

# Application for occupancy permit

Building Act 1993

Building Regulations 2018. Regulation 186 (1)



**Merri-bek**  
City Council

To: The relevant building surveyor

## Building permit details (if applicable)

Permit number

## Applicant details

The applicant is:  The owner of the property  An agent of the owner of the property

ACN

ARBN

Given name

Family name

Company name

Postal address

Email

Phone

## Property details

In accordance with section 42/section 54 of the *Building Act 1993*, I apply for an occupancy permit for the building/place of public entertainment situated at:

Street address

Title details

Lot no

LP/PS

Volume

Folio

Crown allotment

Section

Parish

Municipal district

County

## Nature of application

- |   |   |
|---|---|
| <input type="checkbox"/> New building                       | <input type="checkbox"/> Amendment to existing occupancy permit |
| <input type="checkbox"/> Alteration to an existing building | <input type="checkbox"/> Change of use of an existing building  |
| <input type="checkbox"/> Place of public entertainment      | <input type="checkbox"/> Other (please specify):                |

## Building practitioners and architects who were engaged in the building work

### Building practitioner or architect 1

Given name		Family name	
Class/category		Registration number	
Company name			
Email		Phone	
Postal address			

### Building practitioner or architect 2

Given name		Family name	
Class/category		Registration number	
Company name			
Email		Phone	
Postal address			

## Use applied for

Part of building		Intended use		BCA class	
Part of building		Intended use		BCA class	
<input type="checkbox"/> To conduct public entertainment					

## Submission checklist

 I have attached the following supporting documents:





- Copies of compliance certificates for plumbing work and electrical work are attached in accordance with regulation 186(2)(b).

## Signature

By signing this application, I declare that the information provided is true and correct. I acknowledge that all fees are non-refundable

Signature			
Name		Date	

## For more information & lodgement

-  Email your application to [buildingpermits@merri-bek.vic.gov.au](mailto:buildingpermits@merri-bek.vic.gov.au); we will invoice you for payment.
-  Phone Merri-bek City Council on 9240 1111 for information and assistance.
-  Visit the Merri-bek Civic Centre at 90 Bell Street, Coburg, Vic 3058.
-  Mail your application and payment to Merri-bek City Council, Locked Bag 10, Brunswick, Vic 3056.

## Privacy notice

Merri-bek City Council is committed to protecting your privacy in accordance with the *Privacy and Data Protection Act 2014 (Vic)*. The personal information requested on this form is being collected by Merri-bek City Council to consider and determine the application pursuant to the *Building Act 1993* and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). The personal information may also be used by Council for related purposes. The information may be shared with the Victorian Building Authority for the purposes of managing building data and/or collection of levies. It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided, your application may not be accepted or may be refused. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at [Privacyofficer@merri-bek.vic.gov.au](mailto:Privacyofficer@merri-bek.vic.gov.au).

PLEASE NOTE: Information associated with this application for an occupancy permit might be provided electronically and unless otherwise stated, Council takes the completion of this form as consent to use electronic communication. Further Council may use your electronic details for other Council communication.

### Merri-bek Language Link

Italiano	Italian	9280 1911	Türkçe	Turkish	9280 1914	普通话	Chinese (Simplified)	9280 0750
Ελληνικά	Greek	9280 1912	Tiếng Việt	Vietnamese	9280 1915	<b>National Relay Service:</b>		
عربي	Arabic	9280 1913	ਪੰਜਾਬੀ	Nepali	9280 0751	13 36 77 or <a href="http://relayservice.com.au">relayservice.com.au</a>		