

Roof Installation and Tiling

Business Name:	ABN:
Business Address:	
Contact Person:	Phone: Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	



RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

  

Risk Rating & Required Action:	
<b>4A</b>	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	No injury	no schedule impact	Deviation caught and corrected on site

  

**Notes on Hierarchy of Controls:**  
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.*

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. WHS Governance, Roles and Consultation	<ul style="list-style-type: none"> <li>Lack of documented WHS responsibilities for roof installation and tiling activities</li> <li>Insufficient officer due diligence under WHS Act 2011 to ensure safe systems for roofing works</li> <li>Poor consultation with workers, subcontractors and Health and Safety Representatives (HSRs)</li> <li>Inadequate WHS committee or toolbox forum to address high-risk roofing issues</li> <li>Failure to integrate specialist roofing risks (hot works, torch-on, hot tar, foam, rubber) into the overall WHS management system</li> <li>No clear escalation pathway for critical safety concerns raised during roofing projects</li> </ul>	4A	<ul style="list-style-type: none"> <li>Define and document WHS roles, responsibilities and accountabilities for PCBUs, officers, supervisors, leading hands and workers specific to roof installation and tiling activities</li> <li>Ensure officers demonstrate due diligence by regularly reviewing roofing risk assessments, audit findings, incident trends and resourcing for controls</li> <li>Establish formal worker consultation mechanisms (e.g. WHS committees, HSR structures, regular toolbox talks) with strong agenda items for roofing hazards and controls</li> <li>Require all roofing subcontractors provide evidence of their WHS management system, insurances and high-risk construction work (HRCW) procedures prior to engagement</li> <li>Implement a documented issue-escalation procedure so unresolved roofing safety concerns are quickly elevated to senior management</li> <li>Periodically review and update WHS governance arrangements to include emerging technologies and methods (e.g. new torch-down products, foam systems, engineered batten systems)</li> </ul>	3H
2. WHS Legal Compliance and Documentation	<ul style="list-style-type: none"> <li>Failure to comply with WHS Act 2011 and WHS Regulations for high-risk construction work (work at height, hot work, use of hazardous materials)</li> <li>Incomplete or generic documentation that does not reflect specific roofing methods (roll roofing, torch-on tar, torch-on, metal sheeting, tiling)</li> <li>Absence of project-specific Safe Work Method Statements (SWMS) for working at height and torch-down applications</li> <li>Inadequate management of Safety Data Sheets (SDS) for roofing chemicals, adhesives, foams and hot tar products</li> <li>Non-compliance with Australian Standards and Codes of Practice relevant to fall prevention, scaffolding, roof access and hot work</li> <li>Failure to maintain statutory records (training, inspections, permits, incident reports) for regulatory review</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a WHS legal register identifying all relevant legislation, regulations, Codes of Practice and Australian Standards related to roofing and tiling activities</li> <li>Require project-specific WHS Management Plans and SWMS for all roof installation, reroofing and tiling works, including torch-down and hot tar processes</li> <li>Establish a document control system to ensure roofing SWMS, risk assessments, permits and procedures are version-controlled, current and accessible on site</li> <li>Maintain a centralised SDS register (hard copy or electronic) for all roofing products (adhesives, primers, foams, hot tar, bitumen, cleaning solvents) and ensure workers are trained in their safe use</li> <li>Undertake periodic compliance audits against WHS legislation and relevant Australian Standards (e.g. fall protection, scaffolding, electrical safety, hot work)</li> <li>Implement record-keeping procedures for permits, inspections, training, incidents and corrective actions and retain records in line with legal requirements</li> </ul>	2M

