

APPLICATION CHECKLIST – Occupancy Permit

Building Act 1993, Building Regulations 2018

Copies Required	Document	Tick
1	Form 15 – Application for Occupancy Permit	
1	Prescribed electrical certificates	
1	Non-prescribed electrical certificates	
1	Plumbing certificates – Roofing, drainage, gas fit off and rough in	
1	Plumbing certificate – Installation of septic system (If applicable)	
1	Septic 'Approval to Use' Permit from the Council Health Department (if applicable)	
1	Waterproofing Certificate or Statement	
1	Energy Efficiency Statement	
1	Insulation Certificate	
1	Glazing Certificate	
1	Termite Certificate	
1	External Cladding Statement or Certificate (if applicable)	

No building can be legally occupied or used until an appropriate occupancy permit has been issued.

Building Occupancy applications can be personally lodged between 9.00am – 5.00pm weekdays



Stephen Bond
Director/Building Surveyor
BS-L 36361

FORM 15

Regulation 186(1)
Building Act 1993
 Building Regulation 2018

APPLICATION FOR OCCUPANCY PERMIT

To: Stephen Bond BS-L 36361 of B4UBuild Building Consultants

From:

Owner/Agent of Owner:
 Postal Address: Postcode:
 Contact Person: Ph:
 Email: ACN/ARBN:.....
 Job Number:
 Permit Number: BS-L36361/.....

In accordance with Section 42 of the Building Act 1193, I hereby apply for an occupancy permit for the building at:

Property Details

Number		Street / Road		City / Suburb / Town			Postcode
Lot/s	LP/PS	Volume	Folio	Crown Allotment	Section	Parish	County
Municipality							

Building Practitioners and or/Architect engaged to prepare documents in the building work:

Practitioners Name	Category & Class	Registration No.

Use applied for:

Part of building:	Intended Use:	BCA Class:

Name of Owner or AgentDate

Signature of Owner or Agent

COMPLIANCE REPORT

WET AREA COMPLIANCE

Section 3.8.1 of the National Construction Code Volume Two 2019

Client: _____

Site Address: _____

All wet area construction measures have been completed in accordance with Section 3.8.1 of the National Construction Code Volume Two 2016.

Builder:

Name: _____

Address: _____

Registration No: _____

Signed: _____

Date: ____/____/____

Owner Builder:

Name: _____

Address: _____

Signed: _____

Date: ____/____/____

COMPLIANCE REPORT

ENERGY EFFICIENCY

Pursuant to Part 3.12 of the National Construction Code

A House Energy Rating Report was provided as part of the Building Permit Process for the construction of a House.

The report provided a table of features of the house design and construction which were identified by the software as critical to the achievement of the rating. If there has been any changes to these features proposed or during construction, the house should be re-rated to ensure that the required star rating has been maintained.

The builder and owner must check that these requirements have been carried out and certify that they have been completed in accordance with that energy report. If the house has not been constructed to the standards listed in this report, further ratings must be provided to show that the required rating has been achieved.

CERTIFICATION

I/We certify that the energy efficiency requirements of Report No _____ at
(site address) _____

has been completed so as to comply with the above mentioned report.

Signed:

Builder: _____ Date: ____/____/____

Owner: _____ Date: ____/____/____