

# Application for Occupation Certificate

**Note:** 1. All details must be legibly printed in ink or typed  
2. Failure to complete the form and supply the required information will result in delays.

## MUST BE COMPLETED BY APPLICANT

DA No:

CC No:

CDC No:

## Type of Certificate Sought

- Final Occupation Certificate. Kerb and Gutter Bond refund required - Yes  No
- Occupation Certificate – Part of Building Only Suitable for Use in Accordance with NCC
- Change of Building Use of an Existing Building
- Occupation/use of a New Building

## Site Details

Address  City

Legal Description (Lot & DP)

Site Area  m<sup>2</sup>

## Building Details

- Whole of Building  Part of Building  Use of Building

Part of Building

Use of building

Building Code of Australia Classification (this must be the same as that specified in the development consent or complying development certificate)

Boundary Adjustment

- New Building  Existing Building

## Required Attachments Where Relevant

*Required certificates for Class 2-9 Buildings(Industrial/Commercial)*

- Final Fire Safety Certificate or Interim Fire Safety Certificate (where relevant) to reflect the requirements of the Fire Safety Schedule.
- Energy Efficiency (Section J) Compliance Certificate/Letter.
- Structural engineers certification (where required).
- Glazing certificate(when required).

*Other Certificates relied on including Class 1&10 Buildings(Residential)*

- Waterproof Certificate for Wet Areas
- Frame & Truss Detail /Certification
- Termite Protection Certificate ( Copy to Council, sticker installed in power meter box)
- Basix Compliance Letter
- Smoke Detector Installation Certificate (Issued by Electrician)

- Survey report (where required)
- Bushfire letter of compliance
- Certificate of Impermiability (for all Lloyd Developments)

Council has created some of the above listed Compliance Forms for use located on the website under the following link;

<http://www.wagga.nsw.gov.au/city-of-wagga-wagga/planning-dev/application-forms,-attachments,-guides-and-checklists>

**Note:** The Regulations require a copy of Development Consent, Construction Certificate or Complying Development Certificate, however it is noted that Council would have a copy of these documents on file, therefore additional copies are not required.

### Applicant's Details

Title	<input type="text"/>	Name	<input type="text"/>	Surname	<input type="text"/>
Company	<input type="text"/>	ABN	<input type="text"/>		
Postal Address	<input type="text"/>			Post Code	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>	Work	<input type="text"/>
Email	<input type="text"/>			Fax	<input type="text"/>

By signing below, I advise that the application form is completed and the information required by Council is attached.

Signature \_\_\_\_\_ Date

**Note:** ALL correspondence will be forwarded to the address provided above

### Owner's Details

Owner's Name	<input style="width: 80%;" type="text"/>
Owner's Address	<input style="width: 95%;" type="text"/>
Phone	<input style="width: 200px;" type="text"/>
Email	<input style="width: 500px;" type="text"/>

**I/we consent to this application (Note: consent of all owners is required)**

Signature	<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>	Date	<input type="text"/>

(Owner's signature to consent to lodgement of application)

### Refund Details (If Applicable)

Account Name	<input style="width: 80%;" type="text"/>		
BSB	<input style="width: 100%;" type="text"/>	Account Number	<input style="width: 150px;" type="text"/>
Or Transfer funds to Property Rates			
Property Address			

### Date of Receipt

Date received  (to be completed by Certifying Authority)