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|  |
| **APPLICATION FOR OCCUPANCY PERMIT** | **Section 217** |
|  |

 Form **4**

|  |  |  |
| --- | --- | --- |
| To: |  | *Building Surveyor* |

|  |  |  |
| --- | --- | --- |
|  |  | *Address* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | *Suburb/postcode* |

|  |  |
| --- | --- |
| **Applicant / Owner details:** |  |

*Note: Only an owner or agent of the owner may make an application*

|  |  |  |  |
| --- | --- | --- | --- |
| Owner: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | Phone No: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | Fax No: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Owner builder: | Yes: |  | *(X if applicable)* |  | Email: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Agent: |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | Phone No: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | Fax No: |  |

|  |  |  |
| --- | --- | --- |
| *Note: Agents to be authorised in writing by the owner:* | Email: |  |

|  |  |
| --- | --- |
| **Details of building work:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Address: |  | Lot No: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | Certificate of title No: |  |

|  |  |  |
| --- | --- | --- |
| Type of work: |  | *(new building / alteration / addition / repair /demolition / removal / re-erection / other)* |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Use of building: |  |  | Building class: |  |

|  |  |  |
| --- | --- | --- |
| New use: |  | *(if change of use)* |

|  |  |
| --- | --- |
| **Occupancy details:** |  |

This application is for: *(X if applicable.)*

|  |  |  |  |
| --- | --- | --- | --- |
| The whole of the building work referred above. |  | The listed part of the building work referred above |  |

|  |  |  |  |
| --- | --- | --- | --- |
| The refurbishment of the building referred above  |  | The change of use of the building referred above |  |

Details part of building work

|  |
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|  |

|  |  |
| --- | --- |
| **Documents provided:** |  |

Documents / information required by the Building Surveyor -

|  |  |
| --- | --- |
| *Document description:* | *Prepared by:* |
|  |  |
|  |  |
|  |  |
|  |  |

 *Name: [print] Signed Date*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Owner / Agent:*(Delete one not applicable)* |  |  |  |  |  |