
FACT SHEET – OCCUPATION CERTIFICATES FOR DWELLINGS

Prior to occupying a dwelling an Occupation Certificate (OC) must be issued for the building. Legislation requires that in order to issue an OC (interim or final) the building must be suitable to occupy in terms of the requirements of the Building Code of Australia (BCA). The BCA sets standards for the design and construction of various classes of building to protect health, safety and amenity.

How can I avoid delays in having an Occupation Certificate issued for my dwelling?

The following are some matters to be addressed before an Occupation Certificate can be issued:

1. Completion of the dwelling.
2. Submission of all certificates required for the dwelling including:
 - Structural (piers, footings, slab and any reinforced concrete item, steel beams/connections where requested);
 - Termite control – parts A and B, and sticker placed in the electricity meter box;
 - Glazing for doors, windows, shower screens, glass balustrades and swimming pool fencing panels if applicable;
 - Smoke detectors;
 - Wet area waterproofing (template available on request);
 - Insulation;
 - Final survey; and
 - Written confirmation and compliance certificate that all commitments of the BASIX certificate have been met (e.g. confirmation on licenced builder letterhead or a Statutory Declaration, Council offers a template available on request).
3. Resolution of any missed inspection(s), or other issues identified during construction, including any outstanding requested paperwork.
4. Pool, if not completed, to be safely fenced to isolate it from the dwelling and the remainder of the property.
5. Completion of any bushfire requirements (including screens, vents etc) where applicable and suitable written confirmation of completion.
6. Completion of privacy screening, screen landscaping or other matters that were specifically required by the Development Consent (not general landscaping).
7. Safe access to the dwelling (preferably the front door). Where there are other access points that require stairs or landings, these need to be secured (if drop is greater than 1 metre) and confirmation in writing provided by the owner of the property that these areas will be kept secured until safe access has been provided.
8. Completion of retaining walls where collapse of the ground could impact on dwelling safety, or where required by the Development Consent to be completed at a particular stage.

Items such as internal floor coverings, general landscaping, driveways, retaining walls (except as above), floor finishes to alfresco areas, and so forth, do not impact on the safety of the dwelling and subject to the PCA's concurrence may be left for the owner to complete.

Please note that this list is a general guide and is not definitive. Further documentation/works may be required depending on the specific circumstances of the project.

If an interim Occupation Certificate is issued, a final Occupation Certificate is still required when all work is complete.

If you are unsure, please ask - time spent early may avoid delays later. For clarification, or to arrange an inspection, contact Council's Building Surveyors on 02 6728 8200.