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3. Contractor, Subcontractor and Supplier Management	<ul style="list-style-type: none"> <li>Engagement of roofing contractors without adequate WHS systems or high-risk construction competency</li> <li>Lack of verification of licences, trade qualifications and product installation accreditations (e.g. torch-on membranes, hot mop systems, metal sheeting)</li> <li>Inadequate vetting of suppliers of roofing materials, hot tar, gas systems and spray equipment</li> <li>Poor alignment between principal contractor WHS expectations and subcontractor practices on site</li> <li>Ineffective communication of project-specific hazards and site rules to short-term roofing crews</li> <li>Subcontractors using unapproved methods or products (e.g. non-compliant torch-down materials, non-rated screws, incorrect battens)</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a formal prequalification process for all roofing contractors and subcontractors, including WHS system review, incident history and references</li> <li>Verify licences, trade certifications and manufacturer accreditations for specialist roofing tasks (metal roofing, torch-on membranes, hot tar application, roof sprays, rubber roofing, roofing foam)</li> <li>Include explicit WHS performance criteria and right to audit for audits in all roofing contracts and purchase orders</li> <li>Conduct mobilisation meetings with all roofing contractors to communicate project hazards, site rules, emergency arrangements and documentation requirements</li> <li>Establish a system of scheduled and ad-hoc WHS inspections of contractor activities (e.g. batten placement, screw fixing, cutting, hot work, working at height)</li> <li>Standardise approved roofing materials and fixings through procurement specifications and require any variations to go through normal risk and design review process</li> </ul>	2M
4. Design, Planning and Engineering of Roofing Systems	<ul style="list-style-type: none"> <li>Poor roof design leading to unsafe installation methods (e.g. steep pitch, complex awnings, limited access, fragile surfaces)</li> <li>Inadequate allowance for permanent fall protection, roof anchor points, walkways and ladder access systems</li> <li>Designs that complicate installation of roll roofing, awnings, drip edges, ridge caps and metal sheeting</li> <li>Insufficient structural design for loads from reroofing, stacked materials, roof tiles and equipment</li> <li>Failure to address fire and heat hazards when specifying torch-down, hot mop tar, bitumen or foam systems</li> <li>Lack of integration between drainage design and safe working areas (increased slip risks, ponding during work)</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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5. Working at Height and Fall Prevention Systems	<ul style="list-style-type: none"> <li>Inadequate planning for work at height during roof tiling, metal sheeting, reroofing and ridge cap operations</li> <li>Insufficient edge protection, guardrails, scaffolds or fall arrest anchor systems</li> <li>Poorly controlled access to fragile roofs, skylights, awnings and temporary roof coverings</li> <li>Inadequate systems to manage movement of sidings, sheets and tiles on sloping or wet roofs</li> <li>Failure of administrative processes to ensure SWMS implementation and supervision for high-risk height work</li> <li>Lack of rescue planning and equipment for workers using fall arrest systems</li> </ul>	4A	[REDACTED]	2M
6. Hot Work, Tar, Torch-Down and Heat Processes	<ul style="list-style-type: none"> <li>Uncontrolled ignition sources from hot mop tar, torch-down applications and heat welding of roofing materials</li> <li>Inadequate management of LPG cylinders, bitumen burners, burners and hot air welders</li> <li>Poor control of molten tar splashes and hot surfaces when melting tar and applying hot mop systems</li> <li>Failure to implement hot work permits near combustible structures, insulation, timber framing or existing roofing materials</li> <li>Insufficient monitoring for smouldering fire in cavities, voids and roof spaces after hot work</li> <li>Lack of clear procedures for emergency shutdown and fire response during roofing hot work</li> </ul>	4A	[REDACTED]	2M
7. Plant, Tools and Equipment Management	<ul style="list-style-type: none"> <li>Inadequate maintenance and inspection of roofing cutters, screw guns, spray equipment and hot tar boilers</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>• Use of non-compliant or poorly guarded mechanical equipment for cutting and shaping roofing iron and metal sheeting</li> <li>• Uncontrolled use of high-torque screw drivers leading to over-driving, fastener failure or repetitive strain injuries</li> <li>• Lack of standardised pre-start checks for powered tools, extension leads and portable RCDs</li> <li>• Improper selection or maintenance of equipment used for roof sprays, foam application and rubber roofing</li> <li>• Poor storage, handling and transport procedures for sharp tools, gas equipment and heavy power tools to and on the roof</li> </ul>		[REDACTED]	
8. Material Handling, Storage and Manual Task Management	<ul style="list-style-type: none"> <li>• Ineffective systems for lifting, staging and securing roof tiles, metal sheets, battens and sidings at height</li> <li>• Overloading of roof structures with stacked tiles, rolls, sheeting or pallets during reroofing activities</li> <li>• Poor planning of material delivery and crange leading to ad-hoc manual handling up ladders</li> <li>• Lack of procedures for moving long or flexible materials (roofing iron, drains, edges, battens) in windy conditions</li> <li>• Inadequate controls to prevent materials sliding off roofs or awnings onto people or property below</li> <li>• Repetitive or awkward handling of ridge cap shingles, roll roofing and trim pieces contributing to musculoskeletal disorders</li> </ul>	3H	[REDACTED]	2M
9. Chemical, Fume and Environmental Exposure Management	<ul style="list-style-type: none"> <li>• Insufficient identification and control of hazardous substances used in roofing (primers, adhesives, foams, sealants, cleaning agents, hot tar)</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>• Exposure to fumes and vapours from melting tar, torch-down, hot mop and heat welding operations</li> <li>• Inadequate ventilation procedures when working in roof spaces or enclosed areas with sprays, foam or rubber roofing systems</li> <li>• Lack of systems to manage overspray, drift and environmental impacts from roof sprays and coatings</li> <li>• Improper storage and disposal of roofing chemicals, containers and waste (including bitumen and solvent-based products)</li> <li>• Failure to consider noise exposure from cutting, grinding and power tool operations on roof structures</li> </ul>		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
