E1D17 – provision for special hazards. Services required under NCC E2D21 – provision for special hazards.	AS 1851-2012 – sections 2 and 6
<b>Stand-by power systems</b>	NCC S31C20 of specification 31	Periodic inspection as per manufacturers specification, however no less than six monthly inspection.
<b>Structural fire resistance</b>	NCC S5C1-S5C25, AS 3600-2018, AS 3700-2018, AS 4100-1998 (as appropriate) and chapters 8, 9, 11 and 12 of the MFPE	AS 1851-2012 – section 12
<b>Wall wetting sprinkler and drencher systems</b>	NCC C4D5, C4D9, C4D12, D2D12, D2D13, D2D17, Spec 14, S31C5 and AS 2118.2-2010 and / or AS 2118.1:2017	AS 1851-2012 – section 2
<b>Warning and operational signs</b>	Section 108 of EP&A (Development Certification and Fire Safety) Regulation 2021 NCC E3D4 (lifts) NCC NSW D3D24(2)(e)(iii) (notices on doors in sight of audience) NCC specification 19 (fire control room) NCC D2D22 (access to lift pits) Building Act 2004, ACT D1.101 (notices on fire isolated stairs) NCC D3D28 (signs on exit doors) NCC specification 31 (atrium evac area) Chapter 8 of the BWM (performance solution / dispensation signage) Offences related to fire stairway signage (as per State / Territory requirements)	Annual inspection to ensure that signage is present and not damaged or deteriorated
<b>Water tanks</b>	Bolted steel circular and rectangular water tanks for the storage of water for fire protection systems shall be in accordance with AS 2304-2019	AS 1851-2012 – section 5

## Appendix F Certificate of completion (example)

(company letterhead)

### CERTIFICATE OF COMPLETION

Highlighted text in this document indicates an area for completion or samples for guidance only. Any highlighted text is to be completed and / or removed in the document.

**Certificate of Completion No.** 123456  
**Date:** 01/05/2023  
**Objective Reference:** BS12345678  
**Building approval No.** 1234  
**Building approval requirements:** The Building Works Manual Edition 1, amendment 4 (BWM), the Manual of Fire Protection Engineering Edition 4, amendment 4 (MFPE) and the National Construction Code Volume One – Building Code of Australia (NCC) 2022

<b>Building</b>	Office 123
<b>Defence property</b>	RAAF Base Edinburgh
<b>SEG Region</b>	Central and West
<b>Address</b>	123 Canberra Drive, RAAF Base Edinburgh, SA
<b>GEMS ID</b>	0930/0123

<b>Purpose of Certificate</b> Indicate the purpose of Certificate of completion being issued.	<input checked="" type="checkbox"/> Certificate of full completion	
	<input type="checkbox"/> Staged certificate of completion	Date of expiry:
	<input type="checkbox"/> Interim certificate of completion	Date of expiry:
	<input type="checkbox"/> Certificate of demolition completion	

The following table indicates the buildings current National Construction Code Volume One – Building Code of Australia (NCC) 2022 characteristics.

Characteristic	Description		
	Part of building	Use	Classification (A6)
NCC classification(s)	Ground floor	Office	Class 5
	First floor	Training	Class 9b
	Second floor	Office / training	Class 5 / 9b
Number of floors	Above ground	3	
	Below ground	0	
Rise in storeys	3		
Effective height	<12m		
Type of construction	Type A		
Large-isolated building	No		
Aircraft hangar / special structure	No		

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Certificate of completion	07	01/05/2023	1 of 5

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The following table indicates the contribution factor assessment findings as determined through completion of the form in BWM annex 5A. The signed form is attached at Appendix [insert appendix number].

