



APPLICATION FOR AN OCCUPATION CERTIFICATE

Made under Part 6.9 and 6.10 of the *Environmental Planning and Assessment Act 1979*

Information

Before an Occupation Certificate is issued, the Principal Certifier must be satisfied that:

- Development Consent or Complying Development Certificate is in force with respect to the building
- A Construction Certificate has been issued with respect to the plans and specifications for the building
- The building is suitable for occupation or use in accordance with its classification under the Building Code of Australia
- The building will not constitute a hazard to the health or safety of the occupants of the building.
- Any preconditions to the issue of the certificate that are specified in a Development Consent or Complying Development Certificate, or any requirements of a planning agreement referred to in section 7.4 that, by its terms, are required to be complied with before such a certificate is issued have been met.

The following information must accompany the application:

- Fire Safety Certificate (Final or Interim) must be submitted for all class 1b and 2 to 9 buildings
- Any relevant Compliance Certificates
- A statement from a suitably qualified person certifying that the BASIX commitments have been incorporated into the development (when applicable).
- Other supportive certificates as required (e.g. termite, glazing, smoke alarm, waterproofing, structural and fire safety installation certificates etc) which formed part of the Development Consent, Complying Development Certificate, Construction Certificate or requested, by the Principal Certifier, during the construction process.
- An itemised list of documents accompanying the application.

1. Applicant Details

The application may only be made by a person who is eligible to appoint a Principal Certifier for the relevant development (e.g. the owner of the property) or the person having the benefit of the consent

Name/s (Individual/company name in full)			
For companies, contact name	ABN		
Postal Address			
Suburb	State	Post code	
Contact phone number	Email		
Applicant's reference number			

2. Property Details

Number	Street	Suburb	Lot	Section	DP/SP

3. Type of Application

- Occupation/use of new building (Whole)
 Occupation/ use of new part of an existing building (Part)
- Occupation/use of part of a new building (Partial)
 Change of building use of an existing building

Occupation/use of new building (Whole): For new standalone structures where the works are wholly completed

Occupation/ use of existing building (Part): For alterations or additions to existing structures where the works are wholly completed

Occupation/use of part of a new building (Partial): For specific parts of new structures that can be deemed occupiable before works are wholly completed.

NOTE: When Occupation Certificates (Partial) are issued for parts of a building they are conditional on the remaining works being completed within 5 years of the date of the first Occupation Certificate.

4. Building Details

The building classification must be the same as that specified in the Development Consent (change of use buildings only), Complying Development Certificate or Construction Certificate.

Whole/Part of Building	Use of Building
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BCA Classification (New or after the Change of Use)	
Change of use, what was the existing buildings BCA Classification	
5. Approval Details	
Development Consent Number	
Date of Development Consent	
Construction Certificate/Complying Development Certificate Number	
Date of Construction Certificate/Complying Development Certificate	

6. Entry onto Land and Access to Building

You are advised that access to your property will be required by authorised officers of Council in order for them to process your application and determine compliance with any consent that may be issued. By the submission of this application, or by authorising its submission by another person/s, it is taken that you are giving approval of entry to your premises to Council staff. Access may be made in your absence. Should access be required, staff may make contact with you beforehand to make necessary arrangements.

Please provide contact details for a person who can arrange access inside the building (occupied buildings only)

Name		Contact Number	
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7. Owner Declaration separate document attached signed by each owner

All owner(s) of the land, the subject of this application, must sign this form. If you are not the owner of the land, you must have all the owners sign the application.

If signing on the owner's behalf, please state your legal authority and provide documentary evidence (e.g. copy of power of attorney, trust deed etc).

In the case of land that is the subject of a strata scheme under the *Strata Schemes (Freehold Development) Act 1973* or the *Strata Schemes (Leasehold Development) Act 1986*, the owners corporation for that scheme must be constituted under the *Strata Schemes Management Act 1996*. A development application for a lot in a strata plan does not require the consent of the Body Corporate when that work does not affect any common property.

In the case of land that is a community, precinct or neighbourhood parcel within the meaning of the *Community Land Development Act 1989*, the association for the parcel must provide consent.

If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.

- I am the sole owner
- There are multiple owners of the development site (provide details of all owners below)
- The owner is a Company and I am authorised under delegation to provide owner's consent.

My name and role designation is:

Please be aware that it is a criminal offence to make a false declaration

Owner Name	Owner Address	Owner Signature	Date

PRIVACY NOTIFICATION

Personal and private information supplied to Council is managed in compliance with the *Privacy and Personal Information Protection Act 1998*, *Government Information Public Access Act 2009* and Council's Privacy Management Plan. The supply of information on this form is voluntary but it is required to process your application/request. The [Privacy Management Plan](#) may be accessed on Council's website. If you have any further enquiries concerning Privacy matters, contact Council's Privacy Officer on 02 6578 7290.