

Application Number

Receipt #

Date Received



# Application for Occupation Certificate

Made under section 6.4(c) of the Environmental Planning and Assessment Act 1979

Use this form to apply for an Occupation Certificate from Central Coast Council Building Certification. This form can also be used for a change of building use for an existing building.

## 1. CERTIFICATE TYPE

(a) If your development application was determined prior to 01 December 2019, you can apply for an Interim or Final Occupation Certificate.

If you are applying for a certificate for part of the work:

Interim Certificate

If all work is complete:

Final Certificate

(b) If your development application was determined on, or after 01 December 2019, you **cannot** apply for an Interim or Final Occupation Certificate.

Occupation Certificate – all work is complete

Occupation Certificate – part of work is complete

Provide details of the part of work that has been completed

## 2. PROPERTY DETAILS

Unit/Street No

Street Name

Suburb

Lot No.

Section

DP / SP No.

### 3. APPLICANT DETAILS - Only a single contact can be nominated

Full Name	<input type="text"/>		
Company Name	<input type="text"/>	Position in Company	<input type="text"/>
Address Details	<input type="text"/>		
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile	<input type="text"/>	Business	<input type="text"/>
		Other	<input type="text"/>
Postal Address <i>(if different from above)</i>	<input type="text"/>		
Email	<input type="text"/>		

### 4. DEVELOPMENT CONSENT/COMPLYING DEVELOPMENT CERTIFICATE DETAILS

- Not required for change of building use (not associated with building works)

Before an occupation certificate can be issued, the certifier must be satisfied that:

- A development consent or a complying development certificate is in force with respect to the building, and
- A construction certificate has been issued with respect to the plans and specifications for the building.

Development Application/Complying Development Certificate No.	Date Determined
<input type="text"/>	<input type="text"/>

### 5. CONSTRUCTION CERTIFICATE DETAILS - Not required for change of building use (not associated with building works)

Construction Certificate Details	Date Issued
<input type="text"/>	<input type="text"/>

### 6. BUILDING DETAILS

- The building classification must be the same as that specified in the development consent or complying development certificate

Whole or Part of building?	<input type="checkbox"/> Whole	<input type="checkbox"/> Part	
Use	<input type="text"/>	BCA Class	<input type="text"/>
New	<input type="text"/>	Existing	<input type="text"/>

## 7. ATTACHMENTS – Indicate the following documents to accompany the application

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Development Consent or CDC         | <input type="checkbox"/> Construction Certificate    | <input type="checkbox"/> Fire Safety Certificate |
| <input type="checkbox"/> Compliance Certificate             | <input type="checkbox"/> BASIX certificate           | <input type="checkbox"/> Smoke detector cert     |
| <input type="checkbox"/> Wet area installation certificate  | <input type="checkbox"/> Land survey                 | <input type="checkbox"/> Engineering report      |
| <input type="checkbox"/> Termite control certificate        | <input type="checkbox"/> Work as executed stormwater | <input type="checkbox"/> Final acoustic cert     |
| <input type="checkbox"/> Mechanical ventilation certificate | <input type="checkbox"/> Rainwater/Stormwater cert   | <input type="checkbox"/> Window glazing cert     |
| <input type="checkbox"/> Trade waste permit                 | <input type="checkbox"/> Acid sulphate report        | <input type="checkbox"/> Other                   |

## 8. RIGHT OF APPEAL

Under sections 8.16 & 8.17 of the *Environmental Planning and Assessment Act 1979*, where the certifier is a council, an applicant may appeal to the Land and Environment Court against the refusal to issue an occupation certificate, within 12 months from the date of the decision.

## 9. PRIVACY AND PERSONAL INFORMATION

Information on this form is collected by Council for administrative and assessment purposes. It will be used by Council staff for the purpose of processing your application. This application form and any supporting documents you provide may be made available for public access under the *Government Information (Public Access) Act 2009*.

## 10. APPLICANT'S DECLARATION

I the undersigned, declare that the details provided to Central Coast Council are, to the best of my knowledge, true and correct, and that works have development consent, and have been completed in accordance with the consent and applicable conditions.

Signature

Date