



# APPLICATION FOR AN OCCUPATION CERTIFICATE

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## OFFICE USE

Date received:

DA or CDC No:

## About this form

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

First name

Family name

Flat / street number

Street name

Suburb or Town

State

Postcode

Daytime telephone

Mobile

Email

## 2. Identify the land

Flat / street number

Street name

Suburb / Town

Postcode

Lot number

Section

DP/MPS number

Volume / Folio

*You can find the Lot No, Section, DP 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 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 number?

What date was development consent granted?

No > Has a complying development certificate been issued?

No

Yes > What is the complying development certificate number?

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

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, you need an **interim 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, you need a **final occupation certificate**.

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?

*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 building under the Building Code of Australia?

*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 tick/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, eg. a compliance certificate.

**7. Signature**

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

Signature

Date

Name, if you are not the applicant

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.