Contribution Factor (CF)	Description
CF (entire building)	CF1
Part of the building identified as having an CF1 or CF2 in a building otherwise classified as a CF3-5	<b>Building or part (if applicable)</b>
	Not applicable

Max no. people permitted	Maximum Population	Part of building
If applicable, state the maximum number of people permitted in the building or part as applicable.	50	Ground floor
	200	First floor
	150	Second floor

Restrictions or conditions on the use or occupation of the building	Restrictions or conditions
	Not applicable

No.	Performance solutions to NCC DTS provisions	DTS provision	Performance Requirements
1.	Distance to an exit on the first floor is 25m in lieu of 20m.	Clause D2D5	D1P4 and E2P2
2.	Installation of door closers to secure perimeter doors which exceed the 20N opening force requirement of AS 1428.1-2009.	Clauses D4D2, D4D3 and D4D4	D1P1 and D1P2

No.	dispensation to MFPE policy requirements	MFPE reference
1.	Deletion of fire suppression in part of a building which have been classified as CF1.	8.10

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<p><b>Performance Solutions and Dispensations</b></p> <p>If the building work uses a performance solution or dispensation, state the applicable materials, systems, methods of building, procedures, specifications and other relevant requirements.</p> <p>This will provide Defence with a concise and practical explanation of performance solutions that may have some operational implications on the use of the building. This will also help ensure the ongoing use of the building and any future modifications do not compromise compliance with the performance requirements of the applicable building code.</p>	<p><b>Performance solution/dispensation requirements</b> - The following systems and procedures form part of the performance solution:</p> <p>Insert requirements from performance solution and dispensation</p>
---	--

Fire safety measures	Standards of performance (NCC, standard or code, MFPE)	Required maintenance standard
[INSERT MEASURE]	[INSERT STANDARD/CODE]	[INSERT MAINTENCE STANDARD]

Note: A completed example of a fire safety measures statement is available within the [Guidelines for Certification, Performance Solutions and Dispensations](#) available in [Building Works Section](#) page of the DEQMS website. A template statement is also provided at this website.

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Referenced documents applicable to the building approval	Name of document	Document reference number
	Fire engineering performance solution report, by Fire Consultant Pty Ltd dated 10/12/2022	Report number 123 revision number 01
	Dispensation request by Fire Consultant Pty Ltd dated 10/12/2022	Report number ABC revision number 01

**Nominated Builder's Details**

<b>Name:</b>	M. Builder		
<b>State or Territory accreditation or licence details:</b>	Accreditation No: XXXX		
<b>Company:</b>	123 Buildings		
<b>Postal Address:</b>	123 Construction Street		
<b>Town/City:</b>	Adelaide		
<b>State/Territory:</b>	SA	<b>Postcode:</b>	5000
<b>Phone:</b>	08 6000 XXXX		
<b>Email:</b>	m.builder@123buildings.XXX		



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**Building surveyor declaration**

<b>Declaration</b> The building work has been completed and is substantially in accordance with the building approval requirements, the BWM and related Defence policies and the NCC requirements applicable to the building work. The issue of this certificate confirms that the building part as altered is fit for occupation and use.			
<b>Name:</b>	John Citizen		
<b>Signature:</b>		<b>Date:</b>	01/05/2023
<b>State or Territory accreditation or licence details:</b>		Accreditation No: XXXX	
<b>Company:</b>	XYZ Building Surveyors		
<b>Postal Address:</b>	123 Name Street		
<b>Town/City:</b>	Adelaide		
<b>State/Territory:</b>	SA	<b>Postcode:</b>	5000
<b>Phone:</b>	08 9000 XXXX		
<b>Email:</b>	john.citizen@xyzbuildingsurveyors.XXX		

## Appendix G Certificate of regularisation (example)

(company letterhead)

### CERTIFICATE OF REGULARISATION

Highlighted text in this document indicates an area for completion or samples for guidance only. Any highlighted text is to be completed and / or removed in the document.

Certificate of Regularisation No. **123456**  
 Date: **01/05/2023**  
 Objective Reference: **BS12345678**

<b>Building</b>	<b>Office 123</b>
<b>Defence property</b>	<b>RAAF Base Edinburgh</b>
<b>SEG Region</b>	Central and West
<b>Address</b>	<b>123 Canberra Drive, RAAF Base Edinburgh, SA</b>
<b>GEMS ID</b>	<b>0930/0123</b>

<b>Purpose of Certificate</b> Indicate the purpose of Certificate of regularisation being issued.	<input type="checkbox"/> Correct occupancy classification(s)
	<input checked="" type="checkbox"/> No available Certificate of Completion
	<input type="checkbox"/> Relocated transportable or demountable building

The following table indicates the buildings current **National Construction Code Volume One – Building Code of Australia (NCC) 2022** characteristics.

