# Certificate of occupancy

## *Planning, Development and Infrastructure Act 2016*

This form is an approved form for the purposes of issuing a certificate of occupancy under regulation 103(8) of the Planning, Development and Infrastructure (General) Regulations 2017.

This certificate of occupancy is issued for the building described below:

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| Description of building: Click here to enter text. |
| Address of building: Click here to enter text. |
| Date of development authorisation: Click here to enter text. Development number: Click here to enter text. |
| Date of previous certificate of occupancy issued (if relevant): Click here to enter text. |
| Date the previous certificate of occupancy was revoked (if relevant): Click here to enter text. |
| Building classification: Click here to enter text. |
| Maximum number of building occupants: Click here to enter text. |

*Before signing and issuing a certificate of occupancy, the following checklist must be completed:*

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| **The following legislative requirements have been met** *(tick the relevant boxes)*: |
| [ ]  A duly completed Statement of Compliance for the completed building work has been received |
| Part A of the Statement was signed by Click here to enter text. who is: |
| [ ]  a licensed building work contractor; or |
| [ ]  registered building work supervisor; or |
| [ ]  a private certifier |
| Part B of the Statement was signed by Click here to enter text. who is: |
| [ ]  The building owner; or |
| [ ]  The building owner’s agent |
| [ ]  ESP compliance certificates required under regulation 100(5) have been received *(if relevant)* |
| [ ]  All certificates, reports or other documentation listed in the decision notification to be provided to the relevant authority with this Statement have been received (*as per regulation 60(8)*) |
| [ ]  Evidence has been received to show that any conditions applied to the approved development have been satisfied *(if relevant)* |
| [ ]  Where relevant, evidence has been received to show that upgrading work to an existing building envisaged by the building consent either: |
| [ ]  complies with any relevant building standard; or |
| [ ]  is suitable for occupation |
| [ ]  Non-conformances or issues identified during construction through council inspection have been rectified or satisfactorily addressed |
| [ ]  Where relevant, a report has been received from the fire authority confirming that: |
| [ ]  a booster assembly has been installed and is operating satisfactorily *(tick box if relevant)*; |
| [ ]  a fire alarm system that transmits a signal to a fire station or an approved monitoring service has been installed and is operating satisfactorily *(tick box if relevant)*; |
| [ ]  all required facilities for fire detection, fire-fighting or the control of smoke have been installed and are operating satisfactorily *(tick box if relevant);* or |
| [ ]  A report was not received by the fire authority within 15 business days of a request being made so it has been assumed that the fire authority did not desire to make a report. |

The following performance solutions, conditions and/or limitations relate to this building:

|  |  |
| --- | --- |
| **Applicable performance solutions and/or variances with the building rules** | **Limitations or conditions that apply to the occupation or use of the building**  |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

**Subject to any conditions/limitations listed above, the building described above is certified suitable for occupation.**

Signed Date: Click here to enter text.

[ ]  *If being lodged electronically please tick to indicate agreement to this declaration.*

Print name of relevant authority: Click here to enter text.

Contact details: Click here to enter text.

*This certificate does not constitute a certificate of compliance with the Building Rules*

***A building must not be occupied until a Certificate of Occupancy has been completed and signed and a copy has been provided to the building owner*** *(and a copy forwarded to the council where relevant).*

*Maximum penalty: $10,000*