



***Building Act 2004, S151***  
**CERTIFICATE OF COMPLETION OF  
UNSUBSTANTIATED BUILDING WORK  
APPLICATION FOR CERTIFICATE OF OCCUPANCY  
AND USE UNDER SECTION 69(2B)**

This form is to be used where building work has not been completed in accordance or substantially in accordance with the prescribed requirements for building work under the Building ACT 2004

**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

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 OWNER/LESSEE DETAILS - Please Print**

**FULL NAME OF ALL OWNERS – All owners must be listed or application will not be processed**  
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 the Construction Occupations Registrar to issue a Certificate of Occupancy or Use in respect of the above described work and (select one option only):

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

**Signature/s of Owners** – all owners must sign this form

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

**PART D****CERTIFIER DECLARATION**

The building work referred to herein appears to have been completed and I hereby give the Construction Occupations Registrar advice that:

I am not satisfied that the building work has been completed in accordance, or substantially in accordance with the prescribed requirements for building work under the *Building Act 2004*.

The following documents are provided where applicable:

- a copy of the survey report.
- details of work that could not reasonably be made to comply with the current Building Code but complied with the Building Code applicable when the plans were approved by government.

In my view, section 69(2B) of the *Building Act 2004* applies to the building work and the Construction Occupations Registrar would be justified in issuing a Certificate of Occupancy and Use in respect of the work under this section.

Certifiers Name	<input type="text"/>	Licence No.	<input type="text"/>
Certifiers Signature	<input type="text"/>	Date	<input type="text"/>

**PART E****CERTIFICATE OF OCCUPANCY AND USE DETAILS**

Certificate Number	<input type="text"/>	Date issued	<input type="text"/>
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**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.

**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)

Approved form AF2011-111 approved by David Middlemiss Construction Occupations Registrar on 11 July 2011 under section 151 of the *Building Act 2004*