

Mount Alexander Shire Council
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APPLICATION FOR OCCUPANCY PERMIT

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

TO: MUNICIPAL BUILDING SURVEYOR – MOUNT ALEXANDER SHIRE COUNCIL

FROM:

Owner/Agent:.....Telephone:.....

Postal Address:..... Postcode:

Email:

In accordance with section 42 of the **Building Act 1993**, I apply for an occupancy permit for the building at:

PROPERTY DETAILS:

Number:..... Street/Road:

Suburb:..... Postcode:

Lot/s:.....LP/PS:.....

CA/s:.....Section:..... Parish:.....

BUILDING PRACTITIONERS AND ARCHITECTS WHO WERE ENGAGED IN THE BUILDING WORK

Name:..... Category/Class: Registration No.:.....

Name:..... Category/Class: Registration No.:.....

Name:..... Category/Class: Registration No.:.....

Name:..... Category/Class: Registration No.:.....

USE APPLIED FOR

Part of Building: Intended Use: BCA Class:

Part of Building: Intended Use: BCA Class:

Part of Building: Intended Use: BCA Class:

Part of Building: Intended Use: BCA Class:

SIGNATURE

Signature of Owner/Agent:..... Date:.....

Note: Include practitioners who were involved in the building work and who were not known or not listed at time of completion of application for building permit.

INFORMATION SHEET

OCCUPANCY PERMITS

ITEMS TO BE SUBMITTED WITH AN APPLICATION FOR AN OCCUPANCY PERMIT

Tick box if supplied

Application for Occupancy Permit (Form 15) (note 1)	
All Plumbing Certificates of Compliance (note 2)	
Energy Rating (Checklist complete and sign)	
Termite Certificate (If more than termite caps on stumps are required)	
Electrical Certificate (Particularly on Commercial Buildings)	
Glazing Certificate (from manufacturer/supplier)	

The Objective of the requirement for an Occupancy Permit is to protect the safety and health of people who use the buildings and to enhance the amenity of the buildings.

Notes

1. The application for the Occupancy Permit, must list all Registered Practitioners that have been engaged on the project, i.e. engineers, draftsman, builders etc
2. The plumbing certificates must cover all plumbing work, and may require several certificates (see over).
3. The approval to use the Septic Tank System will have to be issued from the relevant council's Environmental Health Surveyor.

Effect of occupancy permit

1. An occupancy permit under this Division is evidence that the building or part of a building to which it applies **is suitable for occupation**.
2. An occupancy permit under this Division **is not evidence** that the building or part of a building to which it applies complies with this Act or the building regulations.

REQUIREMENTS FOR AN OCCUPANCY PERMIT

For an Occupancy permit to be issued, the relevant Building Surveyor must be satisfied that the building is suitable for occupation. The buildings must therefore be safe and habitable, and any required item that can affect people's safety and habitability must be in place and fully operational.

Such items may include:

- (a) Roof drainage connected to an approved point of discharge.
- (b) Required safety systems, such as handrails and balustrades to be in place.
- (c) Suitable means of egress in place, including steps, landings and ramps etc.
- (d) Sanitary facilities, including closet pan and wash basin.
- (e) Clothes washing facilities, including a wash tub and space for a washing machine.
- (f) Kitchen facilities, including a sink and stove or oven for the preparation of food.
- (g) Water proofing to all required wet areas (including floors) to be completed.
- (h) Smoke detection and alarm systems.
- (i) The building completed to a stage that will prevent the penetration of water and dampness, and vermin to the inner parts.
- (j) Water supply to be connected to the building.
- (k) Power to be connected to the satisfaction of the supply authority, where electricity is required for the purpose of mechanical ventilation, artificial lighting or hard wired smoke detectors/alarms.
- (l) If gas cooking is to be provided, all pipe work is to be connected and completed, ready for connection to the gas supply.

Compliance certificates

Compliance certificates must be given for most plumbing work

This applies to any plumbing work that has a total value of \$500 or more, and within 5 days of the completion of any plumbing work, a licensed plumber must –

- (a) give the person for whom the work was carried out a signed compliance certificate in respect of the work. Therefore, it may be necessary to obtain a number of certificates if several plumbers have been engaged on the project.