

Certificate data reporting requirements for relevant building surveyors under Building Regulation 47



Certificate Data Fields	Building Surveyor Registration Number	Building Permit Number	Stage Number	Building Permit Issue Date	Commencement Date OR First Inspection Date	Issue Date of Occupancy Permit OR Certificate of Final Inspection	Certificate Number of Occupancy Permit OR Certificate of Final Inspection	Permit lapse date OR project abandoned date (if applicable)
<b>Reporting Requirement(s)</b>	The registration number of the building surveyor who issued the building permit (and the certificate)	The building permit number must be consistent with the number as originally reported in the building permit data return	The building permit stage number must be consistent with the number as originally reported in the building permit data return	The building permit issue date must be consistent with the date as originally reported in the building permit data return	To be reported when the building work commenced OR the first inspection takes place	To be reported when the occupancy permit OR the certificate of final inspection is issued	To be reported when the occupancy permit OR the certificate of final inspection is issued	To be reported if the building work is commenced, not completed, or no certificate issued and the building permit has lapsed
<b>Required Reporting Format</b>	Numeric only (no prefix)	Numeric only	Numeric only	Date (dd/mm/yyyy)	Date (dd/mm/yyyy)	Date (dd/mm/yyyy)	Numeric Only. If multiple certificates are issued, list all separately – one record per certificate issued	Date (dd/mm/yyyy)
<b>Maximum allowable length/characters</b>	10	20	3	10	10	10	10	10
<b>Data Example</b>	1234	20150001	0	01/03/2014	30/05/2014	02/03/2015	20150001	07/09/2014
<b>When to report (based on the Data Example above)</b>	Whenever a certificate data is required for reporting (mandatory data fields, cannot be blank)				May 2014 certificate data return (due on 7/6/2014)	March 2015 certificate data return (due on 7/4/2015)		September 2014 certificate data return (due on 7/10/2014)
<b>Common Audit Findings</b>	-	Not consistent with the building permit number reported in the monthly building permit data return	Not reported (left blank)	Not reported or not consistent with the building permit issue date reported in the monthly building permit data return	-	Not reported	Not reported	Not reported