

LAPSED BUILDING PERMIT APPLICATION

(REQUEST FOR FINALISATION - OCCUPANCY PERMIT/ CERTIFICATE OF FINAL INSPECTION)

Step 1. Please provide the property details

Street no.		Street name		
Suburb			Post code	
Lot no.		LP/PS		

Step 2. Is this a residential or commercial property?

- Residential fee is \$850
 Commercial fee is \$1,090

Step 3. Are you the owner of the property?

- Yes
 No (Please attach a completed agent authorisation form.)

Step 4. What are your details?

Name				
Address				
Mobile		Email		

Step 5. Provide the building permit details below

Building permit number: _____

Description of works: _____

Step 6. Complete this declaration

- I am formally requesting the City of Ballarat's Building Surveyor to finalise inspection/s and documentation for the building works listed above.
- I understand that if smoke detectors are not installed in accordance with the building regulations, I may be liable for an on the spot fine.

Your signature		Date	
Your full name			

Step 7. Return this form via one of the methods below

- Save and email this Word document to building@ballarat.vic.gov.au
We will e-mail you out a schedule of fees to pay online, or
- Print this form and bring it in to The Phoenix Building 25 Armstrong St Sth, Ballarat. You will be able to pay over the counter from 8.15am – 5pm Monday to Friday

Note: Your personal information is being collected by City of Ballarat for the purpose of your application to finalise a lapsed building permit in accordance with the *Building Act 1993*. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, refer to Council's Privacy Policy at www.ballarat.vic.gov.au

Office use only (PP/BPA) 2022/23

Receipt number	
Date received	