

## CERTIFICATE OF OCCUPANCY APPLICATION FORM

### AUTHORISED CONTACT PERSON

|                 |        |
|-----------------|--------|
| Name:           |        |
| Postal Address: |        |
| Phone:          | Email: |

### LOCATION OF SUBJECT DEVELOPMENT

|           |          |         |        |
|-----------|----------|---------|--------|
| House No: | Lot No:  | Street: |        |
| Suburb:   |          |         |        |
| Section:  | Hundred: | Volume: | Folio: |

### APPLICATION DETAILS

|   |                 |            |
|---|-----------------|------------|
| Council:  | Development ID: |            |
| If Class 5, 6, 7, 8, 9 - state the desired number of... | Employees:      | Occupants: |

### IS THIS CERTIFICATE OF OCCUPANCY SUPERSEDING AN EXISTING CERTIFICATE OF OCCUPANCY?

|  |                           |
|--|---------------------------|
| Yes                                    | Previous certificate ID : |
| No                                     | Previous classification : |
| <i>If yes, please provide details;</i> | Date Issued :             |
|  | Date Revoked :            |

### HAS A DULY COMPLETED STATEMENT OF COMPLIANCE FOR THE COMPLETED DEVELOPMENT BEEN PROVIDED?

|     |    |
|-----|----|
| Yes | No |
|-----|----|

### HAVE ALL CERTIFICATES, REPORTS OR OTHER DOCUMENTATION LISTED ON THE DECISION NOTICE BEEN PROVIDED?

|     |    |                |
|-----|----|----------------|
| Yes | No | Not Applicable |
|-----|----|----------------|

### HAS EVIDENCE BEEN PROVIDED TO SHOW THAT ANY CONDITIONS APPLIED TO THE APPROVAL HAVE BEEN SATISFIED?

|     |    |                |
|-----|----|----------------|
| Yes | No | Not Applicable |
|-----|----|----------------|

### HAVE ANY NON-CONFORMANCES OR ISSUES IDENTIFIED DURING CONSTRUCTION THROUGH COUNCIL INSPECTION BEEN RECTIFIED/SATISFACTORILY ADDRESSED?

|     |    |                |
|-----|----|----------------|
| Yes | No | Not Applicable |
|-----|----|----------------|

### HAVE ESP COMPLIANCE (FORM 2) CERTIFICATES BEEN COMPLETED BY EACH RELEVANT INSTALLER?

|     |    |                |
|-----|----|----------------|
| Yes | No | Not Applicable |
|-----|----|----------------|

### HAVE THE FACILITIES BEEN COMMISSIONED AND A REPORT FROM THE FIRE AUTHORITY BEEN PROVIDED (IF APPLICABLE)?

|     |    |                |
|-----|----|----------------|
| Yes | No | Not Applicable |
|-----|----|----------------|

### ANY FURTHER INFORMATION?

# TERMS AND CONDITIONS

PLEASE READ THE TERMS AND CONDITIONS CAREFULLY

By signing the below agreement, you agree to the following terms and conditions of engaging PBS Building Certifiers Pty Ltd (PBS Australia or PBS) and you declare that all details on this application form, at the time of signing, are true and correct.

You declare that the proposed development, subject of this application, has been constructed in accordance with the planning consent, building consent and development approval and any conditions attached there to (if applicable) unless otherwise stated IN WRITING.

You are required to notify PBS Building Certifiers in writing, at the time of application, if you have either used or intend on using a 'designated building product' for external cladding and are to provide the associated details for that building product if the building work;

- (i) relates to a building, or class of building, designated by the Minister by notice published in the Gazette; and
- (ii) involves the use of a building product, or kind of building product, designated by the Minister in the notice in circumstances specified in that notice,

For the purposes of this item;

### Designated Building

For the purposes of Schedule 8(4)(j)(i) of the Planning, Development and Infrastructure (General) Regulations 2017, a designated building is a building with a Building Code classification of:

- (a) Class 2, 3, or 9 consisting of two or more storeys; or a
- (b) Class 5, 6, 7 or 8 consisting of three or more storeys

### Designated Building Product:

For the purposes of Schedule 8(4)(j)(ii) of the Planning, Development and Infrastructure (General) Regulations 2017, a designated building product is a building product that consists of a metal panel or lining formed with an aluminium, or similar thin metal sheet material, with any type of core material.

You acknowledge that PBS Building Certifiers' Professional Indemnity Insurance is limited to \$5,000,000 and that PBS Building Certifiers cannot be in any way connected with a Noncompliant or Nonconforming Building Product, or the approval, the use or installation of a Building Product in a manner which is Noncompliant or Nonconforming. For the purposes of this item;

### Noncompliant

means any Building Product which does not comply with any applicable law or regulatory obligation, including but not limited to: the Building Code of Australia, the National Construction Code of Australia, any relevant Australian Standards, approved conditions, use or application, or the guidelines, practice notes or the like of any relevant building authority or other regulatory body.

### Nonconforming

means any Building Product which purports to meet specific requirements and does not. For instance, is not fit for purpose, is not of acceptable quality, is counterfeit, or contains false or misleading claims about its qualities / properties.

### Building Product

means any wall system, panel, cladding, façade material, external attachment or insulation, including but not limited to; aluminium composite panels, structured insulation panel systems, extruded polystyrene systems, exterior insulation finish systems or external timber panelling systems.

You acknowledge that all accounts are to be paid prior to building consent being issued unless a written arrangement is formed and documented.

You acknowledge that any fees incurred by PBS, including all legal costs, for recovery of debt after the due date are payable by you. Interest is payable by you on all overdue amounts at a rate of 9% per annum, calculated daily.

You acknowledge that any quotes that include statutory/council fees are only a guide and if additional fees are required, they will be invoiced to the invoice contact accordingly. PBS Building Certifiers may send you additional invoices if the amount originally charged was incorrect due to any changes in statutory/council fees incurred by PBS.

**I declare that I have read and agree with the terms and conditions above, I acknowledge that I am responsible for payment & reimbursement of all fees and levies paid by PBS Building Certifiers associated with this project and I hereby engage PBS Building Certifiers under the Planning, Development and Infrastructure Act 2016 to lodge on my behalf (if applicable) and issue a Certificate of Occupancy for the proposed development.**

Signature

:

Name (PRINT)

:

Company

:

Date

: