

FORM 15
Building Act 1993
Building Regulations 2018
Regulation 186(1)



APPLICATION FOR OCCUPANCY PERMIT

TO Relevant Building Surveyor: Wayne Wilkie, Yarriambiack Shire Council

FROM

Owner or agent: _____

Postal Address: _____

Contact Person: _____ Phone: _____

In accordance with Section 42 of the **Building Act 1993**, I hereby apply for an occupancy permit for the building at:

PROPERTY DETAILS

Number: _____ Street/Road: _____ Town: _____

Lot/s: _____ LP/PS: _____ Volume: _____ Folio: _____

Crown Allotment: _____ Section: _____ Parish: _____ County: _____

Municipal District: Yarriambiack Shire Council

BUILDING PRACTITIONERS & ARCHITECTS WHO WERE ENGAGED IN THE BUILDING WORK¹

Name: _____ Category/Class: _____ Reg. No: _____

Name: _____ Category/Class: _____ Reg. No: _____

Name: _____ Category/Class: _____ Reg. No: _____

USE APPLIED FOR

Part of Building: _____ Intended Use: _____ BCA Class: _____

Part of Building: _____ Intended Use: _____ BCA Class: _____

BUILDING PERMIT DETAILS

This occupancy permit application relates to Building Permit No: _____

SIGNATURE OF OWNER OR AGENT

Date: _____

NOTES:

1. Include building practitioners who were involved in the building work and who were not known or not listed at time of completion of application for building permit,

DECLARATION:

The Yarriambiack Shire Council collects personal information to levy rates, issue permits and licences and provide a variety of community services. The information collected in this form is used only for the purposes contemplated by the form (primary purpose) and is not passed onto third parties. In some instances however, disclosure is required by law or is necessary for the protection of persons or property. Where this occurs, Council will take every reasonable step to ensure your privacy is protected in accordance with the Information Privacy Act 2000 (Vic). Should you need to change or access your personal details or require further information about Council's Privacy Policy contact our on 53980100.

Yarriambiack Shire Council
Municipal Office.
34 Lyle Street
Warracknabeal
Victoria 3393

Yarriambiack Shire Council
All Correspondence to
PO Box 243
Warracknabeal
Victoria 3393

Yarriambiack Shire Council
Telephone: (03) 53980100
Fax: (03) 53982502
Email: info@yarriambiack.vic.gov.au

OCCUPANCY PERMIT CHECKLIST

Issuing Occupancy Permits in accordance with Section 46 of the Building Act 1993 (the Act) is evidence that the building is suitable for occupation. An Occupancy Permit is not evidence that all of the building work is completed and complies with the Act and Building Regulations 2018.

To issue an Occupancy Permit, the relevant building surveyor must be satisfied that the building is suitable for occupation. The building must therefore be safe and habitable. Any required item that can affect people's safety and habitability must be in place and fully operational. These can be described, but not limited to the following:

Facilities

- Sanitary (Toilet)
- Cooking (Kitchen)
- Washing (Washing Machine, Laundry Tub)
- Bathroom (Bath/Shower, Sink, Etc)

Waterproofing

- Works completed to prevent penetration of water and dampness to inner parts (flashing, capping, damp-proof course, etc)
- Waterproofing of wet areas completed (kitchen, laundry, bathroom areas)

Safety Items

- Smoke detection and alarm systems installed and fully operational
- Toilet doors to have removal hinges (if required)

Stair Construction

- All steps have a maximum 190mm riser and minimum 240mm goings
- Stair construction complies with Part 3.9.1 BCA Volume 2 (domestic construction)
- Required handrails, balustrades, etc have been installed and compliant with Part 3.9.2 BCA Volume 2 (domestic construction)

General Construction

- Vertical articulation joints provided in brickwork
- Sub-floor ventilation provided for timber floors

Roof drainage

- Guttering and downpipes installed
- Downpipes connected to legal point of discharge
- Overflow installed to tank to agi-drains or pit

Services Connected

- Water
- Power
- Gas

Certificates

- Plumbing Certificate of Compliance
- Electrical Safety Certificate
- Glazing Certificate of Compliance
- Approval to Use the Septic System (if required)

Please note on final inspection, there may be other items requiring completion or alteration to ensure the building is safe and habitable prior to issuing of the Occupancy Permit. If you have any queries in regards to the above requirements please contact Council's Building Department on 03 53980100.

Yarriambiack Shire Council
Municipal Office.
34 Lyle Street
Warracknabeal
Victoria 3393

Yarriambiack Shire Council
All Correspondence to
PO Box 243
Warracknabeal
Victoria 3393

Yarriambiack Shire Council
Telephone: (03) 53980100
Fax: (03) 53982502
Email: info@yarriambiack.vic.gov.au