

# Application to extend time – occupancy permit or building approval certificate

*Building Act 2011, section 65  
Building Regulations 2012, regulations 4 and 40*

PERMIT AUTHORITY  
USE ONLY

Reference number

Permit authority

## 1. Property this application relates to

Property street address (provide lot number where street number is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode

Local government area (if different from permit authority)

## 2. Details of existing approval this application relates to

Existing approval type (please tick)

Occupancy permit

Building approval certificate

Reference no

Expiry date

Day/Month/Year
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## 3. Details of request for extension of time

Extension sought until

Grounds for extension

(please attach additional pages if required)

Day/Month/Year
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**4. Owner details**

Where there are multiple owners, please attach a list with the names and signatures of each owner.

<b>Owner's name</b>				
Street address (provide lot number where street number is not known)	Unit no	Street no	Level	Lot no
	Street name		Street type	Street suffix
	Suburb		State	Postcode
<b>OR</b>				
PO Box address	PO Box no			
	Suburb		State	Postcode
Email address				
Phone/fax	Phone no		Fax	
	Owner's signature*			Date

\*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application.

**5. Applicant details**

<b>Applicant's name</b>				
Street address (provide lot number where street number is not known)	Unit no	Street no	Level	Lot no
	Street name		Street type	Street suffix
	Suburb		State	Postcode
<b>OR</b>				
PO Box address	PO Box no			
	Suburb		State	Postcode
Email address				
Phone/fax	Phone no		Fax	
	Applicant's signature			Date