

A register required to be kept by the Permit Authority is to contain the following information -

Form **36**

(a) BUILDING PERMITS

- Details of building work
- Building Practitioner details
- Owner / agent details
- Other details

(Obtained from the Application for a Building Permit – Form 2)

- Building Permit number
- Who issued to
- Date issued

(Obtained from the Building Permit – Form 18)

- Date application received

(b) PLUMBING PERMITS

- Plumbing work details
- Plumber details
- Owner / agent details

(Obtained from the Application for a Plumbing Permit – Form 3)

- Plumbing Permit number
- Who issued to
- Date issued

(Obtained from the Plumbing Permit – Form 19)

- Date application received

(c) SPECIAL PLUMBING PERMITS

- Plumbing work details
- Plumber details
- Owner / agent details

(Obtained from the Application for a Plumbing Permit – Form 3A)

- Special Plumbing Permit number
- Who issued to
- Date issued

(Obtained from the Special Plumbing Permit – Form 19A)

- Date application received

(d) CERTIFICATES OF FINAL INSPECTION

- Building Permit Number
- Date certificate issued
- Who issued certificate
- Certificate number

(Obtained from the Certificate – Form 12)

- Date certificate received

(e) OCCUPANCY PERMITS

- Building Permit number
- Date Permit issued
- Who issued Permit
- Occupancy Permit number

(Obtained from the Permit – Form 13)

- Date Permit received

(f) TEMPORARY OCCUPANCY PERMITS

- Details of existing building or temporary structure
- Owner / agent details

(Obtained from application – Form 5)

- Temporary Occupancy Permit number
- Expiry date of Permit
- Date Permit issued

(Obtained from the Permit – Form 26)

- Date application received

(g)(i) CERTIFICATES OF COMPLETION (BUILDING WORK)

- Building Permit number
- Date Certificate issued
- Certificate number

(Obtained from the Certificate – Form 20)

- Date application received

(g)(ii) CERTIFICATES OF COMPLETION (PLUMBING WORK)

- Plumbing Permit Number
- Date Certificate issued
- Certificate number

(Obtained from the Certificate – Form 21)

- Date application received

(h) BUILDING ORDERS

- Who Order issued to
- Details of property and work subject to Order
- Who issued Order
- Date Order issued
- Order number

(Obtained from the Order – Form 15 or 30)

- Date Order received

(i) PLUMBING ORDERS

- Who Order issued to
- Details of property and work subject to Order
- Who issued Order
- Date Order issued
- Order number

(Obtained from the Order – Form 15 or 30)

- Date Order received

(j) EMERGENCY ORDERS

- Who Order issued to
- Details of property and work subject to Order
- Who issued Order
- Date Order issued
- Order number

(Obtained from the Order – Form 27)

- Date Order received

(k) PERMITS TO PROCEED

- Details of building work
- Building Practitioner details
- Owner details
- Other details

(Obtained from the Application for a Permit to Proceed – Form 7)

- Permit to Proceed number
- Who issued to
- Date issued

(Obtained from the Permit to Proceed – Form 24)

- Date application received

(k) PERMITS OF SUBSTANTIAL COMPLIANCE (Not required but recommended)

- Details of building work
- Building Practitioner details
- Owner details
- Other details

(Obtained from the Application for a Permit of Substantial Compliance – Form 9)

- Permit of Substantial Compliance number
- Who issued to
- Date issued

(Obtained from the Permit of Substantial Compliance – Form 25)

- Date application received

Note: Registers may be kept in hard copy or in electronic medium.

Purpose of amendments -

Index of approved forms:

- *Update references to sections and forms (Amended 23/12/2004)*
- *Delete reference to 'Purchasers of the forms' from Notes (Amended 18/06/2004)*

Form 2:

- *Delete reference to Schedule 1 under the heading 'Documents provided' (Amended 18/06/2004)*

Form 3:

- *Provide for registered plumber to include registration number under 'Owner or Agent details' if applicable (Amended 18/06/2004)*

Form 3A:

- *Provide for registered plumber to include registration number under 'Owner or Agent details' if applicable (Amended 18/06/2004)*

Form 30

- *Delete reference to "Building Surveyor" and substitute "General Manager"; include reference to section 171 of the Act (Amended 23/12/2004)*

Form 34:

- *Changed form to Statutory Declaration, made provision for recording insurance details and witnessing of statement. (Amended 18/06/2004)*