

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
 Alteration to existing building Other: _____
 Place of public entertainment 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

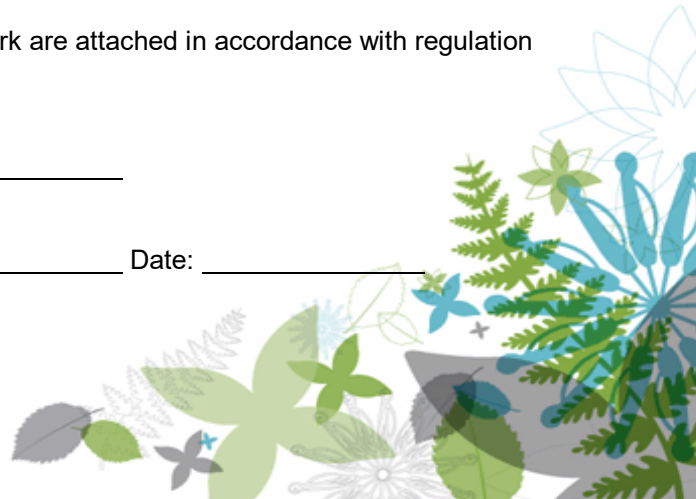
CERTIFICATES OF COMPLIANCE

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.