



**CERTIFICATE OF COMPLETION OF
UNSUBSTANTIATED BUILDING WORK
APPLICATION FOR CERTIFICATE OF OCCUPANCY AND
USE UNDER SECTION 69(2B)
*Building Act 2004, S151***

This form is to be used where building work has not been completed in accordance or substantially in accordance with the prescribed requirements for building work under the *Building ACT 2004*

PART A PROJECT DETAILS

Block/s Section Suburb Unit No.

Street Address

Describe each item of building work to which this application relates: If more than 6 items please attach further details

1.
2.
3.
4.
5.
6.

Name of Certifier

Please indicate if the project involved:

Electrical Work YES NO Plumbing Work YES NO
 This building work is subject to an alternative solution under the BCA YES NO

PART B OWNER/LESSEE DETAILS - Please Print

FULL NAME OF ALL OWNERS – All owners **must be listed or application will not be processed**
 Owner 1 will be considered the contact person in relation to this application

Owner 1 _____ Owner 2 _____
 Owner 3 _____ Owner 4 _____

Postal Address

Suburb State Postcode

Phone Number Business Hours Mobile

EMAIL ADDRESS

PART C	OWNER/S DECLARATION
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I am/we are:the owner(s) of the above described land. I am/we are satisfied that the building work and related requirements have been completed and hereby apply for the Construction Occupations Registrar to issue a Certificate of Occupancy or Use in respect of t0H1Hhe above described work and (select one option only):

- send certificate by post to the owner(s) address held for collection from the Mitchell Customer Service Centre
 Other _____

Signature/s of Owner/s – all owners **must** sign this form

Owner 1 _____	Signature _____	DATE : _____
Owner 2 _____	Signature _____	DATE: _____
Owner 3 _____	Signature _____	DATE: _____
Owner 4 _____	Signature _____	DATE: _____

PART D	CERTIFIER DECLARATION
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The building work referred to herein appears to have been completed and I hereby give the Construction Occupations Registrar advice that:

I am not satisfied that the building work has been completed in accordance, or substantially in accordance with the prescribed requirements for building work under the *Building Act 2004*.

The following documents are provided where applicable:

- a copy of the survey report.
- details of work that could not reasonably be made to comply with the current Building Code but complied with the Building Code applicable when the plans were approved by government.

In my view, section 69(2B) of the *Building Act 2004* applies to the building work and the Construction Occupations Registrar would be justified in issuing a Certificate of Occupancy and Use in respect of the work under this section.

Certifier Name _____	Licence No. _____
Certifier Signature _____	Date _____

PART E	CERTIFICATE OF OCCUPANCY AND USE DETAILS
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Certificate Number _____	Date issued _____
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NOTE: There are penalties for deliberately giving false and misleading information. The Planning and Land Authority or Minister may revoke an approval if satisfied that the approval was obtained by fraud or misrepresentation.

Privacy Notice

The personal information on this form is provided to Access Canberra to enable the processing of your application. The collection of personal information is authorised by the *Building Act 2004*. If all or some of the personal information is not collected Access Canberra cannot process your application. The personal information you provide may be disclosed to Australian Bureau of Statistics, ACT Revenue Office and the Taxation Office. The information may also be disclosed where authorised by law or court order, or where the Directorate reasonably believes that the use or disclosure of the information is reasonably necessary for enforcement-related activities conducted by, or on behalf of, an enforcement body. Access Canberra’s Information Privacy Policy contains information about how you may access or seek to correct your personal information held by Access Canberra, and how you may complain about an alleged breach of the Territory Privacy Principles. Access Canberra Information Privacy Policy can be found at www.act.gov.au/accessCBR

CONTACT INFORMATION

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