



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

Type of Certificate Sought <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
Applicant <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: _____
Location of the Property <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

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

<p>Building Details</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>Attachments</p>	<p>The following information must accompany an application for an Occupation Certificate:</p> <ul style="list-style-type: none"> • A copy of Development Consent or Complying Development Certificate • A 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

<p>Declaration</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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