

APPLY FOR A CERTIFICATE OF OCCUPANCY (Class 2-9)

Buildings other than class 1a & 10 should have a Certificate of Occupancy (Previously known as Certificate of Classification) before using or occupying building. Apply to Council or Private Certifier for a copy of a Certificate of Occupancy.

From 1 October 2020, Form 11 was renamed to Certificate of Occupancy. For more information visit Queensland Government website at:

www.business.qld.gov.au/industries/building-property-development/building-construction/approvals-inspections/certificate-occupancy

BUILDINGS BUILT BEFORE 1 APRIL 1976

- No certificate of classification/occupancy was issued prior to this date.
- If an application for alteration or additions has been approved, a requirement of the *Building Act* would require a Certificate of Classification/Occupancy to be issued when applied for and prior to starting use of the alterations or additions.
- If alteration or additions has been made to the building, a new application must be applied for through a Private Certifier. On completion of the work associated with the permit a Certificate of Occupancy will be issued.

BUILDINGS BUILT ON OR AFTER 1 APRIL 1976 AND BUILT BEFORE 30 APRIL 1998 (and no additions/alterations have been made to the building) (applying for a copy)


- Complete Council's form *Application for Certificate of Occupancy*.
- Complete Form 13 (this form is available from the Queensland Government - Business Queensland website - www.business.qld.gov.au).
- Make payment in accordance with Scenic Rim Regional Council's current Fees & Charges (available on Council's website at www.scenicrim.qld.gov.au).
- If the building has had alterations or additions, a new building application lodged to a Private Certifier for alteration and/or additions is required and a permit issued. On completion of the work associated with the permit a new Certificate of Occupancy will be issued.

BUILDINGS BUILT ON OR AFTER 1 MAY 1998 (applying for a copy)





- Complete Council's form *Application for Certificate of Occupancy*.
- Make payment in accordance with Council's current Fees & Charges (available on Council's website at www.scenicrim.qld.gov.au).
- Submit to Council.
- If the building has had alterations or additions, a new building application lodged to a Private Certifier for alteration and/or additions is required and a permit issued. On completion of the work associated with the permit a new Certificate of Occupancy will be issued.

Council will investigate all requests for a Certificate of Occupancy and forward any certificates available. If no Certificate is available, steps required to obtain a Certificate of Occupancy will be detailed.

Forward all forms and payments to:

✉	Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285	
	Beaudesert Customer Service Centre Boonah Customer Service Centre Tamborine Library & Customer Service	82 Brisbane Street, Beaudesert 70 High Street, Boonah Cnr Main St & Yuulong Rd, Tamborine Mountain
☎	(07) 5540 5111	☎ (07) 5540 5103
	✉ mail@scenicrim.qld.gov.au	

APPLICATION FOR CERTIFICATE OF OCCUPANCY (Class 2-9)

SECTION 1 – APPLICANT DETAILS			
Applicant name:			
Postal address:			
Telephone:		Fax:	
Email:			
SECTION 2 – PROPERTY DETAILS			
Ratepayer:			
Property address:			
Legal description:	Lot:	Plan:	
Building Application No:			
SECTION 3 – COMPLETE RELEVANT DETAILS BELOW			
REQUEST FOR COPIES OF CERTIFICATE OF CLASSIFICATION/OCCUPANCY (only where no additions or alterations have been made and a certificate is available):			
<input type="checkbox"/> For buildings built on or after 1 April 1976 and built before 30 April 1998			
<input type="checkbox"/> Form 13 attached			
<input type="checkbox"/> Payment (refer to Council's fees and charges)			
<input type="checkbox"/> For buildings built on or after 1 May 1998			
<input type="checkbox"/> Payment (refer to Council's fees and charges)			
APPLICATION FOR CERTIFICATE OF CLASSIFICATION/OCCUPANCY (only where no changes to original application have been made):			
<input type="checkbox"/> For an existing building with no changes to original application prior to 30 April 1998			
<input type="checkbox"/> Form 13 attached			
<input type="checkbox"/> Current Floor Plan and Statement of Use			
<input type="checkbox"/> Payment (refer to Council's fees and charges)			
NOTE: If a change of use or alteration has been made to the building, a new Building Application lodged to a Private Certifier will be required for the respective change.			
Payment attached	Yes	<input type="checkbox"/> (Please complete Credit Card Authorisation if not paying in person)	
Signature:			Date:
IMPORTANT NOTICE - Privacy Statement Scenic Rim Regional Council is collecting your personal information in accordance with the <i>Building Act 1975</i> in order to process your request for a Certificate of Classification. The information will only be accessed by Scenic Rim Regional Council for Council business related activities only. Your information will not be given to any other person or agency unless you have given us permission or we are required by law. Your personal information is handled in accordance with the <i>Information Privacy Act 2009</i> .			
TO SUBMIT YOUR FORM TO COUNCIL			
<input checked="" type="checkbox"/>	Scenic Rim Regional Council, PO Box 25, BEAUDESERT QLD 4285		
	Beaudesert Customer Service Centre Boonah Customer Service Centre Tamborine Library & Customer Service	82 Brisbane Street, Beaudesert 70 High Street, Boonah Cnr Main St & Yuulong Rd, Tamborine Mountain	
	(07) 5540 5111		(07) 5540 5103
			mail@scenicrim.qld.gov.au
Council Use Only - CertApplication - CerAsConst - CerBldg - Copy Certificate of Classification/Occupancy			
Receipt #	Amount \$	Date:	Application No:
Doc set #	Referred to:		