



OCCUPATION CERTIFICATE APPLICATION FORM

Environmental Planning and Assessment Act 1979 Sections 6.3, 6.4 & 6.16 and 6.9 & 6.10

Property Key: Office Use Only

Date Received: 039314.2014 (MAR 2018)

YOUR INFORMATION AND PRIVACY

Please note the information that you provide on this form is used by Council to process your application and can be available to other government agencies.

The *Government Information (Public Access) Act 2009* requires Council to make publicly available details of applications for approvals. However, in accordance with the *Privacy and Personal Information Protection Act 1998*, Council will seek to limit the availability of your personal information to third parties.

Type of Certificate (Please tick the appropriate box)

Interim Occupation Certificate

Final Occupation Certificate

Final Occupation is to authorise the commencement of occupation or use of a new building

Interim Occupation is to authorise the commencement of occupation or use of a partially completed new building

Address details of development

Shop/Unit No:	House No:	Street:
Suburb:		Postcode:
Lot No:	Deposited / Strata Plan No:	Section:

Details of Development Consent/Construction Certificate/Complying Development Certificate

Development Approval (DA) No:	Date of Determination:
Construction Certificate (CCB) No:	Date of Determination:
Complying Development Certificate (CD) No:	Date of Determination:

Description of the building/part of building and classification to which the application relates

If the application relates to a new use of the building or part of the building, also describe the new use

Description of Work (as per description of work on the DA, CDC or CC):

Building Code of Australia Classification:

Applicant/s details and declaration

An application may only be made by a person who is eligible to appoint a Principal Certifying Authority (PCA). An application may not be made by the person who will carry out the building work unless that person owns the land on which the work is to be

Is the applicant the owner of the property?

Yes No

Family Name(s)/Surname(s) (or company & ACN):

Full Given Names or Company Contact Person:

House/Unit No:	Street:	
Suburb:		Postcode:
Contact Phone:	Email:	

Signature(s): Print Name(s)	Date:
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Owner(s) consent requirements

- If you are signing on behalf of the owner as the owner's legal representative, you must state the nature of your legal authority and attach documentary evidence eg Registration of Power of Attorney, executor, trustee etc
- Strata Title/Body Corporate – If the property is a unit under strata title or a lot in a community title, then in addition to the owner's signature, the following must be provided if any works are proposed on common property:
(a) Common seal of the Body Corporate must be stamped on this form over the signature of the owner and signed by the chairman or secretary of the Body Corporate
- If the property has been recently sold, documentary evidence of the sale must be provided such as the Certificate of Title or a letter from your solicitor confirming settlement or the previous owner(s) providing owner's consent.