

When completed, this form is classified OFFICIAL Sensitive

Application to extend time – occupancy permit or building approval certificate

Building Act 2011, section 65
Building Regulations 2012, regulations 4 and 40

PERMIT AUTHORITY
USE ONLY

Reference number

Permit authority

1. Property this application relates to

Property street
address (provide lot
number where
street number is not
known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode

Local government area (if different
from permit authority)

2. Details of existing approval this application relates to

Existing approval type (please tick)

☐

Occupancy permit

☐

Building approval certificate

Reference no

Expiry date

Day/Month/Year

3. Details of request for extension of time

Extension sought
until

Day/Month/Year

Grounds for
extension

(please attach
additional pages if
required)

Privacy collection notice

All personal information collected in this form will be used for the purposes of the assessment and determination under the *Building Act 2011* (Act); communicating with you; and any other related reporting requirements or compliance functions of a permit authority under the Act; or in connection with another written law. To understand more about how your personal information will be used and managed by the local government permit authority, please refer to the privacy notice on their website or contact them directly.

4. Owner details

Where there are multiple owners, please attach a list with the names and signatures of each owner.

Owner's name

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Street address
(provide lot number
where street
number is not
known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode
			Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Owner's signature*

	Date
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*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application.

5. Applicant details

Applicant's name

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Street address
(provide lot number
where street
number is not
known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb		State	Postcode
			Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

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Phone/fax

Phone no	Fax
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Applicant's
signature

Signature	Date
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