



# STEVE WATSON & PARTNERS

BUILDING REGULATIONS CONSULTANTS AND CERTIFIERS  
FIRE SAFETY ENGINEERS

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# APPLICATION FOR OCCUPATION CERTIFICATE

## PART 1 Application and Site Details

<b>Type of Certificate Sought</b> <i>Tick appropriate boxes</i>	<input type="checkbox"/> Interim certificate <input type="checkbox"/> Final certificate <input type="checkbox"/> Change of building use of an existing building <input type="checkbox"/> Occupation/use of a new building
<b>Applicant</b> <i>It is important that we are able to contact you if we need more information.</i>  <i>Please give us as much detail as possible.</i>	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/> Surname (or Company): _____ Given names (or ABN): _____ Address: _____ _____ State: _____ Post Code: _____ Phone: (____) _____ Fax: (____) _____ Mobile: _____ E-mail: _____
<b>Location of the Property</b> <i>We need this to correctly identify the land.</i>	Address: _____ _____ State: _____ Post Code: _____ Real Property Description: _____ (eg. Lot/DP/Section, etc) _____ <i>these details are shown on your rate notices, property deeds etc</i>

## PART 2 Work Description

<b>Development Consent or Complying Development Certificate</b>	Development Consent/Complying Development No: _____ Date of Determination: _____/_____/_____
<b>Construction Certificate</b>	Construction Certificate No: _____ Date of Determination: _____/_____/_____

<p><b>Building Details</b></p> <p><i>The building classification must be the same as that specified in the development consent or Complying Development Certificate</i></p>	<p>If you are applying for an Occupation Certificate for part of the building, describe the part of the building:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Describe the proposed use of the building: _____</p> <p>What is the classification of the building under the BCA: _____</p> <p>Change in Classification</p> <p>What is the existing classification of the building under the BCA: _____</p> <p>What is the new classification of the building under the BCA: _____</p>
<p><b>Attachments</b></p>	<p>The following information must accompany an application for an Occupation Certificate:</p> <ul style="list-style-type: none"> <li>• A copy of Development Consent or Complying Development Certificate</li> <li>• A copy of the Construction Certificate, where relevant</li> <li>• A Final Fire Safety Certificate or Interim Fire Safety Certificate (not required for class 1a or 10 buildings).</li> <li>• Other certificates or documentation relied on.</li> </ul>

## PART 3 Declaration

<p><b>Declaration</b></p> <p><i>If the applicant is a company or strata title body corporate, a director or authorised delegate must sign this declaration.</i></p>	<p>I declare that all the information in the application is, to the best of my knowledge, true and accurate.</p> <p>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'.</p> <p>Signature: _____ Date: ____/____/____</p> <p>Name, if you are not the applicant: _____</p> <p>In what capacity are you signing if you are not the applicant: _____</p>
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