

OCCUPATION CERTIFICATE APPLICATION FORM

Occupation Certificate: In accordance with Clause 149, Division 3 of the Environmental Planning and Assessment Regulations 2000

PART A – Project Information

Street Number: _____ Street Name: _____
Suburb: _____ State: _____ Post Code: _____
DP: _____ Lot: _____ Zone: _____ Your Reference number: _____

PART B – Applicant Details (Person having Benefit of Development Consent) within the meaning and under the EP&A ACT 1979 (if class 2-9 project, the tenant will be the applicant)

Applicant 1

Title: _____ Given Name: _____ Surname: _____
Company/Organisation: _____
Street Number: _____ Street Name: _____
Suburb: _____ State: _____ Post Code: _____
Phone Number: _____ Mobile Number: _____
Email Address: _____

Signature of the Applicant/s _____ Date: _____

Applicant 2

Title: _____ Given Name: _____ Surname: _____
Company/Organisation: _____
Street Number: _____ Street Name: _____
Suburb: _____ State: _____ Post Code: _____
Phone Number: _____ Mobile Number: _____
Email Address: _____

Signature of the Applicant/s _____ Date: _____

PART C – Billing Details

Billing Name: _____ ABN: _____
Billing Address: _____
Billing Email: _____ Contact Number: _____

PART D – Application Type

If you want to occupy or use a new building that is only partially completed or change the use of part of an existing building, you require a part Occupation Certificate. If you want to occupy or use a new building that has been completed, or change the whole use of an existing building, you require a whole Occupation Certificate.

Part Occupation Certificate

Whole Occupation Certificate

PART E – Proposal Details

Describe the completed building works:

Number of Stories:	Number of Structures:
Building Classification:	
Has development consent been granted for the development? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Consent Number:	Date of Determination:
Local Government Area:	
Has a Construction Certificate/Complying Development Certificate been granted for the development? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Construction Certificate/Complying Development Certificate Number:	
Date certificate issued:	
Has a Section 4.55 Modification been granted for the development? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Modification Number:	Date of Modification:

PART F – Refer to the Occupation Certificate list of requirements for certificates and documentation to be submitted with this form.

PART G – Information to be Attached to the Application

Please cross the appropriate boxes where relevant:

- A copy of the Development Consent or Complying Development Certificate
 - A copy of the Construction certificate
 - A copy of the Final Fire Safety Certificate
 - A copy of the Interim Fire Safety Certificate
 - Any other certificate or document relied upon
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