

## OCCUPATION CERTIFICATE APPLICATION

Persuant to Part 6 of the Environmental Planning and Assessment Regulation 2000

Interim Occupation Certificate

Final Occupation Certificate

### 1. DEVELOPMENT SITE (Please ensure all Lots and DP's are listed)

Address: \_\_\_\_\_

Lot/s No: \_\_\_\_\_ DP/SP/s No: \_\_\_\_\_

### 2. APPLICANT DETAILS (Must be the applicant of the PC agreement)

It is important that we are able to contact you if we need more information. Please give us as much detail as possible.

Owner  Owners agent  Lessee Title:  Mr  Mrs  Ms  Other: \_\_\_\_\_

Family name/s (or company): \_\_\_\_\_

Given name/s (or ABN): \_\_\_\_\_

Postal address (we will post all letters to this address): \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone (W): \_\_\_\_\_ (M): \_\_\_\_\_

Email: \_\_\_\_\_

Contact person (available during business hours): \_\_\_\_\_

### 3. CONSENT DETAILS

Development Consent No: \_\_\_\_\_ Date of Determination: \_\_\_\_\_ and

Construction Certificate No: \_\_\_\_\_ Date of Determination: \_\_\_\_\_ or

Complying Development Certificate No: \_\_\_\_\_ Date of Determination: \_\_\_\_\_

### 4. DESCRIPTION OF BUILDING TO WHICH THIS APPLICATION RELATES

Whole  Part of building – If part, describe: \_\_\_\_\_

Use of whole building or part as specified above: \_\_\_\_\_

Class of building (must be same as that specified on Construction Certificate): \_\_\_\_\_

Class of new building/part: \_\_\_\_\_ Class of existing building/part: \_\_\_\_\_

### 5. ATTACHMENTS (A list of documents is required to be attached)

Copy of any relevant fire safety certificate  Copy of any relevant compliance certificate

Copy of certificates required by the PC agreement

### 6. VERIFICATION OF OCCUPATION CERTIFICATE REQUIREMENTS

- All mandatory inspections have been carried out – see PC agreement
- All conditions of development consent relevant to the completed building or part have been complied with
- All terms of the PC agreement have been complied with
- The building work has been constructed in accordance with the Construction Certificate plans
- All relevant Certificates required by the PC agreement are attached or have been previously submitted.

I confirm that the above requirements as described in point 6 have been complied with. I consent to Council emailing certificate to me.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Fee: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_