Characteristic		Description		
NCC classification(s)		Part of building	Use	Classification (A6)
		<b>Ground floor</b>	<b>Office</b>	<b>Class 5</b>
		<b>First floor</b>	<b>Training</b>	<b>Class 9b</b>
		<b>Second floor</b>	<b>Office / training</b>	<b>Class 5 / 9b</b>
Number of floors	Above ground	<b>3</b>		
	Below ground	<b>0</b>		
Rise in storeys		<b>3</b>		
Effective height		<12m		
Type of construction		Type A		
Large-isolated building		No		
Aircraft hangar / special structure		No		

Document Name:	Version	Date	Page No
Certificate of regularisation	04	01/05/2023	1 of 4

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The following table indicates the contribution factor assessment findings as determined through completion of the form in BWM annex 5A. The signed form is attached at Appendix [insert appendix number].

Contribution Factor (CF)	Description
CF (entire building)	CF1
Part of the building identified as having an CF1 or CF2 in a building otherwise classified as a CF3-5	<b>Building or part (if applicable)</b>
	Not applicable

Restrictions or conditions on the use or occupation of the building	Restrictions or conditions
	Not applicable

No.	Performance solutions to NCC DTS provisions	DTS provision	Performance Requirements
1.	Distance to an exit on the first floor is 25m in lieu of 20m.	Clause D2D5	D1P4 and E2P2
2.	Installation of door closers to secure perimeter doors which exceed the 20N opening force requirement of AS 1428.1-2009.	Clauses D4D2, D4D3 and D4D4	D1P1 and D1P2

No.	Dispensation to MFPE policy requirements	MFPE reference
1.	Deletion of fire suppression in part of a building which have been classified as CF1.	8.10

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<p><b>Performance Solutions and Dispensations</b></p> <p>If the building work uses a performance solution or dispensation, state the applicable materials, systems, methods of building, procedures, specifications and other relevant requirements.</p> <p>This will provide Defence with a concise and practical explanation of performance solutions that may have some operational implications on the use of the building. This will also help ensure the ongoing use of the building and any future modifications do not compromise compliance with the performance requirements of the applicable building code.</p>	<p><b>Performance solution/dispensation requirements</b> - The following systems and procedures form part of the performance solution:</p> <p>Insert requirements from performance solution and dispensation</p>
---	--

Fire safety measures	Standards of performance (NCC, standard or code, MFPE)	Required maintenance standard
[INSERT MEASURE]	[INSERT STANDARD/CODE]	[INSERT MAINTENCE STANDARD]

**Note:** A completed example of a fire safety measures statement is available within these [Guidelines for Certification, Performance Solutions and dispensations](#) available in [Building Works Section](#) page of the DEQMS website. A template statement is also provided at this website.

(company logo)

Referenced documents applicable to the certificate of regularisation	Name of document	Document reference number
	Fire engineering performance solution report, by Fire Consultant Pty Ltd dated 10/12/2022	Report number 123 revision number 01
	Dispensation request by Fire Consultant Pty Ltd dated 10/12/2022	Report number ABC revision number 01

**Building surveyor declaration**

<b>Declaration</b>			
The building			
a. is structurally sound and capable of withstanding the loadings likely to arise from its use			
b. will reasonably provide for the safety of persons, including but not limited to:			
(1) means of egress			
(2) occupant warning (if relevant)			
(3) the prevention and suppression of fire, and			
(4) the prevention of the spread of fire.			
c. has had all outstanding issues from the most recent MFPE fire safety survey addressed.			
The issue of this certificate confirms that the building part as altered is fit for occupation and use.			
<b>Name:</b>	John Citizen		
<b>Signature:</b>		<b>Date:</b>	01/05/2023
<b>State or Territory accreditation or licence details:</b>		Accreditation No: XXXX	
<b>Company:</b>	XYZ Building Surveyors		
<b>Postal Address:</b>	123 Name Street		
<b>Town/City:</b>	Adelaide		
<b>State/Territory:</b>	SA	<b>Postcode:</b>	5000
<b>Phone:</b>	08 9000 XXXX		
<b>Email:</b>	john.citizen@xyzbuildingsurveyors.XXX		

