



APPLICATION FOR AN OCCUPATION CERTIFICATE

Information for the applicant

- This form may be used to apply for:
 - a **final occupation certificate** to authorise the commencement of occupation or use of a new building, or
 - an **interim occupation certificate** to authorise the commencement of occupation or use of a partially completed new building.
- Once completed, submit this application form to the principal certifying authority (PCA).

SECTION A. Type of Occupation Certificate Applied For (Tick one)

Interim occupation certificate

Final occupation certificate

SECTION B. Details of the Applicant*

**An application for an occupation certificate may only be made by a person who is eligible to appoint a PCA for the development. An application may not be made by the person who has carried out the building work or subdivision work unless that person owns the land on which the work was carried out.*

Mr Ms Mrs Dr Other:

First name

Family name

Company (if applicable)

ABN (if applicable)

Unit/Street no.

Street name

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email

SECTION C. Details of Building

Unit/Street no.

Street name

Suburb or town

Postcode

Lot no.

Section

DP / SP no.

Volume/folio

Description of the Building or Part of Building 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.

Building Classification under the Building Code of Australia, as Identified by the Complying Development Certificate

Existing classification

New classification (if changed)

SECTION D. Attachments Relating to the Proposed Development

1. Applicants must provide the documents listed below that are relevant to the type of development that is proposed. Please confirm that documents relating to the requirements below have been attached by placing a cross in the appropriate box(s).

Complying development certificate or Construction Certificate

Compliance certificate (if applicable)

Fire safety certificate (if applicable)

Each BASIX certificate for the development (if applicable).

2. Does the development (*see note below) involve an alternative solution under the Building Code of Australia ("BCA") in respect of a fire safety requirement?

If YES, provide either or both of the following from a "fire safety engineer" (a private accredited certifier holding Category C10 accreditation):

- A compliance certificate (as referred to in s.109C(1)(a)(v) EP&A Act) that certifies that building work relating to an alternative solution that was the subject of a compliance certificate or report under clause or 144A(a) EP&A Regulation – (the first certificate or report) has been completed and complies with that alternative solution.
- A written report that includes a statement that the building work relating to the alternative solution that was the subject of the first certificate or report has been completed and is consistent with that alternative solution.

Note: The above requirement only applies to building work in respect of:

- a class 9a building that is proposed to have a total floor area of 2000 square metres or more
- any building (other than a class 9a building) that is proposed to have:
 - a fire compartment with a total floor area of more than 2000 square metres or
 - a total floor area of more than 6000 square metres

that involves an alternative solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA.

3. Does the application relate to a residential flat development for which the development application was required under Clause 50(1A) of the EP&A Regulation to be accompanied by a design verification from a qualified designer?

If YES, provide a statement from a qualified designer which verifies that the residential flat development achieves the design quality of the development as shown in the plans and specifications on which the construction certificate was issued, having regard to the design quality principles set out in Part 2 of State Environmental Planning Policy No. 65-Design Quality of Residential Flat Development (SEPP No. 65)

Note: If the development application was also required to be accompanied by a BASIX certificate with respect to any building, the statement need not verify the design quality principles set out in SEPP No. 65 to the extent to which they aim to

- reduce consumption of mains-supplied potable water, or reduce emissions of greenhouse gases, in the use of the building or in the use of the land on which the building is situated, or
- improve the thermal performance of the building.

SECTION E. List of Documents

Prepare and attach a list of all of the documents provided under SECTION D.

SECTION F. Delivery of the Application

Applications for occupation certificates must be delivered by hand, by post or transmitted electronically to the principal office of the certifying authority. Applications MAY NOT be sent by fax.

SECTION G. Signature of Applicant(s)

Signature of applicant(s)

Name(s)

Date

SECTION H. Date of Receipt of Application

To be completed by the certifying authority **immediately** after receiving this Application.

This Application was received on

(insert date).

SECTION I. Statement of Compliance with Conditions of Development Consent

In accordance with Section 109H (2) of the Environmental Planning and Assessment Act 1979, an Occupation Certificate cannot be issued unless any preconditions to the issue of the occupation certificate are complied with. Council, in its role as the appointed Principal Certifying Authority will seek the following information in order to properly assess your application for an occupation certificate.

- Completed occupation certificate application form
- All certificates, reports, plans and other evidence required by the Development Consent Conditions
- Any information, reports, plans, surveys etc required in inspection results.
- Final Fire safety certificate (if applicable)
- BASIX Completion certificate (if applicable)

Statement of Compliance

I, _____, being the person having benefit of the Development Consent or Complying Development Certificate have complied with all preconditions to the issue of an occupation certificate.

I acknowledge that failure to comply with the conditions of approval may result Council being unable to issue an occupation certificate for this development.

I also state the following:

- The development is not inconsistent with the approved plans
- The development was compliant with the approval and associated conditions during construction
- All documents, reports, certificates and other evidence required by either the consent or inspection results have been provided to Council
- I have adhered to my responsibilities detailed in the "contract for undertaking certification work" (where applicable)

Name: _____ Signature: _____ Date: _____

SECTION J. Checklist for Occupation Certificate Applications

The following checklist has been provided to assist you in your application for an occupation certificate. It is advised that this list is just a guide and does not guarantee the issue of an occupation certificate in every case.

- Read your Approval (Development Consent, Construction Certificate and/or Complying Development Certificate) to understand what conditions require compliance.
- Is your development 100% consistent with the approved plans? If not, let us know as soon as possible to establish whether a modification application is required.
- If you have a fire safety schedule, are all the fire safety measures consistent with the schedule (e.g. type, standard, location)? If not, let us know as we will have to develop a new fire safety schedule for you.
- Have you missed any of the required inspections? If you have, let us know as you will need to provide information confirming the compliance level of the building works subject of the missed inspection.
- Have you fully completed your occupation certificate application form? Do you need help with this form? Please let us know if you are unsure.
- Have you complied with all requirements detailed in your inspection results? If you are missing any of your inspection results or need assistance with any of the results, let us know.
- If you are committed to efficiency requirements in a BASIX report, have you implemented all of these requirements in full compliance with these commitments? If not you will have to either install these measures in compliance with the report or obtain a new BASIX report.
- If you are required to submit a Section 73 Certificate from Sydney Water? If so, have you obtained this and submitted this certificate to Council?

FINAL INSPECTION CHECKLIST

- Is your site ready for a final inspection? e.g. are floor coverings installed to permit balustrade height assessments, are the downpipes connected, are the smoke alarms fitted and working, are all the BASIX measures installed, is the termite sticker installed in the meter box?
- Do you have all the certificates ready for the inspector?
- Is access provided to all the development? We may need to get into the roof space, below the house, etc.
- If you need to be on site, will you be on site when the inspector arrives? If not, please advise the call centre when booking your inspection. Please keep in mind we usually have other inspections to get to, so we cannot wait longer than 10 minutes for you to arrive.
- Is your development complete? Please note that reinspections may incur a reinspection fee if your development is not complete at the final inspection. If unsure, let us know before arranging the final inspection.
- Will any dogs or other hazards be isolated from where the inspection will take place?
- Please be advised that gifts cannot be accepted by our inspectors. If we have provided excellent service let us know using the contact methods below.
- Have you arranged for your final inspection? Contact Councils customer service centre on 4654 7777 to arrange your inspection.

70 Central Avenue, Oran Park NSW 2570 PO Box 183, Camden NSW 2570 Phone: (02) 4654 7777

Email: mail@camden.nsw.gov.au Website: www.camden.nsw.gov.au