

## Application for occupancy permit

*Building Act 2011, section 46, 47, 48, 49, 51, 52, 54  
Building Regulations 2012, regulation 4*

PERMIT AUTHORITY  
USE ONLY

|                  |
|------------------|
| Reference number |
|------------------|

|                  |  |
|------------------|--|
| Permit authority |  |
|------------------|--|

### 1. Property details

|   |             |           |             |               |
|---|-------------|-----------|-------------|---------------|
| 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) |  |
|--|--|

|  |           |        |
|--|-----------|--------|
| Current details of building                  | Class(es) | Use(s) |
| Proposed changes to building (if applicable) | Class(es) | Use(s) |

|  |  |
|--|--|
| Period of occupancy permit or modification being sought (if for a limited period only) |  |
|--|--|

### 2. Purpose of application

Tick relevant box(es)

Provide details

|  |  |    |
|--|--|----|
| <input type="checkbox"/> New building – complete (section 46); or<br><input type="checkbox"/> New building – incomplete (section 47)           | (Building permit number)   |    |
| <input type="checkbox"/> Modification of current occupancy permit for additional use of the building on temporary basis (section 48)           |  |    |
| <input type="checkbox"/> Permanent change of the building's use or classification where the change does not involve building work (section 49) |  |    |
| <input type="checkbox"/> Unauthorised work (section 51)  |  |    |
|  | Estimated value (\$) of unauthorised building work including GST | \$ |
| <input type="checkbox"/> Replacement of existing occupancy permit or certificate of classification (section 52)                                |  |    |

### 3. Owner details

Where there are multiple owners, please attach a list with the names and signatures of each owner. If each of those owners requires a copy of the occupancy permit, please also provide forwarding details for each owner.

Owner's name

|  |
|--|
|  |
|--|

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    | Country (if not Australia) |

OR

PO Box address

|           |       |          |                            |
|-----------|-------|----------|----------------------------|
| PO Box no |       |          |                            |
| Suburb    | State | Postcode | Country (if not Australia) |

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.

### 4. Applicant details

Applicant's name

|  |
|--|
|  |
|--|

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    | Country (if not Australia) |

OR

PO Box address

|           |       |          |                            |
|-----------|-------|----------|----------------------------|
| PO Box no |       |          |                            |
| Suburb    | State | Postcode | Country (if not Australia) |

Email address

|  |
|--|
|  |
|--|

Phone/fax

|          |     |
|----------|-----|
| Phone no | Fax |
|----------|-----|

## 5. Statement by applicant

I understand that an occupancy permit cannot be granted unless:

1. All the prescribed information is provided with this application, including a certificate of construction compliance or a certificate of building compliance signed by a registered building surveyor.
2. In accordance with section 58 of the *Building Act 2011* and regulation 37 of the Building Regulations 2012, all relevant prescribed authorities have been obtained, and have been or are being complied with.

**Provide evidence of compliance with approvals given.**

3. Each affected adjoining owner has given consent if a part of the building or incidental structure encroaches beyond the boundaries of the land on which the building or incidental structure is located.

Does the building or incidental structure encroach on other land?  Yes  No

If yes, has consent been obtained?  Yes  No

**Attach a copy of each consent obtained.**

4. There is no current legal proceeding instituted by the permit authority or a local government for a breach or alleged breach of a written law relating to the building or incidental structure.
5. Any building orders that have been made in relation to the building or incidental structure have been complied with.

Applicant's  
signature

|              |      |
|--------------|------|
| Name (print) |      |
| Signature    | Date |