**Notice of cessation and notice of completion**

**When is a notice of completion required?**

A Notice of Completion (Form BA7) must be provided to the City within seven days of the completion of building or demolition works.

**Who is responsible for providing a notice of completion?**

It is the responsibility of the person named as the builder or demolition contractor on a Building or Demolition Permit to provide the Form BA7. Penalties may apply if the Form BA7 is not provided within seven days of the completion of building or demolition works.

**When is a notice of cessation required?**

A Notice of Cessation (Form BA8) is provided when the person named as the builder or demolition contractor on a Building or Demolition Permit stops being responsible for the building or demolition works. A new responsible person must then be appointed for the remainder of the building or demolition works.

**Who is responsible for providing a notice of cessation?**

It is the responsibility of the person named as the builder or demolition contractor on a Building or Demolition Permit to provide the Form BA8 once they cease being responsible for the building or demolition works.

**Application for the approval of a new responsible person.**

Where the responsible person submits a Notice of Cessation, or their required registration expires, the owner of the building or structure can apply to the City to approve a new responsible person to complete the building work on a [Form BA19](https://www.commerce.wa.gov.au/publications/ba19-request-amend-building-permit).

**Further information**

For further information on a Notice of Completion or a Notice of Cessation, please call the Building Commission WA on 1300 489 099.