

Application for Occupation Certificate

Part 1 - Application and Site Details

Type of Certificate Sought

Interim certificate	Change of building use of an existing building
Final certificate	Occupation / use of a new building

Applicant

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

Surname (or Company):

Given Names (or ABN):

Email Address:

Address:

State:

Suburb:

Postcode:

Phone:

Fax:

Mobile:

Location of the Property

We need this to correctly identify the land.

Owner of the land / property:

Address:

State:

Suburb:

Postcode:

Real Property Description (eg: Lot / DP etc)

The real property description is mandatory, these details are shown on your rate notices, property deeds etc.

Building Name: (if available)

Part 2 - Work Description

Development Consent or Complying Development Certificate

Development Consent (DA No.) / Complying Development No.

Date of Determination:

Construction Certificate

Construction Certificate No:

Date of Determination:

Building Details

The building classification must be the same as that specified in the Complying Development Certificate or Construction Certificate.

If you are applying for an Occupation Certificate for part of the building, describe the part of the building:

Describe the proposed use of the building:

What is the classification of the building under the BCA?

Change in Classification

What is the existing classification of the building under the BCA?

What is the new classification of the building under the BCA?

Attachments

The following information must accompany an application for an Occupation Certificate

- An electronic copy of Development Consent or Complying Development Certificate
- An electronic copy of the Construction Certificate, where relevant
- A Final Fire Safety Certificate or Interim Fire Safety Certificate (not required for class 1a or 10 buildings)
- Other certificates or documentation relied on

Part 3 - Declaration

Applicant's Declaration

If the applicant is a company or strata title body corporate, a director or authorised delegate must sign this declaration.

Enter your name if you are not the applicant:

In what capacity are you signing if you are not the applicant?

I apply for approval to carry out the development or works described in this application. I declare that all the information in the application and checklist is, to the best of my knowledge, true and correct.

I also understand that if the information is incomplete the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading any approval granted 'may be void'.

I authorise Steve Watson and Partners to appoint an appropriate replacement Principal Certifier for this project, being an accredited staff member or wholly owned accredited body corporate as identified on the certification fee proposal for the project and to subsequently change amongst those certifiers, at its discretion.

Signed:

Date Signed: