



**CERTIFICATE OF COMPLETION  
BUILDING WORK**

This form is to be completed by the Building Certifier once satisfied that the building work detailed in this application is complete

**PART A PROJECT DETAILS**

Block/s  Section  Suburb  Unit No.

Street Address

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

Owner 1  Owner 2

Owner 3  Owner 4

Project Number

**Description of Building Works relevant to this application-If more than 6 items please attach further details**

Describe each item of building work relevant to this application	BCA Occupancy Class	BCA Construction Type	Builders Name
1			
2			
3			
4			
5			
6			

Please indicate if the project involved:

Electrical Work  YES  NO Plumbing Work  YES  NO

This building work is subject to an alternative solution under the BCA  YES  NO

**PART B CERTIFIERS DETAILS**

Name of Certifier

Company Name

Phone Number Business Hours  Mobile

EMAIL ADDRESS

I am satisfied that the building work detailed in this application is complete. I hereby certify that:

- I have provided all the relevant documents required by subsection 48(2) of the Building Act 2004 with this application;
- the documentation relating to the building approval has been marked in accordance with the requirements of the Building Act 2004;
- this work has been undertaken in accordance with the building and development provisions within the Crown lease;
- the building work has been completed in accordance with the requirements of the Building Act 2004 and substantially in accordance with the approved plans;
- the building or part of the building as erected or altered is structurally sufficient, sound and stable for the purposes for which it is intended to be occupied or used; and
- the Registrar can issue a Certificate of Occupancy and Use.

If the owner of the land applies for a certificate the Registrar would be justified in issuing a certificate in respect of the work under the subsection below:

69(1)    69(2)    69(3)    71    72   of the Building Act 2004

Certifiers Name

Licence  
No.

Certifiers Signature

Date

**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 complete this form must be lodged with the Mitchell Customer Service Centre and a copy must be forwarded to the owners. The owners will not be able to apply for a certificate of occupancy or use if this form is not completed.**

#### 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](mailto:actpla.customer.services@act.gov.au)

Website: [www.actpla.act.gov.au](http://www.actpla.act.gov.au)