

Occupation Certificate Application

*made under the Environment Planning & Assessment Act 1979,
section 6.9, 6.10 & 6.11 and
Environmental Planning and Assessment Regulation 2000, clause 149.*

OFFICE USE ONLY

CC / CDC No.

Assessment No.

PART A – SITE DETAILS

Lot / Section / DP Numbers can be found on the Rates Notice or Certificate of Title for the land.

Street No.

Street Name

Town/Locality

Postcode

Lot No/s

Section

DP No/s

PART B – APPLICANT / OWNER'S DETAILS

NOTE: The application for Occupation Certificate must be made by the person having the benefit of the consent i.e. the owner of the property

Name/s

Company Name (if applicable)

Postal Address

Contact No.

Alternate No.

Email

Do you agree to receive all correspondence via email?

☐ Yes

☐ No

As owner/s of the land to which this application relates to, I/we authorise the following:

- Council representatives to enter the property for the purpose of site inspections

Note:

- If more than one owner every owner must sign
- If you are signing on the owner's behalf as their legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. power of attorney, executor, trustee, company director)
- If the owner is a company, a current ASIC extract must be supplied as documentary evidence and application must be executed as per section 127 of the Corporations Act 2001

Name

Signature

Date

Name

Signature

Date

If more than two signatures are required please attach a separate document.

PART C – BUILDING DETAILS & APPROVALS

Development Application or
Complying Development No.

Date of Determination

Construction Certificate No.

Date of Determination

Description of the building

PART C – BUILDING DETAILS & APPROVALS cont...

What type of Occupation Certificate do you require? Please select one only

For Development Consents determined **prior to 1 December 2019**

☐ **Final** ☐ **Interim**

For Development Consents determined **after 1 December 2019**

☐ Occupation and use of a **whole building** ☐ Occupation or use of a **partially completed building**

If you ticked 'partially completed building' please provide a detailed description of the part of the building to which this application applies

Building Code of Australia (BCA) classification of the building:

Existing BCA classification (if applicable)

New BCA classification (whole or partial)

(Note: the building classification must be the same as specified in the Construction or Complying Development Certificate).

PART D – SUPPORTING INFORMATION

To enable assessment of your application, Council requires the following supporting information where applicable. Please note, if the information is not provided this may lead to your application being delayed or rejected.

- ☐ Copy of the development consent or complying development certificate (if not issued by Council)
- ☐ Copy of the Construction Certificate (if not issued by Council)
- ☐ Final Fire Safety Certificate or Interim Fire Safety Certificate (where relevant – refer note 2 below)
- ☐ Other supporting information that may be required depending on the classification of work
- ☐ Wet area waterproofing certificate
 - ☐ Termite protection certificate
 - ☐ BASIX completion declaration
 - ☐ Electrical certificate
 - ☐ Glazing certificate
 - ☐ Gas certificate
 - ☐ A "works as executed" plan drawn to scale and showing all dimensions for the plumbing and drainage work
 - ☐ Completed fire safety measures schedule and certificates

PART E – NOTES

Note 1:

Before an Occupation Certificate may be issued, the certifier must be satisfied that:

1. A Development Consent or Complying Development Certificate is in force with respect to the building
2. A Construction Certificate has been issued with respect to the plans and specifications for the building.

Note 2:

A final fire safety certificate or interim fire safety certificate is not required for a class 1a or class 10 building.

Privacy and Personal Information Protection Notice

The personal information provided on this form is collected by Wentworth Shire Council for the purposes of processing this application by Council Employees and other authorised persons. This form will be stored within Council's record management system and may be available for public access and/or disclosure under various NSW Government legislation.