DAMAGES REPORT TEMPLATE FOR SUBMISSION TO BCA

Section 1 - Administrative Details

Affected Property

- Address: _____
- Owner: _____
- Contact: _____ Email: _____

Development Alleged to Cause Damage

- Site Address: _____
- Permit No.: _____ Perit in Charge: _____

Reporting Perit

- Name: _____ Warrant No.: _____
- Contact: _____ Email: _____
- Date of Inspection: _____

Section 2 - Risk Classification (Mandatory)

Tick ONE:

☐ 🔴 *LEVEL 1 – Immediate Structural / Public Safety Risk **(Stop Works Recommended)**

☐ 🟠 LEVEL 2 – Potential Structural Impact (Non-Critical) **(Stop Works Recommended)**

☐ 🟢 LEVEL 3 – Minor / Cosmetic Damage **(Works may safely proceed)**

Brief Justification for risk classification:

***IN CASE OF LEVEL 1 RISK CALL 138 AND 112 BEFORE SUBMITTING THE REPORT**

Section 3 - A Detailed Description of Damage

Section 4 - Immediate Safety Assessment

Is there structural instability?

☐ Yes ☐ No

Is evacuation recommended?

☐ Yes ☐ No

If YES describe emergency concerns:

Section 5 - Evidence Attached

☐ Dated photographs showing damages (Mandatory)

☐ Other evidence

Section 6 - Professional Opinion

Probable Cause:

☐ Likely attributable to works
☐ Possibly contributory
☐ Likely pre-existing
☐ Indeterminate

Recommended Action:

Section 7 – Bill of Quantities

Section 8 - Declaration

I, the undersigned Perit, confirm that I have conducted a professional inspection of the property and affirm that the information provided herein is accurate to the best of my knowledge and that public and occupant safety has been prioritised in my assessment and recommendations.

Signature: _____ Date: _____

Name of Perit: _____

Warrant Number: _____