

Application For Certificate of Occupancy (Class 2-9)

SECTION 1 - APPLICANT DETAILS

Applicant Name:			
Postal Address:			
Contact Details:	Phone:	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):

- **For buildings built on or after 1 April 1976 and built before 30 April 1998**
 - Form 13 attached
 - Payment (refer to Council's website for fees & charges www.scenicrim.qld.gov.au)
- **For buildings built on or after 1 May 1998**
 - Payment (refer to Council's website for fees & charges www.scenicrim.qld.gov.au)

Application for Certificate of Classification/Occupancy (only where no changes to original application have been made):

- **For an existing building with no changes to original application prior to 30 April 1998**
 - Form 13 attached
 - Current Floor Plan and Statement of Use
 - Payment (refer to Council's website for fees & charges www.scenicrim.qld.gov.au)

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 *Building Act 1975* 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 *information Privacy Act 2009*.

TO SUBMIT YOUR FORM TO COUNCIL

Mail:	Scenic Rim Regional Council, PO Box 25, BEAUDESERT, QLD 4285		
Customer Contact Centres:	Beaudesert:	82 Brisbane Street, Beaudesert	
	Boonah:	70 High Street, Boonah	
	Tamborine Library:	Cnr Main St & Yuulong Rd, Tamborine Mountain	
Phone: 07 5540 5111	Email: mail@scenicrim.qld.gov.au		

Council Use Only - CertApplication - CerAsConst - CerBldg - Copy Of Classification/Occupancy

Receipt No:	Amount \$	Date:	Application No:
Doc Set No:	Referred To:		