

Building Services

Form 15

Building Act 1993

Regulation 186(1) Building Regulations 2018

Application for an Occupancy Permit

To:

Municipal Building Surveyor at Mitchell Shire Council

From:

Applicant Details	☐ Owner	☐ Agent of Owner
Name		
Telephone		
Email		

In accordance with section 42 of the *Building Act 1993*, I hereby apply for an occupancy permit for the project at—

Property Details

Street/Road							
Number						Postcode	
City/Suburb/Town							
Lot/s		LP/PS		Volume		Folio	
Crown Allotment		Section		Parish		Country	
Municipality	Mitchell Shire Council						

Nature of Application

Construction of a new building	☐	Alterations to an existing building	☐
Change of use of an existing building	☐	Amendment to existing Occupancy Permit	☐

Building Permit Details

Building Permit Number:	
-------------------------	--

Please email the completed form and any supporting documents to mitchell@mitchellshire.vic.gov.au

Building Practitioners¹ and/or Architect

A. Who were engaged in the building work²

Name	Category/Class	Registration No:

(If a registered domestic builder carrying out domestic building work attach details of the required insurance)

B. Who were engaged to prepare documents forming part of the application for this permit³

Name	Category/Class	Registration No:

Signature of Owner or Agent

Name _____ Date _____

Signature _____

Occupancy Permit Checklist

The following certificates are required when applying for an Occupancy Permit.

- Completed Occupancy Permit Application Form
- Electrical Safety Certificate, Prescribed and Non-Prescribed
- Plumbing Certificate including general plumbing (hot/cold water) roofing, drainage, gas, effluent lines for septic tank systems, solar hot water systems
- Termite
- Glazing
- Letter stating the dwelling has been constructed in compliance with the BAL report
- Letter stating the dwelling has been constructed in compliance with the 7 star energy rating report including the insulation
- Approval to Use Septic System

Note: Termite certificate to be displayed in meter box

Privacy Statement

The collection and handling of personal information is conducted in accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centre/s. Please refer to the Privacy Policy for further information about your rights and Council's obligations.

Please email the completed form and any supporting documents to mitchell@mitchellshire.vic.gov.au