



ACT
Government

Environment and
Sustainable Development

Building Act 2004, S151

APPLICATION FOR CERTIFICATE OF OCCUPANCY AND USE

WARNING TO OWNERS

It is recommended that owners seek appropriate advice to determine whether the building work and other contract requirements have been completed satisfactorily before signing this form. This form should **not be** signed before the completion of building work.

PART A

PROJECT DETAILS

Block/s

Section

Suburb

Unit No.

Street Address

Describe each item of building work to which this application relates: If more than 6 items please attach further details

1.

2.

3.

4.

5.

6.

Name of Certifier:

PART B

OWNER/LESSEE DETAILS

FULL NAME OF ALL OWNERS – All owners **must** be listed or application will not be processed

Please Print - Owner 1 will be considered the contact person in relation to this application

Owner 1

Owner 2

Owner 3

Owner 4

Postal Address

Suburb

State

Postcode

Phone Number Business
Hours

Mobile

EMAIL ADDRESS

PART C**DECLARATION BY OWNER/S**

I am/we are: the owner(s) of the above described land

I am/we are satisfied that the building work and related requirements have been completed and hereby apply for a Certificate of Occupancy or Use in respect of the above described work to be issued and (select one option only):

- ☐ send certificate by post to the owner(s) address ☐ held for collection from the Mitchell Customer Service Centre
- ☐ Other _____

PART D**SIGNATURE/S OF OWNER/S**

This form should **not be** signed before the completion of building work.

1 st Owners Signature	<input type="text"/>	Date	<input type="text"/>
2 nd Owners Signature	<input type="text"/>	Date	<input type="text"/>
3 rd Owners Signature	<input type="text"/>	Date	<input type="text"/>
4 th Owners Signature	<input type="text"/>	Date	<input type="text"/>

NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

Once this form has been completed you should either give it to your certifier to lodge or post/hand deliver to:

**Mitchell Customer Service Centre,
8 Darling Street
Mitchell ACT 2911**

Privacy Notice

The personal information on this form is being collected to enable processing of your application and to enable auditing and compliance of builders and certifiers by the Government appointed auditor. The information that you provide may be disclosed to the Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be accessed by other government agencies and commercial organisations interested in building information.

Contact Details:

Environment and Sustainable Development Directorate
GPO Box 1908, Canberra City 2601
Customer Service Centre
8 Darling Street, Mitchell ACT 2911 and 16 Challis Street, Dickson ACT 2602
Business Hours: 8.30am to 4.30pm weekdays (excluding Public Holidays)
Phone: (02) 6207 1923 TTY: (02) 6207 2622
Email: actpla.customer.services@act.gov.au Website: www.actpla.act.gov.au

Approved form AF2011-106 approved by David Middlemiss Construction Occupations Registrar on 11 July 2011 under section 151 of the *Building Act 2004*