## Appendix H Request for performance solution (example)

company letterhead)

### REQUEST FOR PERFORMANCE SOLUTION

File reference [insert file reference]

DEEP (BP26-2-B049)

REQUEST FOR: PERFORMANCE SOLUTION

Building	Office 123
Defence property	RAAF Base Edinburgh
SEG Region	Central and West
Address	123 Canberra Drive, RAAF Base Edinburgh, SA
GEMS ID	0930/0123

#### 1.0 Introduction

XYZ Building Surveyors has been engaged as the project building surveyor for the above project. This document has been provided on behalf of ABC Contractor. This document and its attachments are submitted under the provisions of chapter 8 of the Defence Buildings Works Manual edition 1, amendment 4 (BWM).

#### 2.0 Performance solution

The Director of Estate Engineering Policy (DEEP) is requested to support the performance solution(s) to the deemed-to-satisfy (DTS) provisions of the National Construction Code Volume One – Building Code of Australia (NCC) 2022 nominated in Section 5.0.

#### 3.0 Building description

Characteristic		Description		
		Part of building	Use	Classification (A6)
NCC classification(s)		Ground floor	Storage	Class 7b
		First floor	Training	Class 9b
		Second floor	Office / training	Class 5 / 9b
Number of floors	Above ground	3		
	Below ground	0		
Rise in storeys		3		
Effective height		<12m		
Type of construction		Type A		
Large-isolated building		No		
Aircraft hangar / special structure		No		

Document Name:	Version	Date	Page No
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(company logo)

#### 4.0 Contribution Factor classification

The following table indicates the contribution factor as determined through completion of the form in BWM annex 5A. The signed form is attached at Appendix A.

Contribution Factor (CF)	Description
CF (entire building)	CF3
Part of the building identified as having an CF1 or CF2 in a building otherwise classified as a CF3-5	<b>Building or part (if applicable)</b>
	Ground floor server room 001 – CF2
	First floor UPS room 101 – CF2

#### 5.0 Summary of issues

The following table identifies the departures from the DTS provisions of the NCC being sought for approval by DEEP.

No.	Issue	Supporting annex reference	DTS provision	Performance Requirements	Method of meeting performance requirements	Assessment method
1.	Distance to an exit on the first floor is 25m in lieu of 20m.	A	Clause D2D5	D1P4 and E2P2	Complies with performance requirements A2G2(1)(a)	Verification method A2G2(2)(b)(ii)
2.	Installation of door closers to secure perimeter doors which exceed the 20N opening force requirement of AS 1428.1-2009.	B	Clauses D4D2, D4D3 and D4D4	D1P1 and D1P2	Equivalent to DTS A2G2(1)(b)	Comparison to DTS A2G2(2)(d)

#### 6.0 Supporting Documentation

The following documentation is provided to address the departures from the DTS provisions of the BCA as listed in the previous table.

Annex	Document
A	Fire engineering performance solution report number 12345, revision number 01 by Fire Consultant Pty Ltd dated 10/12/2022
B	Accessibility performance solution report number 67890, revision number 01 by Access Consultant Pty Ltd dated 10/12/2022

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**7.0 Previous performance solutions and / or dispensations**

Details of any previously supported performance solutions / dispensations submitted and/or approved for the building by DEEP/ASEE.

No.	Issue	Reference	Submitted or approved
1.	Not applicable		
2.			

Details of any performance solutions related to performance requirement FP1.4 for prevention of water through external walls (ie – weatherproofing) submitted and/or approved by the building surveyor for the project in line with paragraph 8.15 of BWM Edition 1, AL3.

No.	Issue	Reference	Submitted or approved
1.	Weatherproofing of external walls. Note. Part F1 does not include any DTS provisions to cover FP1.4.	Performance solution report by ABC façade engineers, EXWALL R1.0, dated June 2022	Approved by John Citizen, XYZ building surveyors, July 2022

