



APPLICATION FOR OCCUPANCY PERMIT/FINAL CERTIFICATE

(for cancelled/expired permits)

Building Act 1993
Building Regulations 2006

TO: WODONGA BUILDING SERVICES
PO Box 923, Wodonga, VIC 3689

Application No:

From

Owner or agent:		
Postal address:		
Phone:	Mobile:	Fax:
Contact person:		

Property details

Number:	Lot No:	Street name:	
Town name:		Municipal district:	
Crown allotment:	Section:	Volume:	Folio:
LP/PS:	Lot/s:	Permit No:	

Use applied for

Building:	Intended use:	BCA class:
Building:	Intended use:	BCA class:

Building practitioners and architects who were engaged in the building work 1

Name:	
Category/class:	Registration No:
Name:	
Category/class:	Registration No:

NOTE 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.
NOTE 2: Where the works have not been completed, a NEW building permit will be required to complete any outstanding works.

Signature of owner or agent:	Date:
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Fees:	Residential - Please see customer service	Commercial - To be advised
	Final certificate \$	Final certificate \$
	Occupancy certificate \$	Occupancy certificate \$



Application for Final Certificate / Occupancy Permit. (FC/OP)

Locate existing file.

- 1. Arrange a building inspection.
- 2. If the inspection is approved - issue Final Certificate/Occupancy Permit (FC/OP)
- 3. If the inspection is refused - issue building notice for outstanding works.
- 4. Works to be completed as per building notice.
- 5. Re-inspect works.
- 6. If refused - go to item 4.
- 7. If correct - issue FC/OP
- 8. Issue letter withdrawing building notice.

File notes - inspection notes:

Personal and / or health information collected by Wodonga Council is used for municipal purposes as specified in the Local Government Act 1989. The personal and or health information will be used solely by Wodonga Council for these purposes and or directly related purposes. Wodonga Council may disclose this information to other organisations if required by legislation. The applicant understands that the personal and or health information provided is for the above purpose and that he or she may apply to Wodonga Council for access to and/or amendment of the information. Requests for access and or correction should be made to Wodonga Council's privacy officer.