

Application Number

Date Received

Receipt #



Application for Occupation Certificate

Made under section 109C(1)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 – *Interim or Final*

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

Interim Certificate

If all work is complete

Final Certificate

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

Company Name

Position in Company

Address Details

Telephone

(Mobile)

Business

Private

Postal Address

(if different from above)

Email Address



Wyong Office: 2 Hely St / PO Box 20 Wyong NSW 2259 | P 02 4350 5555

Gosford Office: 49 Mann St / PO Box 21 Gosford NSW 2250 | P 02 4325 8222

E ask@centralcoast.nsw.gov.au | W www.centralcoast.nsw.gov.au | ABN 73 149 644 003

4. DEVELOPMENT CONSENT/COMPLYING DEVELOPMENT CERTIFICATE DETAILS

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

Before an occupation certificate may be issued, the certifying authority 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

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

Construction Certificate Details

Date Determined

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? Whole Part

Use

BCA Class

New

Existing

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 certifying authority 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