



**ALL COMMUNICATIONS
MUST BE ADDRESSED TO
THE GENERAL MANAGER**

**PO BOX 120
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APPLICATION FOR OCCUPATION CERTIFICATE

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 cross in the boxes and fill out the white sections as appropriate. To minimise delay in receiving a decision about your application, please ensure you submit all relevant information.

You need to apply to the principal certifying authority you have appointed for the development if you want to occupy or use a new building. Otherwise you can apply to a certifying authority (either your council or a private certifier).

1. Details of the applicant

Mr Ms Mrs Dr Other

Your first name

Your family name

Flat/street no.

Street name

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email

2. Identify the land

Flat/street no.

Street name

Suburb or town

Postcode

Lot no./s

Section

DP no./s

Assessment No.

You can find the lot no., section, DP/MPS no. and volume/folio details on a map of the land or on the title documents for the land. If you need additional room, please attach a schedule and/or a map with these details.

3. 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 no.?

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?

4. 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?

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 National Construction Code?

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 National Construction Code?

What is the new class of the building under the National Construction Code?

This can be found in the development consent or complying development certificate.

6. Information to be attached to the application

Please indicate the documents you have attached by placing a cross 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
- a copy of the interim fire safety certificate, where relevant
- any other certificate or document on which you rely, e.g. a compliance certificate.

7. Signature

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

Signature

Name, if you are not the applicant

Date

In what capacity are you signing if you are not the applicant?

8. Privacy policy

The information you provide in this application will enable your application to be assessed by the certifying authority. If the information is not provided, your application may not be accepted. Please contact the council if the information you have provided in your application is incorrect or changes.