

## 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). An application may not be made by the person who will carry out the building work or subdivision work unless that person owns the land on which the work is to be carried out. By completing this section I hereby confirm I am not the principal contractor or builder. See note 1.*

 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 development consent

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).

Development consent

Fire safety certificate

Each BASIX certificate for the development.

Construction certificate

Compliance certificate

## 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 – see notes below

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)\*

\*By completing this section I hereby confirm I am not the principal contractor or builder. See note 1.

Signature of applicant(s)

Name(s)

Date

## SECTION H. Date of receipt of application – OFFICE USE ONLY

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

This Application was received on  (insert date).

## NOTES

1. In accordance with Clause 139(1A) and Clause 149(2B) of the EP&A Regs 2000, the applicant cannot be the Principal Contractor or Builder. The applicant is to be the person having the benefit of the Development Consent, for example, the owner, tenant, architect, design or project manager (who is not the builder or Principal Contractor).
2. A Final Occupation Certificate is to be obtained before all of the building / project is occupied.
3. This Application must be accompanied by:
  - a copy of the relevant Development Consent; OR Complying Development Certificate;
  - a copy of the relevant Construction Certificate;
  - a copy of any relevant Fire Safety Certificate;
  - a copy of any Compliance Certificate(s) which have been issued.
4. This Application must be delivered by mail, by hand or emailed to our office. Regrettably, we are prevented from receiving these applications by facsimile.