

**APPLICATION FOR OCCUPANCY PERMIT**

**TO**

Relevant Building Surveyor

Name: Andrew Britton Class: Building Surveyor Limited Registration no: BS-L 41818

**FROM**

This application is made by the owner/agent of the owner of the property

Name of Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_ ACN/ARBN: \_\_\_\_\_  
*(if applicant not a natural person)*

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

In accordance with section 42/section 54 of the **Building Act 1993**, I apply for an occupancy permit for the building/place of public entertainment situated at:

**PROPERTY DETAILS**

Number: \_\_\_\_\_ Street/Road: \_\_\_\_\_

City/Suburb/Town: \_\_\_\_\_ Postcode: \_\_\_\_\_

Lot/s: \_\_\_\_\_ LP/PS: \_\_\_\_\_ Volume: \_\_\_\_\_ Folio: \_\_\_\_\_

Crown allotment/s: \_\_\_\_\_ Section: \_\_\_\_\_ Parish: \_\_\_\_\_ County: \_\_\_\_\_

Municipal District: \_\_\_\_\_

**NATURE OF BUILDING WORK** (tick applicable)

- New building  Amendment to existing occupancy permit  Other: \_\_\_\_\_  
 Alteration to existing building  Change of use of an existing building

**BUILDING PERMIT DETAILS**

Building Permit No: \_\_\_\_\_

**BUILDING PRACTITIONERS AND ARCHITECTS WHO WERE ENGAGED IN THE BUILDING WORK**

Name: \_\_\_\_\_ Category/Class: \_\_\_\_\_ Registration No: \_\_\_\_\_

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**USE APPLIED FOR**

Part of Building: \_\_\_\_\_ Proposed Use: \_\_\_\_\_ BCA Class: \_\_\_\_\_

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To conduct public entertainment

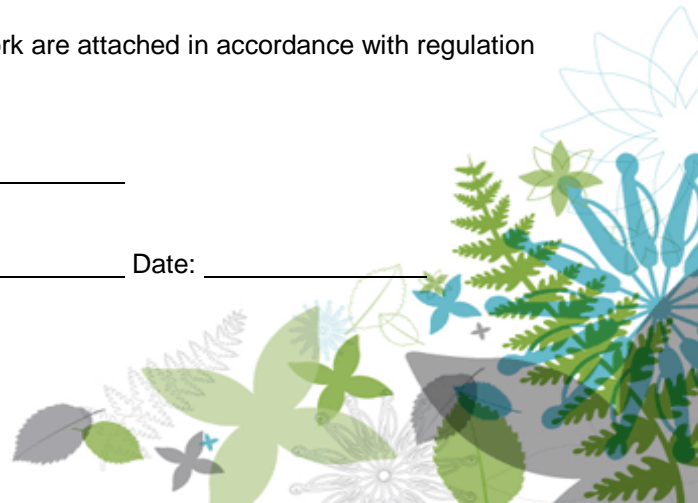
**CERTIFICATES OF COMPLIANCE**

Copies of compliance certificates for plumbing work and electrical work are attached in accordance with regulation 186(2)(b).

**SIGNATURE OF OWNER/AGENT OF OWNER**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# OCCUPANCY PERMIT CHECKLIST

Issuing Occupancy Permits in accordance with Section 46 of the **Building Act 1993** (the Act) is evidence that the building is suitable for occupation. An Occupancy Permit is not evidence that all of the building work is completed and complies with the Act and Building Regulations 1981.

To issue an Occupancy Permit, the relevant building surveyor must be satisfied that the building is suitable for occupation. The building must therefore be safe and habitable. Any required item that can affect people's safety and habitability must be in place and fully operational. These can be described, but not limited to the following:

## Facilities

- Sanitary (Toilet)
- Cooking (Kitchen)
- Washing (Washing Machine, Laundry Tub)
- Bathroom (Bath/Shower, Sink, Etc)

## Waterproofing

- Works completed to prevent penetration of water and dampness to inner parts (flashing, capping, damp-proof course, etc)
- Waterproofing of wet areas completed (kitchen, laundry, bathroom areas)

## Safety Items

- Smoke detection and alarm systems installed and fully operational
- Toilet doors to have removal hinges (if required)

## Stair Construction

- All steps have a maximum 190mm riser and minimum 240mm goings
- Stair construction complies with Part 3.9.1 BCA Volume 2 (domestic construction)
- Required handrails, balustrades, etc have been installed and compliant with Part 3.9.2 BCA Volume 2 (domestic construction)

## General Construction

- Vertical articulation joints provided in brickwork
- Sub-floor ventilation provided for timber floors

## Roof drainage

- Guttering and downpipes installed
- Downpipes connected to legal point of discharge
- Overflow installed to tank to agi-drains or pit

## Services Connected

- Water
- Power
- Gas

## Certificates

- Plumbing Certificate of Compliance
- Electrical Safety Certificate
- Glazing Certificate of Compliance
- Approval to Use the Septic System (if required)

Please note on final inspection, there may be other items requiring completion or alteration to ensure the building is safe and habitable prior to issuing of the Occupancy Permit. If you have any queries in regards to the above requirements please contact Council's Building Department on 03 5232 9400.

## DECLARATION:

*The Colac Otway Shire Council collects personal information to levy rates, issue permits and licences and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our Privacy Officer on 5232 9400.*