



**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			

Please indicate if the project involved:

Electrical Work YES NO Plumbing Work YES NO Gas 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 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

Certifier Name		Licence No.	
Certifier 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 provided to the Environment and Planning Directorate (EPD) to enable the processing of your application. The collection of personal information is authorised by the *Building Act 2004*. If all or some of the personal information is not collected EPD cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. EPD's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by EPD, and how you may complain about an alleged breach of the Territory Privacy Principles. The EPD Information Privacy Policy can be found at www.environment@act.gov.au

Contact Details:

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 Customer Service Centres
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