

**APPLICATION FOR OCCUPANCY PERMIT**FORM 15, BUILDING REGULATIONS 2018, REGULATION 186 (1),  
BUILDING ACT 1993**BUILDING PERMIT DETAILS (IF APPLICABLE)**Permit no. **TO MUNICIPAL BUILDING SURVEYOR/RELEVANT BUILDING SURVEYOR****OWNER/AGENT OF OWNER**First Name  Surname Postal address Phone  Email **PROPERTY ADDRESS**In accordance with Section 42 and/or Section 54 of the *Building Act 1993*, I hereby apply for an Occupancy Permit for the building or place of public entertainment situated at:Unit no.  Street no.  Street Suburb  Postcode **BUILDING PRACTITIONERS AND/OR ARCHITECT**

who were engaged in the building work

Name  Category  Registration no. Name  Category  Registration no. **NATURE OF APPLICATION** New building Amendment to existing Occupancy Permit Alteration to an existing building Change of use of an existing building Place of public entertainment Other**USE APPLIED FOR**Part of building  Intended use  BCA Class Part of building  Intended use  BCA Class  To conduct public entertainment**CERTIFICATE OF COMPLIANCE**

Copies of compliance certificates for plumbing work and electrical work are attached in accordance with Regulation 186(2)(b)

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**LODGEMENT AND PAYMENT**

Applications can be lodged in the following ways:

**✉ Email**[building@melbourne.vic.gov.au](mailto:building@melbourne.vic.gov.au)**↑ In person**Melbourne Town Hall  
Administration Building,  
120 Swanston Street, Melbourne.  
Business hours, Monday to Friday  
Closed public holiday**✉ Mail**Planning and Building  
City of Melbourne  
GPO BOX 1603  
Melbourne VIC 3001

A confirmation email with payment details will be sent once your application is lodged. Payment can then be made online, over the phone, in person or by mail. Please refer to the schedule of fees for an indication of the amount payable [melbourne.vic.gov.au/planningbuildingfees](http://melbourne.vic.gov.au/planningbuildingfees)

Fees are non-refundable and applications are processed once payment is received in full.

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**COLLECTION STATEMENT**

The City of Melbourne is committed to protecting your privacy. The personal information requested on this form is being collected by the City of Melbourne for the purpose of assessing your application as set out in the *Building Act 1993* and *Building Regulations 2018*, to correspond with you about this application and any other directly related purpose. The information you provide will be made available to relevant officers within Council and other government agencies directly involved in the building process, and to persons accessing information in accordance with the *Public Records Act 1973*, *Building Act 1993* or the *Freedom of Information Act 1982*.

It will not be disclosed to any other external party, without your consent, unless required or authorised by law. If the information is not collected we may not be able to process your application. If you wish to access or alter any of the personal information you have supplied to the City of Melbourne please contact Planning and Building by phone 03 9658 9658 or email [enquiries@melbourne.vic.gov.au](mailto:enquiries@melbourne.vic.gov.au).

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**APPLICANT DECLARATION**

**By signing this application, I declare that the information provided is true and correct. I acknowledge that all fees are non-refundable.**

Name

Date

Signature

# ADDENDUM SHEET 1

In accordance with Section 54 of the *Building Act 1993*, I apply for an occupancy permit for the building/place of public entertainment situated at:

**PROPERTY/EVENT DETAILS**

**ADDRESS OF EVENT**

Name \_\_\_\_\_

Unit no. \_\_\_\_\_ Street no. \_\_\_\_\_ Street \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

**RESERVE OR OVAL NAME**

Name \_\_\_\_\_

**DURATION OF EVENT**

Commencing \_\_\_\_\_ To \_\_\_\_\_ Maximum occupation \_\_\_\_\_

Daytime event  Nighttime event  Both

Maximum Occupation is the maximum number of patrons and staff at any point in time.

**SIZE FOR EVENT (PLEASE ✓ TICK)**

500m<sup>2</sup> to 5,000m<sup>2</sup>  5,001m<sup>2</sup> to 15,000m<sup>2</sup>  15,001m<sup>2</sup> to 25,000m<sup>2</sup>  25,001m<sup>2</sup>+

**PLACE OF PUBLIC ENTERTAINMENT**

Part of building	Proposed use