



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

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  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	BCA Occupancy Class
1	
2	
3	
4	
5	
6	

(\*Construction Occupations (Licensing) Act 2004)

Name of Certifier (if applicable)  \*COLA Licence

Is the described building work above existing building work Yes ☐ No ☐

Reason/s building work does not meet prescribed requirements of *Building Act 2004*.


Please indicate if the project involved (if yes please ensure that the required documentation has been lodged or supplied)

Electrical Yes ☐ No ☐

Plumbing Yes ☐ No ☐

Gas Yes ☐ No ☐

Building Work subject to a Performance Solution under  
Performance Solution under the BCA Yes ☐ No ☐

Structural Sufficiency Yes ☐ No ☐

Does this application have a structural engineer's certificate or  
statement from a certifier that a structural engineer's certificate was not required

**PART B - OWNER'S DETAILS – Please Print**

All owners must be listed

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

Company Details

ACN/ABN Number

Owner 1

Owner 2

Owner 3

Owner 4

Postal Address

Suburb

State

Postcode

Phone Number

Mobile

Email Address

**PART C - OWNER'S DECLARATION AND SIGNATURES**

I am/we are:

- ☐ The owner(s) of the above-described land.
- ☐ The agent authorised by the owner(s) to apply for a Certificate of Occupancy and use on their behalf, and I have attached a letter of authority.

I am/we are satisfied that the building work has been completed and hereby apply for a certificate of occupancy and use under section 69(2B) of the *Building Act 2004* in respect to the above-described work.

1<sup>st</sup> Owner's Signature

Date

2<sup>nd</sup> Owner's Signature

Date

3<sup>rd</sup> Owner's Signature

Date

4<sup>th</sup> Owner's Signature

Date

**PART D - CERTIFIERS 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*.

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.

Name of Certifier  
(if applicable)

COLA Licence

Certifier Signature  
(if applicable)

Date

NOTE: there are penalties for deliberately giving false and misleading information

The Construction Occupations Registrar or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation

Once this form has been completed, please lodge via email to the Construction Audit Team at [cat@act.gov.au](mailto:cat@act.gov.au) with all supporting documentation. The registrar may request additional information or updated plans as part of the application.

When this application has been processed a copy of the Certificate of Occupancy and Use and the accompanying Notice of Decision will be sent to the email address that the application was received from and placed on the building file.

#### Privacy Notice

The personal information on this form is provided to Access Canberra 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 Access Canberra 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. Access Canberra's Information Privacy Policy contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. Access Canberra Information Privacy Policy can be found at <https://www.accesscanberra.act.gov.au/>

## CONTACT INFORMATION

#### Email:

[cat@act.gov.au](mailto:cat@act.gov.au)

#### Post:

Access Canberra  
Building Services  
GPO Box 158  
Canberra, ACT 2601

#### In Person:

Please visit [www.act.gov.au](http://www.act.gov.au)  
Or call **13 22 81** to find an  
Access Canberra Shopfront.