

APPLICATION FOR OCCUPANCY PERMIT V1-2022

FORM 15 | REGULATION 186(1) | BUILDING ACT 1993 | BUILDING REGULATIONS 2018



This application form can be used to apply for an occupancy permit or amend an existing occupancy permit

TO: THE MUNICIPAL BUILDING SURVEYOR - CENTRAL GOLDFIELDS SHIRE COUNCIL		
FROM: OWNER / AGENT¹ OF OWNER <i>This is the person applying for the permit (the applicant).</i>		
APPLICANT NAME (OWNER / AGENT):		
ACN / ARBN (IF APPLICABLE):	CONTACT PERSON:	
CONTACT EMAIL:	CONTACT PHONE NO.:	
PROPERTY DETAILS <i>Address of property you are applying for an Occupancy Permit for. Please provide all available property information.</i>		
STREET NO.:	STREET NAME:	
CITY / SUBURB / TOWN:		POSTCODE:
LOT(S)	LP/PS:	VOLUME:
FOLIO:	CROWN ALLOTMENT:	SECTION NO:
PARISH:	COUNTY:	
MUNICIPAL DISTRICT: Central Goldfields Shire		
NATURE OF APPLICATION <i>Tick all categories that apply to this Building Permit or give other description.</i>		
<input type="checkbox"/> New building	<input type="checkbox"/> Amendment to existing occupancy permit	
<input type="checkbox"/> Alteration to an existing building	<input type="checkbox"/> Change of use of an existing building	
<input type="checkbox"/> Place of public entertainment		
<input type="checkbox"/> Other, give description: _____		
BUILDING PERMIT DETAILS		
BUILDING PERMIT NUMBER:		
BUILDING PRACTITIONERS² AND / OR ARCHITECTS WHO WERE ENGAGED IN BUILDING WORK <i>Include all building practitioners and architects who were involved in the building work and were not listed at the time of completion of the application for building permit. If you need additional space, please provide a separate page with this application.</i>		
NAME	CATERGORY / CLASS	REGISTRATION NO.

USE(S) APPLIED FOR			
<i>If you need additional space, please provide a separate page with this application.</i>			<input type="checkbox"/> To conduct public entertainment
PART OF BUILDING	PROPOSED USE	BCA CLASS OF BUILDING	
CERTIFICATES OF COMPLIANCE			
<i>Please ensure all copies of compliance certificates for plumbing work and electrical work are attached in accordance with regulation 186(2)(b).</i>			
CERTIFICATE DETAILS			ISSUE DATE
SIGNATURE OF OWNER / AGENT OF OWNER			
SIGNATURE:		DATE:	

APPLICATION CHECKLIST	
<i>The information listed below is the minimum required to assess an application, additional information may be required. You will be advised once the application is received.</i>	
<input type="checkbox"/>	Completed application form - Ensure this form is fully completed (signed and dated).
<input type="checkbox"/>	Application Fee - An invoice will be sent once the application has been lodged. Refer to current Building Services Schedule of Fees on Council's website .
<input type="checkbox"/>	<i>IF APPLICABLE</i> – A separate page with list of building practitioners / architects who were engaged in the building work.
<input type="checkbox"/>	<i>IF APPLICABLE</i> – A separate page with list of uses being applied for.
<input type="checkbox"/>	<i>IF APPLICABLE</i> – Copies of compliance certificates for plumbing work and electrical work attached in accordance with regulation 186(2)(b).
SUBMIT APPLICATION TO CENTRAL GOLDFIELDS SHIRE COUNCIL	
Email a scanned / electronic copy to: Attention: Municipal Building Surveyor building@cgoldshire.vic.gov.au	Post or drop off to: Attention: Municipal Building Surveyor Central Goldfields Shire Council 22 Nolan Street, Maryborough, Victoria, 3465
PERSONAL INFORMATION AND PRIVACY STATEMENT	
<i>The personal information requested in this form is being collected by Council for assessment of your application. The information will be used solely by Council for this primary purpose or for directly related purposes in accordance with Council's Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorised or required by law. You may apply to Council for access to and / or to amend any of the information. Requests for access and / or correction should be made to Council's Privacy Officer.</i>	

NOTES

1. Pursuant to section 248 of the *Building Act 1993*, a person must not act on behalf of an owner of a building or land for the purpose of making any application, appeal or referral under this Act or the regulations unless the person is authorised in writing by the owner to do so.
2. Building Practitioner Means –
 - a) a building surveyor; or
 - b) a building inspector; or
 - c) a quantity surveyor; or
 - d) an engineer engaged in the building industry; or
 - e) a draftsman who carries on a business of preparing plans for building work or preparing documentation relating to permits and permit applications; or
 - f) a builder including a domestic builder; or
 - g) a person who erects or supervises the erection of prescribed temporary structures; or
 - h) a person responsible for a building project or any stage of a building project and who belongs to a class of people prescribed to be building practitioners,

But does not include—

- i) an architect; or
- j) a person (other than a domestic builder) who does not carry on the business of building