10. Training, Competency and Supervision	<ul style="list-style-type: none"> <li>• Workers performing specialised roofing tasks (torch-down, hot mop, foam systems, roof sprays, metal sheeting), without formal competency</li> <li>• Insufficient training on specific system hazards such as working at height while tiling, operating roofing cutters and driving roofing screws</li> <li>• Inadequate supervision of dispersed or multi-level roofing work</li> <li>• Failure to verify understanding of SWMS and procedures among culturally and linguistically diverse workers</li> <li>• Lack of refresher training leading to complacency in high-risk tasks such as hot work and height access</li> <li>• Inadequate induction processes for new workers and subcontractors joining mid-project</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
11. Scheduling, Fatigue and Weather Management	<ul style="list-style-type: none"> <li>• Excessive work hours or compressed schedules during reroofing activities leading to fatigue-related errors</li> </ul>	3H	<p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> <li>Inadequate consideration of weather when planning roof work (rain, wind, heat, lightning, UV)</li> <li>Pressure to continue work in unsafe conditions to meet program or commercial deadlines</li> <li>Insufficient systems to manage slippery surfaces caused by dew, rain, overspray or melting tar</li> <li>Poor planning for staged works, leaving partially secured roofing sheets, tiles, sidings or battens exposed overnight</li> <li>Inadequate rest breaks and hydration arrangements for workers performing physically demanding roof installation and tiling</li> </ul>		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
12. Site Access, Traffic and Public Protection	<ul style="list-style-type: none"> <li>Uncontrolled access to work areas beneath roof edges, awnings and reroofing zones by workers, clients or the public</li> <li>Inadequate traffic and delivery management when cranes are lifting roofing materials to the roof</li> <li>Poor separation between vehicle movements and pedestrian access points near roof works</li> <li>Insufficient control of falling objects such as tools, cut-offs, screws, ridging, drip edges and trim pieces</li> <li>Lack of signage and barricading around exclusion zones during roof sprays, hot work or cutting operations</li> <li>Emergency access routes obstructed by stored roofing materials, waste or plant</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
13. Emergency Preparedness, Incident Reporting and Response	<ul style="list-style-type: none"> <li>Inadequate emergency plans for falls from height, fire from hot work, chemical exposure or structural failure during reroofing</li> </ul>	3H	<p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> <li>Lack of rescue equipment and trained personnel for retrieving workers suspended in fall arrest systems</li> <li>Poor communication systems for roofing crews working on remote or dispersed roofs and awnings</li> <li>Under-reporting of near misses and minor incidents involving roofing activities, leading to missed learning opportunities</li> <li>Delayed medical response due to unclear site location details or access constraints for emergency services</li> <li>Limited integration of roofing contractors into the principal contractor's emergency drills and procedures</li> </ul>		[REDACTED]	
14. Health Monitoring and Worker Wellbeing	<ul style="list-style-type: none"> <li>Failure to identify health risks from repetitive manual tasks, awkward postures and sustained kneeling or bending while tiling and laying roofing</li> <li>Insufficient monitoring for heat stress, dehydration and UV exposure among roofing workers</li> <li>Lack of systems to identify and support workers affected by pre-existing musculoskeletal or respiratory conditions aggravated by roofing work</li> <li>Poor management of exposure to asphalt fumes, solvents and roofing chemical emissions over time</li> <li>Psychosocial risks from production pressure, working at height anxiety or isolation on elevated roof areas</li> <li>Limited access to amenities, shade and rest facilities for workers on extensive roofing projects</li> </ul>	3H	[REDACTED]	2M
15. Continuous Improvement, Audit and Review	<ul style="list-style-type: none"> <li>Stagnant WHS practices that fail to keep pace with changes in roofing methods, products and legislation</li> </ul>	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> <li>Lack of systematic review of incidents, near misses and non-conformances for roofing work</li> <li>Infrequent or inconsistent WHS inspections and audits of roofing projects and contractors</li> <li>Failure to update SWMS, procedures and training in response to lessons learned from roofing incidents</li> <li>Inadequate engagement with suppliers and manufacturers on new roofing materials and associated risks</li> <li>Poor integration of audit findings into business planning and resource allocation</li> </ul>		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	

SAMPLE

**EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES**

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

**LEGISLATIVE REFERENCES**

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

**Queensland & Australian Capital Territory**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2011  
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>  
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>  
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>  
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

**Victoria**

Occupational Health and Safety Act 2004  
 Occupational Health and Safety Regulations 2017  
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>  
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

**New South Wales**

Work Health and Safety Act 2011  
 Work Health and Safety Regulations 2025  
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>  
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

**Western Australia**

Work Health and Safety Act 2020  
 Work Health and Safety Regulations 2022  
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>  
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

**Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011  
 Work Health and Safety (National Uniform Legislation) Regulation 2011  
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>  
 Codes of Practice NT: <https://worksafe.nt.gov.au/factsheets-and-resources/codes-of-practice>

**Safe Work Australia Links**

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>  
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

**South Australia**

Work Health and Safety Act 2012 (SA)  
 Work Health and Safety Regulations 2012 (SA)  
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>  
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

**Model Codes of Practice**

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

**Tasmania**

Work Health and Safety Act 2012  
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012  
 Work Health and Safety Regulations 2012  
 Work Health and Safety (Transitional) Regulations 2012  
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>  
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.