

## OCCUPATION CERTIFICATE APPLICATION FORM

Occupation Certificate: In accordance with Section 37 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021. Liability limited by a scheme approved under Professional Standards Legislation

### 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: \_\_\_\_\_

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## 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

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## PART E – Proposal Details

Building Classification:

Has a Construction Certificate/Complying Development Certificate been granted for the development?

Yes  No

Local Government Area:

DA Consent Number:

Date of Determination:

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

Modification Number:

Date of Modification:

Construction Certificate/Complying Development Certificate Number:

Date certificate issued:

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

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## 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
  - Any reports of Fire Commissions for relevant buildings
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## 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

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