APPLICATION

FORM **BA23**

Application to extend time – occupancy permit or building approval certificate

Building Act 2011, section 65
Building Regulations 2012, regulations 4 and 40

PERMIT AUTHORITY USE ONLY

Reference number

Permit authority	

1. Property this application relates to

Property street address (provide lot number where street number is not known)	Unit no	Street no	Level	Lot no
	Street name		Street type	Street suffix
	Suburb		State	Postcode

Local government area (if different from permit authority)	

2. Details of existing approval this application relates to

Existing approval type (please tick) ☐ Occupancy permit ☐ Building approval certificate

Reference no	
Expiry date	Day/Month/Year

3. Details of request for extension of time

Extension sought until	Day/Month/Year
Grounds for extension (please attach additional pages if required)	

4. Owner details

Where there are multiple owners, please attach a list with the names and signatures of each owner.

Owner's name

Street address
(provide lot number
where street number
is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

Phone/fax

Phone no	Fax

Owner's signature*	Date

*If you are authorised to sign on behalf of the owner, please provide your written legal authorisation with your application.

5. Applicant details

Applicant's name

Street address
(provide lot number
where street number
is not known)

Unit no	Street no	Level	Lot no
Street name		Street type	Street suffix
Suburb	State	Postcode	Country (if not Australia)

OR

PO Box address

PO Box no			
Suburb	State	Postcode	Country (if not Australia)

Email address

Phone/fax

Phone no	Fax