



**MANSFIELD SHIRE**

**Form 5**  
**Building Act 1993**  
**BUILDING REGULATIONS 2006**  
**APPLICATION FOR OCCUPANCY PERMIT/FINAL INSPECTION**  
**FOR EXPIRED PERMITS**

**Mansfield Shire Council**  
Private Bag 1000 Mansfield 3724

Telephone 03 5775 8555  
Facsimile 03 5775 2677  
Email council@mansfield.vic.gov.au  
ABN 74 566 834 923

**From:**

Owner or agent : \_\_\_\_\_ Telephone: \_\_\_\_\_

In accordance with section 42 of the Building Act 1993, I hereby apply for an occupancy permit / final inspection for the building at -

**Property details:**

Number Street/road \_\_\_\_\_ City/suburb/town \_\_\_\_\_

Lot/s \_\_\_\_\_ LP/PS \_\_\_\_\_

**Building practitioners and/or architects who were engaged in the building work:**

Name: \_\_\_\_\_ Category/Class: \_\_\_\_\_ Reg. No. \_\_\_\_\_

Name: \_\_\_\_\_ Category/Class: \_\_\_\_\_ Reg. No. \_\_\_\_\_

**Use applied for:**

Part of building \_\_\_\_\_ Intended use \_\_\_\_\_

The following are provided: (if applicable)

1. Plumbing certificate
2. Septic tank permit to use
3. Insulation certificate
4. Glazing certificate
5. Termite chemical barrier certificate

Note: where current permit has expired more than 3 months prior to application, a fee of \$305 applies. Further fees will apply if works are found to be incomplete, and further inspections are required.

**Signature of Owner or Agent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date lodged:		Date processed:	
Fee payable:	\$305.00	Receipt number:	(400207 79)

**Guidelines: see over.....**

## **GUIDELINES FOR BOOKING OCCUPANCY/FINAL INSPECTION:**

### **Dwelling:**

1. Is the building safe and suitable to occupy
2. Do you have a copy of a compliance certificate(s) from your plumber
3. Do you have a copy of a certificate from the person/company who installed your insulation
4. Have you completed all of the energy rating requirements (seals, insulation, low E glass)
5. Do you have a glazing certificate from the person/company who supplied your windows
6. How did you achieve termite protection – blue pine frame, chemical spray (needs certificate)
7. Have you received a copy of a permit to use your septic tank
8. Does the door (swinging in) to your toilet have lift off hinges
9. Smoke detectors are correctly located and operating
10. Is a supply of potable water present
11. Safety items such as handrails, balusters and steps are in place and comply
12. Bushfire protection measures complete to AS 3959, if applicable.
13. Is the perimeter of the building adequately drained

### **Pool/Fencing:**

1. Safety barrier fully installed including no gaps greater than 100mm
2. No climbing structures in the vicinity
3. Access gaps compliant with Australian Standard

### **Shedding/outbuildings**

- Structural works completed
- Is stormwater connected to discharge point?

**For further information contact your building advisor or refer to your endorsed building permit.**

**Specific queries can be noted hereon or left with Council for follow up by the Building Practitioner**