

APPLICATION FOR AN OCCUPATION CERTIFICATE

S.109C (1) (c) & 109H OF ENVIRONMENTAL PLANNING & ASSESSMENT ACT 1979

NOTE: It is an offence to occupy/use the building/works until an Occupation Certificate has been issued.

TYPE OF CERTIFICATE SOUGHT

- Certified Copy of Occupation Certificate
 Interim Occupation Certificate
 Final Occupation Certificate
 Change of Building Use of an Existing Building
 Occupation/use of a New Building

APPLICANT DETAILS

Name: (Full Name Required) _____

Address: _____

Daytime telephone: _____ Fax: _____ Mobile: _____

Email: _____

The applicant, or the applicant's agent, must sign the application.

Signature: _____ Date: _____

APPLICATION NUMBERS (as applicable)

DA/CDC: _____ CC: _____ S: _____

BUILDING DETAILS (Please tick as appropriate)

Building Code of Australia Classification:

Note: the building classification must be the same as that specified in the development consent or complying development certificate

- | | |
|--|--|
| <input type="checkbox"/> Whole of Building | <input type="checkbox"/> New Building |
| <input type="checkbox"/> Part of Building | <input type="checkbox"/> Existing Building |
| <input type="checkbox"/> Use of Building (Specify) | |

PROPERTY DETAILS

Street No: _____ Street Name: _____

Suburb or Town: _____ State: _____ Postcode: _____

Lot No. _____ Section No. (If Applicable) _____ DP No. _____

REQUIRED ATTACHEMENTS WHERE RELEVANT

- Waterproofing Certificate for Wet Areas
- Glazing Certification
- Frame & Truss Detail /Certification
- Termite Protection Certificate (Copy to Council, sticker installed in power meter box)
- BASIX Letter of Compliance
- Smoke Detector Certificate (Issued by Electrician)
- Final Fire Safety Certificate or interim Fire Safety Certificate (where relevant)
- Peg Out Survey (where required)
- Works as executed Drainage Diagram

NOTE: The Regulations require a copy of Development Consent, Construction Certificate or Complying Development Certificate, however it is noted that Council would have a copy of these documents on file, therefore additional copies are not required.

OWNERS DETAILS (If different from applicant details)

Name: (Full Name Required) _____

Street No: _____ Street Name: _____

Suburb or Town: _____ State: _____ Postcode: _____

Daytime telephone: _____ Fax: _____ Mobile: _____

Email: _____

NOTE: Where more than one name is on the title, all owners must sign the application. If signed on behalf of a Body Corporate, the Common Seal must be stamped on this section.

As the owner(s) of the above property, I/we consent to this application:

Signature: _____ Date: _____

Signature: _____ Date: _____