



OCCUPATION CERTIFICATE APPLICATION

Made under the Environment Planning and Assessment Act 1979.
(Sections 109C(1)(c) & 109H)

Address the application to:

◆ The General Manager
North Sydney Council
PO Box 12
North Sydney NSW 2059

◆ Customer Service Centre
North Sydney Council
200 Miller St, North Sydney

◆ DX 10587 North Sydney

If you need help lodging your application:

Phone our Customer Service Centre on (02) 9936 8100 or come in and talk to us.

OFFICE USE ONLY.
Keep this box blank.

PART 1 Application

1. Applicant

It is important that we are able to contact you if we need more information. Please give us as much detail as possible.

Mr Mrs Ms Other

Full Family name (no initials) (or Company)

Full Given names (no initials) (or A.C.N.)

Postal address
We will post all letters to this address

Phone () Alternate ()

Mobile () Facsimile ()

Contact Person
Person who may be contacted to discuss the application during business hours

2. Owner of the building

If not the applicant.

Owner

Address

Contact number

3. Subject land

We need this to correctly identify the land.

Unit No. House No. Street

Suburb

Lot No, DP/MPS, etc vol/fol, area of site (m²)

These details are shown on your rate notices, property deeds, etc.

4. Type of certificate sought

Please tick appropriate boxes

Type Interim certificate Change of building use of an existing building

Final certificate Occupation/use of a new building

5. Consent or Certificate number

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 or Complying Development Certificate number

Date of determination

Construction Certificate number (if applicable)

Date of determination

PART 1 Application and site details (cont'd)

6. Building details

The building classification must be the same as that specified in the development consent or complying development certificate.

Whole/part of building	<input type="text"/>
Use	<input type="text"/>
BCA class	<input type="text"/>
New	<input type="checkbox"/>
Existing	<input type="checkbox"/>

PART 2 Declaration

7. Declaration

If the applicant is a company or strata title body corporate, this declaration must be signed by a director or authorised delegate, under common seal.

I am applying for an application occupation of the completed building works as outlined on this form.

I certify that the works have development consent and have been completed in accordance with that consent and applicable conditions.

Signature	Date:
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8. Right of Appeal

Under S109K 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.

PART 3 Checklist

For the purposes of notifying a Council under clause 151(2) of the Regulation of the determination of an application an accredited certifier must forward all sections of this form, including all appropriate attachments to the relevant Council where they have not been previously forwarded to the council.

Dependent on the nature of the completed works you may be requested to provide certification from appropriate consultants prior to the determination of this application.

FAILURE TO PROVIDE THE REQUIRED DOCUMENTATION OF AN ACCEPTABLE STANDARD WILL RESULT IN YOUR APPLICATION BEING REFUSED.

9. Certificates

The following information is required for all Occupation Certificate applications.

	YES	NO
Copy of development consent or complying development certificate	<input type="checkbox"/>	<input type="checkbox"/>
Construction certificate (where relevant)	<input type="checkbox"/>	<input type="checkbox"/>
Final fire safety certificate or interim fire safety certificate (A certificate is not required for a class 1A or class 10 building)	<input type="checkbox"/>	<input type="checkbox"/>
Other certificates relied on	<input type="checkbox"/>	<input type="checkbox"/>

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Determination

Details

Tick whichever is applicable

Type of certificate	<input type="checkbox"/> interim	<input type="checkbox"/> final
Action	<input type="checkbox"/> approved	<input type="checkbox"/> refused
Date of determination	<input type="text"/>	

Fees	\$	Receipt No.	Property No.	Receiving Officer	Date
Application (713)					
Advertising (713)					
Archiving (722)					