

APPLICATION FOR CERTIFICATE OF EXISTENCE

(ONLY FOR WORKS COMPLETED PRIOR TO 1 MAY 2016)

This form is to be used where building work was completed before 1 May 2016 and the building work:

- is unapproved building work where a Building Permit was never issued; or
- was completed after the Building Permit had expired; or
- had a Building Permit in force for the building work but they were completed with less than substantial compliance with the Building Permit or other legislative requirements; or
- had a Building Permit in force but the works did not meet the relevant Technical Standards.

The building work must meet a reasonable level of safety, health and amenity sufficient for occupancy of the building.

WHOLE BUILDING **PART OF BUILDING**

BUILDING PERMIT NUMBER (IF RELEVANT)		NAME OF CERTIFIER WHO ISSUED BUILDING PERMIT	
		REGISTRATION NUMBER	

SECTION 1 DETAILS OF PROPERTY

LOT/PORION NUMBER		LOCATION eg. Town of Darwin	
PROPERTY ADDRESS			
NAME OF REGISTERED OWNER/S (Print clearly)			

SECTION 2 APPLICANT

Note a person must not act as an agent for the owner unless they have been authorised in writing by the owner to do so. Maximum penalty – 8 penalty units.

NAME OF APPLICANT			
DAY TIME PHONE NUMBER		MOBILE PHONE NUMBER	
FAX NUMBER		EMAIL ADDRESS	
POSTAL ADDRESS			

SECTION 3 DESCRIPTION OF WORK

TYPE OF CONSTRUCTION ACTIVITY	
New	<input type="checkbox"/> 1 Conversions <input type="checkbox"/> 4
Additions/Alterations	<input type="checkbox"/> 2 Demolition / Removal <input type="checkbox"/> 5
Repairs & Maintenance	<input type="checkbox"/> 3

Please provide a brief description of the work and intended use:

SECTION 3 CONTINUED

BUILDING CLASSIFICATION

Class of Building (NCC)

1a	<input type="text"/>	3	<input type="text"/>	6	<input type="text"/>	8	<input type="text"/>	9c	<input type="text"/>
1b	<input type="text"/>	4	<input type="text"/>	7a	<input type="text"/>	9a	<input type="text"/>	10a	<input type="text"/>
2	<input type="text"/>	5	<input type="text"/>	7b	<input type="text"/>	9b	<input type="text"/>	10b	<input type="text"/>

New floor area in square metres
(include verandahs/attached carport
if covered by this certification)

Value of Building Work GST inclusive
(excluding plumbing)

The value of building work must be the contract price or if there is no contract the cost of all materials and labour including GST.

Heritage Conservation. Does Heritage Conservation Legislation affect this land? Yes (attach details) No

SECTION 4 BUILDERS DETAILS (if known)

NAME OF BUILDER (Print clearly)

Eg. Owner-builder/building contractor residential or builder

FIRM OR COMPANY NAME (if applicable)

DAY TIME PHONE NUMBER **MOBILE PHONE NUMBER**

FAX NUMBER **EMAIL ADDRESS**

POSTAL ADDRESS

SECTION 5 PLUMBING DESIGN (if applicable)

REGISTRATION NUMBER

NAME OF PLUMBER / DESIGNER (Print clearly)

Value of Plumbing Work GST Inclusive

Septic Tank Installation Yes No

If yes - Source of Water e.g. mains/bore/roof Size of Septic Tank litres

SECTION 6 CONSTRUCTION DETAILS

TYPE OF BUILDING (Tick one box only)

Separate House	<input type="checkbox"/>	11	Townhouse	<input type="checkbox"/>	21	Flats/Apartments/Units	<input type="checkbox"/>	23
Kit House	<input type="checkbox"/>	12	1 storey	<input type="checkbox"/>	22	1 or 2 Storey	<input type="checkbox"/>	24
Transportable House	<input type="checkbox"/>	19	Townhouse	<input type="checkbox"/>	23	Flats/Apartments/Units	<input type="checkbox"/>	25
Other	<input type="checkbox"/>		2 or More Storeys	<input type="checkbox"/>		3 Storey	<input type="checkbox"/>	
<input type="text"/>						Flats/Apartments/Units	<input type="checkbox"/>	
						4 or More Storeys	<input type="checkbox"/>	

NOTE: Townhouses have own front and/or backyard. Flats, units and apartments share surrounding land in common.

SECTION 6 CONTINUED

Number of dwellings, townhouse, flats, units or apartments

MAIN MATERIALS USED IN CONSTRUCTION

OUTER WALL		ROOF	
Double Brick/ Masonary Block	<input type="text"/> 11(8)	Tile Clay	<input type="text"/> 10(1)
Veneer Brick/Masonry	<input type="text"/> 12(1)	Tile Cement	<input type="text"/> 10(2)
Concrete/Stone	<input type="text"/> 20(3)	Concrete/Slate	<input type="text"/> 20(3)
Fibre Cement	<input type="text"/> 30(4)	Fibre Cement	<input type="text"/> 30(5)
Timber/Weatherboard	<input type="text"/> 40(2)	Steel	<input type="text"/> 60(4)
Steel	<input type="text"/> 60(6)	Aluminium	<input type="text"/> 70(4)
Aluminium	<input type="text"/> 70(7)	Other	<input type="text"/> 80(5)
Other	<input type="text"/> 80(5)	Not Applicable	<input type="text"/> 90(0)
Not Applicable	<input type="text"/> 90(0)		

SECTION 7 IMPORTANT INFORMATION

APPEALS

The Certifier must advise the owner that following a recommendation, the Director of Building Control will consider whether the Certificate of Existence may be issued. The owner or the Owner's agent may appeal to the Building Appeals Board against a refusal of the Director of Building Control to grant, or against a condition imposed on a Certificate of Existence (Schedule 3, item 12(2) and Section 130). **An appeal must be commenced not later than 28 days after the date on which notice of the decision appealed against is given** (Section 130A).