**8.0 Building surveyors concurrence and details**

I agree with the performance solution proposed. Defence acceptance of the performance solution will allow me, as the building surveyor, to issue the building approval.			
<b>Name:</b>	John Citizen		
<b>Signature:</b>	X	<b>Date:</b>	01/05/2023
<b>State or Territory accreditation or licence details:</b>		Accreditation No: XXXX	
<b>Company:</b>	XYZ Building Surveyors		
<b>Postal Address:</b>	123 Name Street		
<b>Town/City:</b>	Adelaide		
<b>State/Territory:</b>	SA	<b>Postcode:</b>	5000
<b>Phone:</b>	08 9000 XXXX		
<b>Email:</b>	john.citizen@xyzbuildingsurveyors.com.au		



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**FOR INTERNAL DEFENCE USE**

**PROJECT:** AIR7000 Phase 2B

**BASE/ESTABLISHMENT:** RAAF Base Edinburgh

**9.0 Delivery Authority (Defence Project Officer)**

Performance solution:	Acknowledged
Name:	Jane Citizen
Signature:	
Date:	XX/XX/XXXX
Telephone Number:	02 6266 XXXX

**10.0 Director of Estate Engineering Policy (DEEP)**

Comments:		
Performance solution:	Supported	Not supported
Name:		
Signature:		DEEP
Date:		

## Appendix I Request for dispensation (example)

(company letterhead)

### REQUEST FOR DISPENSATION

File reference [insert file reference]

**ASEE** (BP26-2-B001)  
**DEEP** (BP26-2-B049)

**REQUEST FOR: DISPENSATION**

<b>Building</b>	Office 123
<b>Defence property</b>	RAAF Base Edinburgh
<b>SEG Region</b>	Central and West
<b>Address</b>	123 Canberra Drive, RAAF Base Edinburgh, SA
<b>GEMS ID</b>	0930/0123

#### 1.0 Introduction

XYZ Building Surveyors has been engaged as the project building surveyor for the above project. This document has been provided on behalf of ABC Contractor. This document and its attachments are submitted under the provisions of chapter 8 of the Defence Building Works Manual edition 1, amendment 4 (BWM).

#### 2.0 Dispensations

A request is made to the Director of Estate Engineering Policy (DEEP) to support and for the Assistant Secretary Environment and Engineering (ASEE) to approve the dispensations to the Defence Manual of Fire Protection Engineering Edition 4 – amendment 4 (MFPE) policy requirements nominated in section 5.0.

#### 3.0 Building description

Characteristic		Description		
NCC classification(s)		Part of building	Use	Classification (A6)
		Ground floor	Storage	Class 7b
		First floor	Training	Class 9b
		Second floor	Office / training	Class 5 / 9b
Number of floors	Above ground	3		
	Below ground	0		
Rise in storeys		3		
Effective height		<12m		
Type of construction		Type A		
Large-isolated building		No		
Aircraft hangar / special structure		No		

Document Name:	Version	Date	Page No
Request for dispensation	06	01/05/2023	1 of 4

(company logo)

#### 4.0 Contribution Factor classification

The following table indicates the contribution factor as determined through completion of the form in BWM annex 5A. The signed form is attached at Appendix A.

Contribution Factor (CF)	Description
CF (entire building)	CF1
Part of the building identified as having an CF1 or CF2 in a building otherwise classified as a CF3-5	Building or part (if applicable)
	Not applicable

#### 5.0 Summary of issues

The following table identifies the dispensations to the MFPE being sought for approval from ASEE.

No.	Issue	Supporting annex reference	MFPE reference
1.	Deletion of fire suppression in part of a building which have been classified as CF1.	A	10.10
2.	Deletion of smoke exhaust in a storage building which have been classified as CF1.	A	11.14

#### 6.0 Supporting Documentation

The following documentation is provided to address the dispensations as listed in the previous table.

Annex	Document
A	Fire engineering performance solution report number 12345, revision number 01 by Fire Consultant Pty Ltd dated 10/12/2019

#### 7.0 Previous Performance solutions and / or dispensations

Details of any previous performance solutions / dispensations / fire safety management strategies submitted and/or approved by DEEP / ASEE.

No.	Issue	Reference	Submitted or approved
1.	Distance to an exit on the first floor is 25m in lieu of 20m.	Fire engineering performance solution report number 12345, revision number 01 by Fire Consultant Pty Ltd dated 10/12/2022	Submitted
2.	Installation of door closers to secure perimeter doors which exceed the 20N opening force requirement of AS 1428.1-2009.	Accessibility performance solution report number 67890, revision number 01 by Access Consultant Pty Ltd dated 10/12/2022	Submitted

Details of any performance solutions related to performance requirement FP1.4 for prevention of water through external walls (ie – weatherproofing) submitted and/or approved by the building surveyor for the project in line with paragraph 8.15 of BWM Edition 1, AL3.

