|  |  |
| --- | --- |
|  | |
| **REGISTERS** | **Section 27**  **Schedule 1** |
|  | |

Form **36**

**A Permit Authority must keep a register for each of the following:**

1. BUILDING PERMITS – *issued by the Permit Authority*

* Details of building work
* Building Services Provider details
* Owner / agent details
* Other details

*(Obtained from the Application for Building Work – Form 2)*

* Building Permit number
* Who issued to
* Date issued

*(Obtained from the Building Permit – Form 18)*

* Date application received

**(b) PLUMBING PERMITS – *issued by the Permit Authority***

* 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) DEMOLITION PERMITS – *issued by the Permit Authority* (RECOMMENDED)**

* Demolition work details
* Builder details
* Owner / agent details

*(Obtained from the Application for a Demolition Permit – Form 1)*

* Demolition Permit number
* Who issued to
* Date issued

*(Obtained from the Demolition Permit – Form 68)*

* Date application received

**(d) NOTIFIABLE WORK – BUILDING– *received by the Permit Authority***

* Details of building work
* Building Services Provider details
* Owner / agent details
* Other details

*(Obtained from the Application for Building Work – Form 10A)*

* Start Work Authorisation number
* Who issued to
* Date issued

*(Obtained from the Building Start-Work Application & Start Work Authorisation**– Form 39)*

* Date application received

**(e) NOTIFIABLE WORK – Demolition – *received by the Permit Authority* (RECOMMENDED)**

* Details of demolition work
* Building Services Provider details
* Owner / agent details
* Other details

*(Obtained from the Application for demolition Work – Form 10C)*

* Start Work Authorisation number
* Who issued to
* Date issued

*(Obtained from the Building Start-Work Application & Start Work Authorisation* *– Form 73)*

* Date application received

**(f) NOTIFIABLE WORK – PLUMBING WORK – *issued by the Permit Authority***

* Plumbing work details
* Plumber details
* Owner / agent details

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

* Start Work Authorisation number
* Who issued to
* Date issued

*(Obtained from the Plumbing Start-Work Application & Start Work Authorisation**– Form 60)*

* Date application received

**(g) CERTIFICATES OF FINAL INSPECTION – BUILDING AND DEMOLITION WORK *received by the Permit Authority* (RECOMMENDED)**

* Building Permit or demolition permit number
* Date certificate issued
* Who issued certificate
* Certificate number

*(Obtained from the Certificate – Form 12 or Form 69)*

* Date certificate received

**(h) OCCUPANCY PERMITS – *received by the Permit Authority***

* Building Permit number
* Date Permit issued
* Who issued Permit
* Occupancy Permit number

*(Obtained from the Permit – Form 13)*

* Date Permit received

**(i) TEMPORARY OCCUPANCY PERMITS – *received by the Permit Authority***

* Details of existing building or temporary structure
* Owner / agent details
* Details of the Building surveyor who issued permit
* Temporary Occupancy Permit number
* Expiry date of Permit
* Date Permit issued

*(Obtained from the Permit – Form 26)*

* Date application received

**(i) CERTIFICATES OF COMPLETION – BUILDING AND DEMOLITION WORK – *issued by or received by the Permit Authority***

* Building Permit number
* Date Certificate issued
* Certificate number

*(Obtained from the Certificate – Form 20)*

* Date application received

**(j) CERTIFICATES OF COMPLETION – PLUMBING WORK – *issued by the Permit Authority***

* Plumbing Permit number
* Date Certificate issued
* Certificate number

*(Obtained from the Certificate – Form 21)*

* Date application received

**(k) BUILDING ORDERS – *received by the Permit Authority, or issued by it, or a building surveyor, or general manager***

* 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)*

* Date Order received

**(l) PLUMBING ORDERS – *issued by the Permit Authority***

* 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 23)*

* Date Order received

**(m) EMERGENCY ORDERS – *received by the Permit Authority***

* 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

**(n) PERMITS OF SUBSTANTIAL COMPLIANCE – *issued by the Permit Authority***

* 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.**