APPLICATION FOR CERTIFICATES OF OCCUPANCY AND OTHER CERTIFICATES

Building Act 2004, S151

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 | **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

Company Details

ACN/ABN Number

Owner 1 _____ **Owner 2** _____

Owner 3 _____ **Owner 4** _____

Postal Address

Suburb | **State** | **Postcode**

Office Phone Number | **Mobile**

Email Address

Approved form AF2026-76 approved by Jodie Vaile, Construction Occupations Registrar on 19 November 2026
under Section 151 of the *Building Act 2004 and revokes* AF2025-26
Authorised by the ACT Parliamentary Counsel—also accessible at www.legislation.act.gov.au

PART C - DEVELOPER

Name		**Developer Licence#**	
Contract Phone Number		**Email Address**	

PART D - 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 other certificate in respect of the above-described work to be issued and request a copy to be sent to:

☐ Email _____

In accordance with Section 26 of the *Building Act 2004*, I/we the Owner/s nominate the certificate of occupancy for I/we wish to apply for:

☐ 69(1) ☐ 69(2) ☐ 69(3) ☐ 71(2) ☐ 72(2) ☐ 72A(2)

PART E - SIGNATURE/S OF OWNER/S

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

1st Owner's Signature		**Date**	
2nd Owner's Signature		**Date**	
3rd Owner's Signature		**Date**	
4th Owner's 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 this form has been completed you should give it to your certifier

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 www.act.gov.au/accessCBR

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In Person:
Please visit www.act.gov.au
Or call **13 22 81** to find an
Access Canberra Shopfront.

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