No.	Issue	Reference	Submitted or approved
1.	Weatherproofing of external walls. Note. Part F1 does not include any DTS provisions to cover FP1.4.	Performance solution report by ABC façade engineers, EXWALL R1.0, dated June 2022	Approved by John Citizen, XYZ building surveyors, July 2022

(company logo)

### 8.0 Building surveyors concurrence and details

I agree with the dispensation proposed. Defence acceptance of the dispensation will allow me, as the building surveyor, to issue the building approval.			
<b>Name:</b>	John Citizen		
<b>Signature:</b>	X	<b>Date:</b>	01/05/2023
<b>State or Territory accreditation or licence details:</b>		Accreditation No: XXXX	
<b>Company:</b>	XYZ Building Surveyors		
<b>Postal Address:</b>	123 Name Street		
<b>Town/City:</b>	Adelaide		
<b>State/Territory:</b>	SA	<b>Postcode:</b>	5000
<b>Phone:</b>	08 9000 XXXX		
<b>Email:</b>	john.citizen@xyzbuildingsurveyors.com.au		

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**FOR INTERNAL DEFENCE USE**

**PROJECT:** AIR7000 Phase 2B

**BASE/ESTABLISHMENT:** RAAF Base Edinburgh

**9.0 Project Delivery Authority (Defence Project Officer)**

Dispensation:	Acknowledged
Name:	Jane Citizen
Signature:	X
Date:	XX/XX/20XX
Telephone Number:	02 6266 XXXX

**10.0 Director of Estate Engineering Policy (DEEP)**

Comments:		
Dispensation:	Supported	Not supported
Name:		
Signature:		DEEP
Date:		

**11.0 Assistant Secretary – Environment & Engineering (ASEE)**

Comments:		
Dispensation:	Approved	Not approved
Name:		
Signature:		ASEE
Date:		

## Appendix J Request for performance solution and dispensation (example)

[company letterhead]

### REQUEST FOR PERFORMANCE SOLUTION AND DISPENSATION

File reference [insert file reference]

ASEE (BP26-2-B001)  
DEEP (BP26-2-B049)

REQUEST FOR: PERFORMANCE SOLUTION AND DISPENSATION

Building	Office 123
Defence property	RAAF Base Edinburgh
SEG Region	Central and West
Address	123 Canberra Drive, RAAF Base Edinburgh, SA
GEMS ID	0930/0123

#### 1.0 Introduction

XYZ Building Surveyors has been engaged as the project building surveyor for the above project. This document has been provided on behalf of ABC Contractor. This document and its attachments are submitted under the provisions of chapter 8 of the Defence Buildings Works Manual edition 1, amendment 4 (BWM).

This request contains both performance solution and dispensations.

#### 2.0 Performance solution

The Director of Estate Engineering Policy (DEEP) is requested to support the performance solution(s) to the deemed-to-satisfy (DTS) provisions of the National Construction Code Volume One – Building Code of Australia (NCC) 2022 nominated in section 6.0.

#### 3.0 Dispensations

A request is also made to the Director of Estate Engineering Policy (DEEP) to support and for the Assistant Secretary Environment and Engineering (ASEE) to approve the dispensation(s) to the Defence Manual of Fire Protection Engineering – Edition 4, amendment 4 (MFPE) policy requirements nominated in section 7.0.

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Request for performance solution and dispensation	05	01/05/2023	1 of 5

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#### 4.0 Building description

Characteristic		Description		
NCC classification(s)		Part of building	Use	Classification (A6)
		Ground floor	Storage	Class 7b
		First floor	Training	Class 9b
		Second floor	Office / training	Class 5 / 9b
Number of floors	Above ground	3		
	Below ground	0		
Rise in storeys		3		
Effective height		<12m		
Type of construction		Type A		
Large-isolated building		No		
Aircraft hangar / special structure		[INSERT Aircraft Hangar / Special Structure OR NO]		

#### 5.0 Contribution Factor classification

The following table indicates the contribution factor as determined through completion of the form in BWM annex 5A. The signed form is attached at Appendix A.

