



Certificate of Completion of Building Work (from certifier)

Application for Certificate of Occupancy and Use (COU) (by owner)



- A certifier should use this form to certify completed building work by using Parts A & B and must give this certificate and other relevant documents to the construction occupations registrar within 7 days of being satisfied the building work is complete.
- Owners of land (or their agent) should use this form to apply for a COU by using **Parts A & C**.
- It is an offence for a person to occupy or use, or to permit another person to occupy or use, a building or part of a building (including a swimming pool) unless a respective COU has been issued (except where it is exempt from requiring a COU)
- Send or lodge this form at: ACT Planning & Land Authority, GPO Box 1908 Canberra ACT 2601 or at the Mitchell Customer Service Centre, Cnr Lysaght & Hoskins Sts Mitchell ACT.
- NOTE: If either **Part B** or **C** cannot be completed, the form can be lodged and the missing part lodged later. However, a COU cannot be issued if the certificate (**Part B**) and an application (**Part C**) are not lodged.

WARNING TO OWNERS: DO NOT SIGN THIS FORM UNTIL YOU HAVE READ THIS ADVISORY INFORMATION
 It is recommended that owners seek appropriate advice to determine whether the building work and other contract requirements have been completed satisfactorily. This form should not be signed before the completion of building work.

PART A Project - Owner or certifier to complete

Plan registration Number _____

Block _____ Section _____ Unit _____

Suburb _____

Description of work _____

Please indicate if the project involved:

Electrical work yes no

Plumbing or sanitary drainage work yes no

PART B - Certifier declaration

Name of Certifier _____ Certifier number _____

The building work referred to herein appears to me to have been completed, and I hereby give to the Registrar advice that:

I am satisfied that:

- the building work has been completed in accordance with the requirements of the Building Act 2004 and substantially in accordance with the approved plans; and
- the building or part of the building as erected or altered is structurally sufficient, sound and stable for the purposes for which it is intended to be occupied or used.

The following documents are required under subsection 48 of the Building Act 2004.

- Written evidence of the obtaining of any consents and approvals required to have been obtained under paragraph 27 (1) (b);
- A copy of the plan referred to in paragraph 43 (2) (a);
- A copy of all certificates issued under subsection 44 (2) in relation to the building work;
- Where the regulations require that, upon completion of the building work, the consent or approval of any person, body or authority is to be obtained - written evidence of the obtaining of that consent or approval;
- Any certificate obtained under section 47, if no certificate under that section has been obtained, a written statement to the effect that - the certifier is satisfied that the building or part of the building as erected or altered is structurally sufficient, sound and stable for the purposes for which it is to be occupied or used; and no certificate under section 47 is required;
- All other documents or papers relating to the building work referred to in paragraph 48(2)(h)(i) of the Building Act 2004.

*I have provided all the relevant documents required by subsection 48(2) of the Building Act 2004. **Note:** Refer attached checklist on back of this form.*

If the owner of the land applies for a certificate the Registrar would be justified in issuing a certificate in respect of the work under the subsection below:

69(1) 69(2) 69(3) 71 72 of the Building Act 2004

This building work is subject to an alternative solution under the BCA Yes No

I certify that the building work has been completed in accordance with Building Act 2004 and substantially in accordance with the approved plans.

 Signature of certifier

PART C - Owner (or agent) to complete

Owner details - (include ALL owners)

Owners Name(s) 1 _____

2 _____

3 _____

4 _____

A contact postal address _____
Only if different to property street address

Contact Phone no. _____

Agent details - (if applicable)

Agent's name _____

Postal address _____

Contact phone no. _____

NOTE: You may only make this application on behalf of the owners of the property if you have appropriate written authorization from all of the owners and attached it to this application. This also applies if you are a part owner or joint owner making application on behalf of the owners.

Declaration - (by owner or agent)

I am (or we are)

Tick one box only

- the only owner(s) of the above described land:
- the agent authorized by the owner(s) to apply for a COU on their behalf, and I have attached that authority:

I (or we) am satisfied that the building work and related requirements have been completed and hereby apply for a COU in respect of the above described work to be issued and sent to:

Tick one box only

- the owner(s) address
- the agent's address
- Mitchell Customer Service Centre for collection

READ THE WARNING ON THIS FORM BEFORE SIGNING

Signatures of ALL owners or agent _____

Date _____ / _____ / _____

Certifier's checklist of documents to be provided (included with this form) on application for Certificate of Occupancy and Use.

Tick the appropriate box.

➤ Consent or approval:

Development Approval

Lift and Scaffolding Permit

Survey plan (if required)

Other (specify).....

Other (specify).....

Structural engineer's certificate, or

Building Certifier Approval

Other (specify).....

Any application to the certifier by others.

➤ Copies of each certificate issued for the building work under section 44 (2) of the Act:

Footings

Slab

Structural Framework

Final

Other (specify).....

All plans or drawings. (if not already provided).

➤ Any relevant document:

Approval certificate

Determination

Notification or permission

Other (specify)..... **N/A.**

➤ Completion consent obtained from:

DA conditions

Fire Brigade

Lift

Any certificate or other document prepared by others (if applicable) **N/A.**

The certifier's working papers and calculations (if applicable) **N/A.**

Note: To be completed prior to lodging C5