

This is to be used for the purpose of section 123 of the *Building Act 1975*, whereby the owner of the building may apply to the local government for a local government building certifier to give the owner a certificate of occupancy for the building.

<p>1. Type of application</p> <p>Indicate the type of application.</p>	<p>Application for Certificate of Occupancy for a building or structure built before 30 April 1998 (<i>Building Act 1975</i> section 123)</p> <p>Application for Change of Classification (<i>Building Act 1975</i> section 111)</p> <p>Existing classification:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Is a copy of current Certificate of Occupancy/Classification attached?</p> <p style="margin-left: 20px;">Yes No</p>																		
<p>2. Owner details</p> <p>If the owner is a company, a contact person must be shown.</p> <p>The owner of a building may apply for a Certificate of Occupancy for particular buildings built before 30 April 1998 under section 123 of the <i>Building Act 1975</i>.</p> <p>The owner of the building may apply for an approval for a BCA classification change under section 111 of the <i>Building Act 1975</i>.</p>	<p>Name <i>(in full)</i></p> <p>.....</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Company name <i>(if applicable)</i></td> <td>Contact person</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td>Business phone number</td> <td>Mobile number</td> </tr> <tr> <td>.....</td> <td>.....</td> </tr> <tr> <td colspan="2">Email address</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2">Postal address</td> </tr> <tr> <td colspan="2">.....</td> </tr> <tr> <td colspan="2" style="text-align: right;">State Postcode</td> </tr> </table>	Company name <i>(if applicable)</i>	Contact person	Business phone number	Mobile number	Email address			Postal address			State Postcode	
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<p>3. Property description</p> <p>The description must identify all land the subject of the application.</p> <p>The lot and plan details (e.g. SP/RP) are shown on title documents or a rates notice.</p> <p>If the plan is not registered by title, provide previous lot and plan details.</p>	<p>Street address <i>(include number, street, suburb/locality and postcode)</i></p> <p>.....</p> <p>..... State Postcode</p> <p>Lot and plan details <i>(attach list if necessary)</i></p> <p>.....</p> <p>Local government area the land is situated in</p> <p>.....</p>																		
<p>4. Building description</p>	<p>Building description:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>																		

<p>5. Building information</p> <p>Include enough information about the building's use to allow the local government building certifier to comply with the certificate requirements.</p>	<p>Indicate the type of information you are supplying with this application:</p> <p>Plans</p> <p>Specifications</p> <p>Statement about use</p> <p>Other information. For example, if the building assessment provisions or a condition of a building development approval provide for a referral agency inspection of the building about the BCA classification change, the approval must not be granted until the requirement has been complied with or it has ceased to apply.</p> <p>Ensure detailed information as indicated above is submitted with this application form.</p>
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<p>6. Owner's signature/consent</p>	<p>Signature _____ Date _____</p> <p>.....</p>
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<p>7. Approval of application</p>	<p>Application approved</p> <p>Note: If application is approved, a Certificate/Interim Certificate of Occupancy Form 11 will be issued.</p> <p>Application not approved</p> <p>If not approved, state reasons:</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>
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<p>8. Rights of appeal</p>	<p>If you are dissatisfied with a decision relating to a Certificate of Occupancy or a change of classification, owners may appeal to the Development Tribunals to have the decision reviewed. An appeal must be started within 20 business days after the decision is given to the applicant.</p> <p>Appeal forms are available on the Department of Energy and Public Works website www.epw.qld.gov.au or from the Registrar at the Development Tribunals by phoning 1800 804 833.</p> <p>Fees for applications are listed in the Schedule 9 in the Building Regulation 2021. The application fee is non-refundable.</p>
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OFFICE USE ONLY

Fee payable \$		Date received		Receiving Officer's Signature	
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PRIVACY NOTICE

The Department of Energy and Public Works is collecting personal information as required under the *Building Act 1975*. This information may be stored by the Department, and will be used for administration, compliance, statistical research and evaluation of building laws. Your personal information will be disclosed to other government agencies, local government authorities and third parties for purposes relating to administering and monitoring compliance with the *Building Act 1975*. Personal information will otherwise only be disclosed to third parties with your consent or unless authorised or required by law.