



Occupancy Permit Application – Compliance Certificate Checklist

Upon completion of building work and approval of the final inspection, the process to issue an Occupancy Permit (Form 16) may proceed. An Occupancy Permit is formal evidence that the building is deemed suitable for occupation in accordance with the Building Act 1993 and Building Regulations 2018.

The following documentation is required to be submitted with your application for an occupancy permit:

COMPLIANCE CERTIFICATES / DOCUMENTATION REQUIRED:

- ☐ **Form 15 – Application for Occupancy Permit Form**
The prescribed form used to formally apply for the issuance of an Occupancy Permit under the Building Act 1993. This document must be fully completed and signed by the owner or their authorised agent and submitted as part of the final approval process.
- ☐ **Electrical Certificate – Prescribed**
A certificate issued by a licensed electrician confirming that prescribed electrical installation work such as the installation of consumer mains, main switchboards, tenancy submains, etc. has been completed in accordance with Energy Safe Victoria requirements.
- ☐ **Electrical Certificate – Non-Prescribed**
A certificate issued by a licensed electrician confirming that non-prescribed electrical installation work such as the installation of GPO's, lighting, switches, electric appliances, etc. has been completed in accordance with Energy Safe Victoria requirements.
- ☐ **Plumbing Certificate – Roof Plumbing**
A compliance certificate issued by a licensed plumber confirming that all roof plumbing work, including installation of gutters, downpipes, flashings, and roof drainage systems has been carried out in accordance with relevant plumbing regulations and relevant Australian Standards.
- ☐ **Plumbing Certificate – Sanitary**
A compliance certificate provided by a licensed plumber confirming that all sanitary plumbing work, such as the installation of waste pipes, fixtures and drainage systems has been completed in accordance with the plumbing regulations and relevant Australian Standards.
- ☐ **Plumbing Certificate – Drainage (Below Ground)**
A compliance certificate issued by a licensed plumber verifying that all below-ground drainage work, including sewer and stormwater pipes, soakage systems and connections to public mains has been completed in accordance with plumbing regulations and relevant Australian Standards.
- ☐ **Plumbing Certificate – Drainage (Above Ground)**
A compliance certificate issued by a licensed plumber confirming that all above-ground drainage work, including internal waste and stormwater pipes, as well as connections to fixtures has been completed in accordance with plumbing regulations and relevant Australian Standards.
- ☐ **Plumbing Certificate – Hot & Cold Water Supply**
A compliance certificate issued by a licensed plumber confirming that all hot and cold-water supply systems, including pipework, fittings and fixtures have been installed in accordance with plumbing regulations and relevant Australian Standards.
- ☐ **Plumbing Certificate – Gasfitting**
A compliance certificate issued by a licensed plumber confirming that all gasfitting work, including the installation of gas supply lines, appliances and safety devices has been carried out in accordance with plumbing regulations and relevant Australian Standards.
- ☐ **Plumbing Certificate – Mechanical**
A compliance certificate issued by a licensed plumber verifying that all mechanical plumbing systems such as pumps, pressure systems and mechanical ventilation related to plumbing have been installed in accordance with plumbing regulations and relevant Australian Standards.
- ☐ **Plumbing Certificate – Sustainability Installation**
A compliance certificate issued by a licensed plumber confirming that all sustainability-related plumbing installations such as rainwater tanks, greywater systems, solar water heaters and water-efficient fixtures have been completed in accordance with plumbing regulations and relevant Australian Standards.

- ☐ **Council Septic Tank Permit – Approval to Use**
Formal approval issued by the local council permitting the operation of an onsite septic tank system in accordance with Building Regulation 132.
- ☐ **Waterproofing Certificate**
A certificate issued by a licensed waterproofing contractor confirming that all waterproofing works such as wet areas, balconies and external decks have been completed in accordance with the National Construction Code (NCC), AS 3740, AS 4654.1 and AS 4654.2
- ☐ **Glazing Certificate**
A certificate provided by a glazier or window supplier confirming that all installed glazing complies with the requirements of the National Construction Code (NCC), AS 1288 and AS 2047.
- ☐ **Slip Resistance Certificate**
A test certificate verifying that stair tread surfaces comply with slip resistance requirements as specified in the National Construction Code (NCC) and relevant Australian Standards,
- ☐ **Termite Certificate(s)**
A certificate issued by a licensed pest control professional confirming that termite protection measures have been installed in accordance with AS 3660 and relevant building permit requirements. Certificates may be provided in two stages, with 'Part A' covering protection of the subfloor including any pipe penetrations early in the construction process, and 'Part B' addressing treatment to the perimeter of the dwelling upon project completion.
- ☐ **Builder Compliance Statement**
A written declaration provided by the builder, completed and submitted as part of the occupancy permit application. This statement confirms that key aspects of the building work including waterproofing, energy efficiency measures, bushfire construction requirements, cladding, and other specified product installations have been completed in accordance with approved plans, relevant standards and manufacturers specifications.

Please Note:

This checklist is intended as a general guide only. Some of the documents listed may not be applicable to your specific project, while additional documentation may be required depending on the scale, complexity, or unique circumstances of the building work.

For further clarification regarding the documentation required for your occupancy permit application, please refer to the "Required Documents" section of your building permit, or contact our team for tailored advice.

If you have any questions regarding the required documentation or the occupancy permit process, please don't hesitate to contact our team for assistance.