

# OCCUPANCY PERMIT APPLICATION



**BSP MELBOURNE**

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**TO:**  
(Private Building Surveyor)

**BSP Melbourne**  
PO Box 126, NORTH ESSENDON  
VIC 3041

**FROM:**

Owner / Agent (appointed by the Owner to act on their behalf) *(Please circle)*

Name: .....

Company Name: .....

Postal address: ..... Postcode: .....

Contact person: ..... Telephone: .....

(Email): .....

In accordance with Section 42 of the Building Act 1993, I hereby apply for an **Occupancy Permit** for the building at—

**PROPERTY DETAILS:**

Number / Lot.....Street / Road.....

Suburb ..... Postcode .....

Tenancy Number (if applicable): .....Lot/s:..... Volume: ..... Folio: .....

**Building Practitioners<sup>1</sup> and/or Architects who were engaged in the building work<sup>1</sup>:**

Category / Class	Registered Practitioner's Name	Registration No.
Builder (Construction)		

**Use applied for:**

Part of Building	Intended Use	BCA Class

**Signature**

Signature of Owner or Agent:.....Date:.....

Name of Owner or Agent : .....

**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.