

Northern Territory of Australia  
*Building Act***APPLICATION FOR OCCUPANCY PERMIT**
 **WHOLE BUILDING**       **PART OF BUILDING**       **CHANGE OF USE**

|                               |                      |   |                      |
|-------------------------------|----------------------|---|----------------------|
| <b>BUILDING PERMIT NUMBER</b> | <input type="text"/> | <b>NAME OF CERTIFIER WHO ISSUED BUILDING PERMIT</b> | <input type="text"/> |
|                               |                      | <b>REGISTRATION NUMBER</b>                          | <input type="text"/> |

**SECTION 1 DETAILS OF PROPERTY**

|                                  |                      |                                      |                      |
|----------------------------------|----------------------|--------------------------------------|----------------------|
| <b>LOT/PORION NUMBER</b>         | <input type="text"/> | <b>LOCATION</b><br>eg Town of Darwin | <input type="text"/> |
| <b>PROPERTY ADDRESS</b>          | <input type="text"/> |                                      |                      |
|                                  | <input type="text"/> |                                      |                      |
| <b>NAME of REGISTERED OWNERS</b> | <input type="text"/> |                                      |                      |

**SECTION 2 APPLICANT**

**Note** a person should not act as an agent for the owner unless they have been authorised in writing by the owner to do so.  
Penalty \$1,000

|                              |                      |                            |                      |
|------------------------------|----------------------|----------------------------|----------------------|
| <b>NAME of APPLICANT</b>     | <input type="text"/> |                            |                      |
| <b>DAY TIME PHONE NUMBER</b> | <input type="text"/> | <b>MOBILE PHONE NUMBER</b> | <input type="text"/> |
| <b>FAX NUMBER</b>            | <input type="text"/> | <b>EMAIL ADDRESS</b>       | <input type="text"/> |
| <b>POSTAL ADDRESS</b>        | <input type="text"/> |                            |                      |
|                              | <input type="text"/> |                            |                      |

**SECTION 3 DESCRIPTION OF WORK**

Please provide a brief description of the work

|          |
|----------|
| <br><br> |
| <br><br> |
| <br><br> |

**SECTION 4 DECLARATION**

I hereby :-

- apply for occupancy permit pursuant to Section 67 of the *Building Act* in relation to the above building works,
- accept that failure to supply information required on this form may delay processing of this application;

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

**SIGNATURE****PRINT NAME**

**SECTION 5 DOCUMENTATION Section 69A**

The following documents must be attached to this application:-

- Section 40 certificates relied upon
- Section 63 inspection certificates issued
- Certificate of Compliance under section 69 of *Electricity Reform Act* (if applicable)
- Section 69A Copy of relevant planning or other prescribed consent
- Section 69A Other prescribed documents (Termite Certificates, Truss Certificates etc)
- Section 69 builder declaration

**PRIVACY**

The Director of Building Control is authorised under the Building Act to collect the information on this form or otherwise provided by you, to issue an occupancy permit. Any information you provide is on a voluntary basis but is needed to process your application.

Some of the personal information provided by you on this application will be publicly available, as part of a Public Register. The information is regularly provided to other NT Government agencies, local government, Australian Valuation Office and Australian Bureau of Statistics. This information is used for conveyancing, local government, valuation, statistical, administrative and other purposes. The Department of Planning & Infrastructure also sells or licences extracts of information to commercial organisations engaged in development and Construction.

If you wish your personal information to be excluded from these extracts please tick this box

Your personal information provided in this application and entered in the register can be accessed by you. The privacy statement for the Department of Planning and Infrastructure is available via the internet at [www.ipe.nt.gov.au/copyright/privacy](http://www.ipe.nt.gov.au/copyright/privacy). If you have any queries please contact the Director Building Advisory Services on 8999 8957.