

OCCUPATION CERTIFICATE APPLICATION

OC No:

1. Details of the person having the benefit of the development

Title	First Name	Family Name
Company/organisation		ABN
Unit/Street No.	Street name	
Suburb, town or locality	State	Postcode
Postal Address		
Suburb, town or locality	State	Postcode
Daytime telephone	Fax	Mobile
Email		

2. Identify the land

Unit/Street No.	Street name
Suburb, town or locality	Postcode
Local Government Area	

Lot/DP, Lot/Section/DP or Lot/Strata No.

Please ensure that you put a slash (/) between lot, section, DP and strata numbers. If you have more than one piece of land, you will need to separate them with a comma eg. 123/579, 162/2.

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NOTE: you can find the lot, section, DP or strata number on a map of the land or on the title documents for the land, if title was provided after 30 October 1983. If you have documents older than this, you will need to contact Land & Property Information (LPI), a division of the Department of Finance, Service and Innovation, for updated details.

3. Details of the development approvals granted

Is development consent required for the development?

☐ No

☐ Yes → If yes, has development consent been granted after a development application was made?

☐ Yes → What is the development application no.?

What date was development consent granted?

☐ No → Has a complying development certificate (CDC) been issued?

☐ No

☐ Yes → What is the CDC no.?

What date was the CDC issued?

Has a construction certificate been issued for the building? NOTE: 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?

4. Identify what you want to do

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.

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

5. 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?

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 building under the Building Code of Australia?

NOTE: Class information can be found in the development consent or complying development certificate.

6. Signature/s

The person having the benefit of the development must sign the application.

As the person having the benefit of the development, I/we consent to this application.

Signature	Signature
Name	Name
Date	Date

7. Checklist

The following is an **Occupation Certificate Checklist (not limited to the below)**. Items can/may be added and/or removed depending on the specific development. This is to provide a guide as to the documentation that may/can be requested.

- ☐ Ensure all the conditions of consent relating to compliance prior to the issue of the Occupation Certificate, have been complied with including, but not limited to:
 - ☐ Satisfactory final plumbing inspection;
 - ☐ Trade waste application (if applicable);
 - ☐ All civil construction finalised with Council's David McKellar 63336109 (engineering works supervisor) including paving and line-marking of carparks & stormwater disposal;
- ☐ Complete and submit the Final Fire Safety Certificate from a competent fire safety practitioner;
- ☐ Provide structural certification from a structural engineer that the completed building has been built in accordance with the engineer's design. This is applicable to steel framed buildings;
- ☐ Provide signed installation certification for the new/modified electrical services/lighting to Part J6 NCC;
- ☐ Provide signed installation certification that the new glazing complies with Clause J6 NCC and AS2047;
- ☐ Provide signed installation certification for the new mechanical services to AS1668 and Part J5 of the NCC;
- ☐ Provide the slip resistance ratings for new floor coverings from the manufacturer;
- ☐ Provide fire hazard properties for new floor coverings;
- ☐ Check any sanitary facilities for people with disabilities that they comply with AS1429.1-2009;
- ☐ Provide braille and tactile signs to any required signed exit doors;
- ☐ If a performance solution is applicable to this development submit a letter from the consultant (fire engineer or access consultant) confirming compliance with their Report.

Note: Each document is to be signed, dated, reference the subject premises, identify the correct NCC, Parts, Clauses, Standards and years. In the event there are errors on the certificate, we shall request they be corrected/rectified as deemed required.

8. Privacy Policy

The information on this form is being collected to allow Council to process your application and/or carry out its statutory obligations. All information collected will be held by Council and will only be used for the purpose for which it was collected. An individual may view their personal information and may correct any errors.