

APPLICATION FOR OCCUPANCY PERMIT

WHOLE BUILDING PART OF BUILDING CHANGE OF USE

BUILDING PERMIT NUMBER NAME OF CERTIFIER WHO ISSUED BUILDING PERMIT

REGISTRATION NUMBER

SECTION 1 DETAILS OF PROPERTY

LOT/PORTION NUMBER LOCATION eg. Town of Darwin

PROPERTY ADDRESS

NAME OF REGISTERED OWNER/S (Print clearly)

SECTION 2 APPLICANT

Note a person must not act as an agent for the owner unless they have been authorised in writing by the owner to do so.
Maximum penalty – 8 penalty units.

NAME OF APPLICANT

DAY TIME PHONE NUMBER MOBILE PHONE NUMBER

FAX NUMBER EMAIL ADDRESS

POSTAL ADDRESS

SECTION 3 DESCRIPTION OF WORK

Please provide a brief description of the work:

SECTION 4 IMPORTANT INFORMATION

APPEALS

The Certifier must advise the owner that the owner or the owner's agent may appeal to the Building Appeals Board against a refusal to grant, or against a condition imposed on an Occupancy Permit Schedule 3, item 12(2) and Section 130). **An appeal must be commenced not later than 28 days after the date on which notice of the decision appealed against is given** (Section 130A).

OCCUPANCY CERTIFICATION

The building (or part of the building) must not be occupied in contravention of an occupancy certification, including the building use/classification and any conditions imposed – Maximum penalty is 85 penalty units (Section 65(2)).
If it is proposed to change the use of the building (or any part), a new occupancy certification must first be obtained permitting the new use – Maximum penalty is 85 penalty units (Section 65(1) and Building Regulation 20).

SECTION 5 UNATTESTED DECLARATION - Pursuant to Section 21 of the *Oaths, Affidavits and Declarations Act*

I _____ (FULL NAME), solemnly and sincerely declare:-

- hereby apply for an Occupancy Permit pursuant to Section 67 of the *Building Act* in relation to the above building work;
- that failure to supply information required on this form may delay processing of this application;
- that the information contained herein is true and acknowledge that it is an offence¹ to make a declaration that is false in any material particular.

Dated this _____ day of _____ 20_____

at (ADDRESS) _____

SIGNATURE

¹ Section 119 of the *Criminal Code Act* (NT) provides that a person making an unattested declaration that, in any material particular, is to his or her knowledge false, is guilty of a crime and is liable to imprisonment for 3 years.

SECTION 6 DOCUMENTATION

Documents must be attached to this application to comply with the *Building Act* and Building Regulation 18B. Please tick included documents:

- Section 40 certificate
- Section 63 inspection certificates issued
- Certificate of Compliance under section 69 of *Electricity Reform Act* (if applicable)
- Copy of relevant planning or other prescribed consent
- Other prescribed documents (Termite Certificates, Truss Certificates etc)
- Builder's declaration
- Section 73A exemption certificate/s (if applicable)
- Other documentation and or reports (please provide details below).

Additional documentation and/or comments:

PRIVACY

The Director of Building Control is authorised under the *Building Act* to collect the information on this form or other information provided by you. Some of the personal information provided by you on this application will be publicly available, as part of a Public Register. The information is regularly provided to other NT Government agencies, local government and Australian Bureau of Statistics for conveyancing, local government, valuation, statistical, administrative and other purposes. The Department also sells or licences copies of information to commercial organisations engaged in development and construction.

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Your personal information provided in this application can be accessed by you by contacting the Department.

If you have any queries please contact the Director of Building Control on (08) 8999 8985.