

OCCUPATION CERTIFICATE APPLICATION



LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:



Council: City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne
8.30am-4pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



Mail: City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 – **Payment by CHEQUE ONLY**

Please note: Your application will **NOT** be processed until **FULL** payment has been received.
If paying by CREDIT CARD, an additional 1.0% processing fee will apply.
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

Important Information

If you want to occupy or use a new building, or change the use of an existing building, you need an occupation certificate before you can do so. You can use this form to apply for an occupation certificate. To complete the form, please place a tick in the relevant boxes and fill out the appropriate sections. To minimise delay in receiving a decision about your application, please ensure you submit all relevant information.

Office Use	Fee Paid \$	Receipt No:	Date:
	Inspection and Occupation Certificate fees paid:	Receipt No:	Date:
	Application Number:		CSO:

Fees & Charges (GST Inclusive)

\$220.00 per certificate

Types of Certificate Issued (please tick)

- Interim Occupation Certificate** - if you want to occupy or use a new building that is only partially completed, or change the use of part of an existing building
- Final Occupation Certificate** - if you want to occupy or use a new building that has been completed, or change the whole use of an existing building

Applicant details

Surname:		First Name:	
Email:			
Contact Number:			
Address:			
Suburb:		Postcode:	

Subject Land Address

Address:			
Suburb:		Postcode:	
Lot:		DP/MPS:	
Section:		Vol/Fol:	

Please Note: You can find the Lot No, Section, DP/MPS No. and Volume/Folio details on a map of the land or on the title document for the land. If you need additional room, please attach a schedule/map with these details.

Identify what you want to do

Are you going to occupy or use a new building?

No
 Yes ⇒ Is the building:
 Partially completed?
 Completed?

Are you going to change the use of an existing building?

No
 Yes ⇒ Do you want to change:
 The use of part of the building?
 The whole use of the building?

Details of the Development Approvals Granted

Is development consent required for the development?

No
 Yes ⇒ Has development consent been granted after a development application was made?
 Yes ⇒ What is the Development Application Number?

⇒ What date was development consent granted?

 No ⇒ Has a complying development certificate been issued?
 No
 Yes ⇒ What is the complying development certificate No?

⇒ What date was the certificate issued?

Has a construction certificate been issued for the building? (A construction certificate is not needed if a complying development certificate has been issued)

No
 Yes ⇒ What is the construction certificate no.?

⇒ What date was the certificate issued?

Describe the Building

If you are applying for an occupation certificate for part of a building, describe the part of the building:

For what purpose do you propose to use the building or part of the building?

For a new building:

What is the class of the building under the Building Code of Australia?
(This can be found in the development consent or complying development certificate)

To change the use of an existing building:

What is the class of the existing building under the Building Code of Australia?

What is the new class of the existing building under the Building Code of Australia?
(This can be found in the development consent or complying development certificate)

Principal Certifying Authority (where applicable)

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Email:	<input type="text"/>		
Contact Number:	<input type="text"/>	<input type="text"/>	
Business Name:	<input type="text"/>		
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>

Documents Required

Please indicate the documents you have attached by placing a tick in the appropriate boxes:

- A copy of the development consent or the complying development certificate
- A copy of the construction certificate (where relevant)
- A copy of the final fire safety certificate (where relevant), (not required for class 1a or 10 buildings)
- A copy of the interim fire safety certificate (where relevant), (not required for class 1a or 10 buildings)
- Any other certificate or document on which you rely, e.g. a compliance certificate
- Fees and Charges - selected the correct fee

Please Note

Under Clause 79 (2) (1) of the Regulation, an accredited certifier must notify Council of the issue of an occupation certificate. The certificate must be forwarded with this form fully completed and including all attachments where they have not been previously forwarded to Council.

Applicant Signature

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

Surname:	<input type="text"/>	First Name:	<input type="text"/>
In what capacity are you signing if you are not the applicant?		<input type="text"/>	
Signature:	<input type="text"/>	Date:	<input type="text"/>

OFFICE USE ONLY - All documents required have been checked:

CSO signature:	<input type="text"/>	Date:	<input type="text"/>
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