

OCCUPATION CERTIFICATE APPLICATION FORM

Occupation Certificate: In accordance with Section 37 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021

PART A – Project Information

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

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:			

Applicant 2

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

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

Building Classification:

Has development consent been granted for the development? ☐ Yes ☐ No

Consent Number: _____ Date of Determination: _____

Local Government Area:

Has a Section 4.55 Modification been granted for the development? ☐ Yes ☐ No

Modification Number: _____ Date of Modification: _____

Has a Construction Certificate/Complying Development Certificate been granted for the development?
☐ Yes ☐ No

Construction Certificate/Complying Development Certificate Number: _____

Date certificate issued: _____

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	<input type="checkbox"/>
A copy of the Construction certificate	<input type="checkbox"/>
A copy of the Final Fire Safety Certificate	<input type="checkbox"/>
A copy of the Interim Fire Safety Certificate	<input type="checkbox"/>
Any other certificate or document relied upon	<input type="checkbox"/>
Any reports of Fire Commissions for relevant buildings	<input type="checkbox"/>

PART H – Signature of Applicants

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Name of Applicant 1

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Name of Applicant 2

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Signature of Applicant 1

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Signature of Applicant 2

.....
Date

.....
Date
