

Application for Occupation Certificate

Note 1: All details must be legibly printed in ink or typed

Note 2: Failure to complete the form and supply the required information will result in delays.

Application number (to 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: Postcode:

Legal Description (LOT & DP): Site Area (m²):

Building details

Type of building: New building Existing building

Type of occupation or use:

- Whole of building
- Part of building – Part:
- Use of building – Use:

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

Boundary adjustment:

Applicant details

Note: ALL correspondence will be forwarded to the address provided below.

Title: Name: Surname:

Company (if applicable.): ABN:

Postal Address:

Phone: Work: Email:

By signing below, I advise that the application form is completed, and the information required by Council is attached (See **required attachments** section at the end of this form).

Applicant Signature: Date:

Owner(s) details

Owner 1 - Name: Phone:

Company and position (if applicable.):

Email: Address:

Signature: Date:

Owner 2 - Name: Phone:

Company and position (if applicable.):

Email: Address:

Signature: Date:

Refund Details

Account Name:

BSB: Account Number:

or Transfer funds to property rates for address:

Additional required documents

Depending on your building type, the following documents must also be uploaded with your application to the Planning Portal. Tick the documents you are uploading.

| Required documents for Class 1 & 10 Buildings (Residential) : | Required documents for Class 2-9 Buildings (Industrial/Commercial) : |
|--|--|
| <input type="checkbox"/> Basix Certificate Compliance Form <input type="checkbox"/> Bushfire Compliance Certificate <input type="checkbox"/> Fire Separating Wall Compliance Certificate <input type="checkbox"/> Frame & Truss Detail/Certification <input type="checkbox"/> Glazing Certificate (where required) <input type="checkbox"/> Smoke Alarm Compliance Certificate (Issued by Electrician) <input type="checkbox"/> Survey Report (where required) <input type="checkbox"/> Termite Protection Certificate (Copy to Council, sticker installed in power meter box) <input type="checkbox"/> Waterproofing Compliance Certificate | <input type="checkbox"/> Energy Efficiency (Section J) Compliance Certificate/Letter <input type="checkbox"/> Final Fire Safety Certificate or Interim Fire Safety Certificate (where relevant) to reflect the requirements of the Fire Safety Schedule <input type="checkbox"/> Structural engineers' certification (where required) <input type="checkbox"/> Fire Separating Wall Compliance Certificate <input type="checkbox"/> Slip Resistance Compliance Certificate <input type="checkbox"/> Installation Certificate - Energy Efficiency <input type="checkbox"/> Installation Certificate - Fire Resisting Construction <input type="checkbox"/> Installation Certificate - General <input type="checkbox"/> Installation Certificate - Slip Resistance |