



## APPLICATION FOR OCCUPANCY PERMIT

Section 217

To:  Building Surveyor  
 Address  
  Suburb/postcode

Form **4**

### Applicant / Owner details:

*Note: Only an owner or agent of the owner may make an application*

Owner:   
Address:   
  Phone No:   
  Fax No:   
Owner builder: Yes: ☐ (X if applicable) Email:

Agent:   
Address:   
  Phone No:   
  Fax No:

*Note: Agents to be authorised in writing by the owner:* Email:

### Details of building work:

Address:  Lot No:   
  Certificate of title No:   
Type of work:  (new building / alteration / addition / repair / demolition / removal / re-erection / other)  
Use of building:  Building class:   
New use:  (if change of use)

### Occupancy details:

This application is for: ☐ (X if applicable.)

The whole of the building work referred above. ☐ The listed part of the building work referred above ☐  
The refurbishment of the building referred above ☐ The change of use of the building referred above ☐

Details part of building work

### Documents provided:

Documents / information required by the Building Surveyor -

Document description:

Prepared by:

|  |  |
|--|--|
|  |  |
|--|--|

Owner / Agent:  Name: [print]  Signed  Date   
(Delete one not applicable)



I consent to information being given by means of an electronic communication to the nominated email address above in accordance with the Electronic Transactions Act 2000 and acknowledge that information will only be provided in electronic form unless I formally request otherwise.

#### AGENT AUTHORISATION DECLARATION

I/We \_\_\_\_\_ being the owner/s of

(Please print your name/s)

\_\_\_\_\_ hereby authorise

(Address of the property)

\_\_\_\_\_ to act as agent in respect of this Building Application

(Please print name of Agent)

Signature of owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

#### PERSONAL INFORMATION PROTECTION STATEMENT

The personal information requested on this application form is being collected by the Council for the purposes of processing applications under the *Building Act 2016*, the *Building Regulations 2016* and will be used for those primary purposes. The Council may be required to forward personal information relating to applications to: The Australian Bureau of Statistics, The Building Control Board and the Building Training Levy Board.

The intended recipients of the information are Council officers, data service providers engaged by Council from time to time, any other agent or contractor of Council and relevant State Government Departments. Council may disclose the information to law enforcement agencies, courts and other organisations authorised to collect it.

Failure to provide this information will result in your application not being able to be processed.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and you may make an application to access or amend your information in writing to the General Manager, PO Box 210, Huonville, 7109. You may be charged a fee for this service.

#### COPYRIGHT AUTHORITY

☐ I authorise the Council and the Crown in right of the State of Tasmania to provide to any person, for the purposes of assessment or public consultation, a partial or complete copy of documents relating to this application. I acknowledge that a charge may be made to recover costs of copying. I do not require to be paid a fee or to be informed of any copies that are made under this authorisation. I confirm that I am the copyright owner or have the authority to sign on behalf of any other person with copyright for documents relating to this application.

Signature of Applicant: \_\_\_\_\_

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