OCCUPANCY CERTIFICATION

The building (or part of the building) must not be occupied in contravention of an occupancy certification, including the building use/classification and any conditions imposed – Maximum penalty is 85 penalty units (Section 65(2)).
If it is proposed to change the use of the building (or any part), a new occupancy certification must first be obtained permitting the new use – Maximum penalty is 85 penalty units (Section 65(1) and Building Regulation 20).

LEVEL OF CERTIFICATION

Please consider carefully whether you wish to apply for this level of certification before making the application.

If as the owner or the owner's agent you do not agree that the building work should be covered by this level of certification, you should not complete this form and should apply for an Occupancy Permit or Certificate of Substantial Compliance. Appeals may only be made against a refusal to grant or conditions imposed on the occupancy certification that the owner or owner's agent applies for.

SECTION 8 UNATTESTED DECLARATION - Pursuant to Section 21 of the *Oaths, Affidavits and Declarations Act*

I _____ (FULL NAME), solemnly and sincerely declare:-

- hereby apply for a Certificate of Existence pursuant to Section 72D of the *Building Act* in relation to the above building work;
- that failure to supply information required on this form may delay processing of this application; and
- that as the **owner** I understand I am applying for a Certificate of Existence and that this is not the highest level of certification and have been advised why the building work may only be issued with this level of certification **OR**
- that I as the **owner's agent** have advised the owner why the building work may only be issued with this level of certification;
- that the information contained herein is true and acknowledge that it is an offence¹ to make a declaration that is false in any material particular.

Dated this _____ day of _____ 20_____

at (ADDRESS) _____

SIGNATURE

¹ Section 119 of the *Criminal Code Act* (NT) provides that a person making an unattested declaration that, in any material particular, is to his or her knowledge false, is guilty of a crime and is liable to imprisonment for 3 years.

SECTION 9 DOCUMENTATION

See the attached checklist as a guideline of documentation you may need to lodge with your application for Certificate of Existence. Please specify any additional documents you are supplying below.

CHECKLIST OF DOCUMENTATION

This checklist is a guideline only and will assist with the lodgement of your Application for Certificate of Existence. Please specify on the application form the documents you are enclosing/attaching as evidence.

General Documents			Documents
1	Drawings	Drawings showing the usage at each floor level, elevations, sections and dimensions of the building, the sizes and locations of structural members to a scale of not less than 1:100. Where applicable , the drawings must contain sufficient detail and at a scale appropriate to the work carried out or to be carried out to show any plumbing and drainage work. Drawings to a scale of not less than 1:500 showing the boundaries and dimensions of the allotment, relevant easements and adjacent streets; and the position and dimension of the building and the relationship of the building to the boundaries of the allotment, other existing buildings on the allotment and adjoining allotments together with details of the purposes for which the building work is being used; and the levels of the site and of the floors of the building in relation to an adjoining street channel, if any; and in relation to an alteration or modification of a building – a statement that describes the purposes for which the building has been used and is to be used.	<input type="checkbox"/>
2	Works as executed (built)	Full drawings of the building (not less than 1:100) i.e. Site plan/floor plan depicting unauthorised work, elevations and sections	<input type="checkbox"/>
3	Stormwater, drainage and trade waste	• Stormwater plan	<input type="checkbox"/>
		• Drainage plan	<input type="checkbox"/>
		• Trade waste (if applicable)	<input type="checkbox"/>
4	Installation reports relating to essential fire safety measures	• Details of existing fire safety measures as required by the <i>National Construction code (NCC)</i>	<input type="checkbox"/>
5	Photographs of the work		<input type="checkbox"/>
6	Other installation reports	• Plumbers status report	<input type="checkbox"/>
		• Structural engineers report / Post-construction s40	<input type="checkbox"/>
		• Pest management/termite report	<input type="checkbox"/>
		• Wet area waterproofing report	<input type="checkbox"/>
		• Electrical status report/Electrical compliance certificate	<input type="checkbox"/>
		• Glazing report	<input type="checkbox"/>
		• Other certification/reports	<input type="checkbox"/>
Evidence of Compliance			Documents
7	Report from Northern Territory Fire and Rescue Service		<input type="checkbox"/>
8	Report from Chief Health Officer		<input type="checkbox"/>
9	Consent from Power and Water Corporation		<input type="checkbox"/>
10	Development Permit		<input type="checkbox"/>
11	Consent to discharge or the construction or alteration within the road reserve		<input type="checkbox"/>
12	For buildings constructed on Crown Land, the approval of the person or body administering the land		<input type="checkbox"/>
13	Heritage place/object or historic building under the <i>Heritage Act</i> – approval from the Minister responsible for the administration of that Act		<input type="checkbox"/>
14	Disability access standards		<input type="checkbox"/>