

Guidance notes for applying for Temporary Occupation or Use

Introduction

This form is for making an application to your Local Authority for Temporary Occupation or Use of a building.

When to use this form

It is an offence to occupy a new building, conversion or extension unless the Local Authority has accepted the relevant Completion Certificate. However, you can get permission from the Local Authority to temporarily occupy or use a building if the work is not fully completed and the building is considered safe.

Note: This does not apply to buildings that are only undergoing alterations. However, under the regulations, you must still submit a Completion Certificate for the alterations before the Warrant runs out (including any extended period).

Who should fill in the form?

The 'relevant person' may fill in the form. You are the relevant person if you are:

- the owner, tenant or developer doing the building work or conversion yourself, or
- the owner, tenant or developer who has employed a builder to do the work for you, or
- the owner, where the tenant, developer or builder has not submitted the certificate (and should have done so).

You can also authorise someone else to fill in the form on your behalf. However, as the relevant person, you will still be responsible for keeping to the Building Standards.

Electronic communication

All correspondence will be by email. If you do not want to use email, please tell the Local Authority.

You must send all correspondence and documents relating to an application for Temporary Occupation or Use through the eBuilding Standards portal.