Contribution Factor (CF)	Description
CF (entire building)	CF1
Part of the building identified as having an CF1 or CF2 in a building otherwise classified as a CF3-5	Building or part (if applicable)
	Not applicable

#### 6.0 Summary of issues – performance solutions

The following table identifies the departures from the DTS provisions of the NCC being sought for approval from DEEP.

No.	Issue	Supporting annex reference	DTS provision	Performance Requirements	Method of meeting performance requirements	Assessment method
1.	Distance to an exit on the first floor is 25m in lieu of 20m.	A	Clause D2D5	D1P4 and E2P2	Complies with performance requirements A2G2(1)(a)	Verification method A2G2(2)(b)(ii)
2.	Installation of door closers to secure perimeter doors which exceed the 20N opening force requirement of AS 1428.1-2009.	B	Clauses D4D2, D4D3 and D4D4	D1P1 and D1P2	Equivalent to DTS A2G2(1)(b)	Comparison to DTS A2G2(2)(d)

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### 7.0 Summary of issues – dispensations

The following table identifies the dispensations to the MFPE being sought for approval from ASEE.

No.	Issue	Supporting annex reference	MFPE reference
1.	Deletion of fire suppression in part of a building which have been classified as CF1.	A	10.10
2.	Deletion of smoke exhaust in a storage building which have been classified as CF1.	A	11.14

### 8.0 Supporting documentation

The following documentation is provided to address the performance solutions and dispensations as listed in the previous tables.

Annex	Document
A	Fire engineering performance solution – dispensation report number 12345, revision number 01 by Fire Consultant Pty Ltd dated 10/12/2022
B.	Accessibility performance solution report number 67890, revision number 01 by Access Consultant Pty Ltd dated 10/12/2022

### 9.0 Previous performance solutions and / or dispensations

Details of any previously supported performance solutions / dispensations submitted and/or approved for the building by DEEP/ASEE.

No.	Issue	Reference	Submitted or approved
1.	Not applicable		
2.			

Details of any performance solutions related to performance requirement FP1.4 for prevention of water through external walls (ie – weatherproofing) submitted and/or approved by the building surveyor for the project in line with paragraph 8.15 of BWM Edition 1, AL3.

No.	Issue	Reference	Submitted or approved
1.	Weatherproofing of external walls. Note. Part F1 does not include any DTS provisions to cover FP1.4.	Performance solution report by ABC façade engineers, EXWALL R1.0, dated June 2022	Approved by John Citizen, XYZ building surveyors, July 2022



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#### 10.0 Building surveyors concurrence and details

I agree with the performance solution and dispensation proposed. Defence acceptance of the performance solution and dispensation will allow me, as the building surveyor, to issue the building approval.			
<b>Name:</b>	John Citizen		
<b>Signature:</b>	X	<b>Date:</b>	01/05/2023
<b>State or Territory accreditation or licence details:</b>	Accreditation No: XXXX		
<b>Company:</b>	XYZ Building Surveyors		
<b>Postal Address:</b>	123 Name Street		
<b>Town/City:</b>	Adelaide		
<b>State/Territory:</b>	SA	<b>Postcode:</b>	5000
<b>Phone:</b>	08 9000 XXXX		
<b>Email:</b>	john.citizen@xyzbuildingsurveyors.com.au		

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**FOR INTERNAL DEFENCE USE**

**PROJECT:** [insert project name]

**BASE/ESTABLISHMENT:** [insert base/establishment]

**11.0 Project Delivery Authority (Defence Project Officer)**

Performance solution / Dispensation:	Acknowledged
Name:	Jane Citizen
Signature:	X
Date:	XX/XX/20XX
Telephone Number:	02 6266 XXXX

**12.0 Director of Estate Engineering Policy (DEEP)**

Comments:		
Performance solution:	Supported	Not supported
Dispensation:	Supported	Not supported
Name:		
Signature:		DEEP
Date:		

**13.0 Assistant Secretary – Environment & Engineering (ASEE)**

Comments:		
Dispensation:	Approved	Not approved
Name:		
Signature:		ASEE
Date:		