



OCCUPATION CERTIFICATE APPLICATION

Made under the Environment Planning and Assessment Act 1979.
Part 6 Division 6.3

Lodgement via the NSW Planning Portal:
www.planningportal.nsw.gov.au

Planning Portal queries:
Ph: 1300 305 695 OR
info@service.nsw.gov.au

OFFICE USE
Keep this box blank

PART 1 Application

1. Applicant <small>(name only)</small>	Name/s		
2. Owner's Details <i>Third Party Signature: If the proposal involves, or relies on, properties other than the development site (e.g., Party Wall Consent or Easements benefitting other sites) owners of those properties must sign this form.</i> 1) Name of owner 2) Signature of owner 3) Address of affected property By signing this form, you give consent for the lodgement of the application described below.	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/>		
	Surname/Company Name		
	Full Given Names/ ABN (no initials)		
	Postal Address		
	<i>We will post all letters to this address</i>		
	Phone Number		Mobile Number
	Email Address		
Contact Person	<i>Person who may be contacted to discuss the application during business hours.</i>		

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
 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

Whole/part of building

Use

The building classification must be the same as that

specified in the development consent or complying development certificate.

BCA class

New

Existing

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 occupation certificate of the completed building works as outlined on this form.

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

Signature:

Date:

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

	YES	NO
Copy of development consent or complying development certificate	<input type="checkbox"/>	<input type="checkbox"/>
The following information is required Construction certificate (where relevant) for all Occupation	<input type="checkbox"/>	<input type="checkbox"/>
Certificate applications. Final fire safety certificate or interim fire safety certificate	<input type="checkbox"/>	<input type="checkbox"/>
(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"/>

Applicant Signature: _____ Date _____

Copyright Note

The Applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.

OFFICE USE ONLY

Determination

Details

Tick whichever is applicable

Type of certificate interim final

Action approved refused

Date of determination _____

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

Contract for Certification Work

Under section 31 of the Building and Development Certifiers Act 2018 and clause 31 of the Building and Development Certifiers Regulation 2020.



About this form (contract)

North Sydney Council must not carry out certification work for a person unless it has entered into a written contract with that person. You must therefore complete and sign this Contract for Certification Work and attach it to your application.

When the contract is received it will be signed by an authorised officer and a copy of the executed contract will be emailed to you for your records.

How to complete this form (contract)

1. Ensure that all fields have been filled out correctly.

Part A: Parties to this contract

1. Applicant

Title	Given Name/s	Family Name
Organisation name / Company name (if applicable)		
Address		
Preferred contact number	Email address	

2. North Sydney Council

ABN 32 353 260 317
200 Miller Street, North Sydney, NSW 2060
Phone: 02 9936 8100
Email address: council@northsydney.nsw.gov.au

Part B: Introduction

- Council is a certifying authority and employs registered certifiers who are authorised to carry out certification work on behalf of Council.
- Section 31(1) of the Building and Development Certifiers Act 2018 says that Council must not carry out certification work for a person unless it has entered into a written contract with that person.
- The applicant appoints Council to carry out certification work on the terms set out in this contract.

Part C: Application Type

3. I am the applicant described in the attached Application for:

(tick as applicable)

Complying Development Certificate Application

(Note: you may elect to appoint Council as Principal Certifier at a later stage: see Part E)

Construction Certificate Application

(Note: you may elect to appoint Council as Principal Certifier at a later stage: see Part E)

Application for Subdivision Works

Compliance Certificate Application

Occupation Certificate Application

(Note: you may elect to appoint Council as Principal Certifier at a later stage: see Part E)

Notice of Commencement of Building or Subdivision Work and Appointment of Council as Principal Certifier

4. The information contained in the attached Application form is incorporated into this contract.

Part D: Certification work to be performed by Council

5. I am the applicant described in the attached Application for:

(tick as applicable)

Determination of Applications for Development Certificates

Determination of application for a complying development certificate

Determination of application for construction certificate

Determination of application for subdivision works certificate

Determination of application for compliance certificate

Determination of application for occupation certificate

Undertaking the function of Principal Certifier (PC)

Appointment of Council as Principal Certifier

Note: If you select Council to be your PC you will also need to formally appoint the North Sydney Council as the PC to carry out inspections and to issue an occupation certificate. A form will be forwarded to you with your approval (construction certificate, complying development certificate or subdivision works certificate) to complete and return to Council. A letter confirming Councils appointment will then be issued allowing you to commence work.

Part E: Subsequent Appointment of Council as Principal Certifier

6. Particulars of the certification services to be carried out by Council under the contract can be found at: https://www.northsydney.nsw.gov.au/Building_Development/Building_DA_Forms/Construction_Forms.

Note: This part only applies to determinations of applications for:

- complying development certificates
- construction certificates
- subdivision works
- occupation certificates

7. After entering into this contract, the applicant may elect to appoint Council as PC for the development.

8. If the applicant elects to appoint Council as PC for the development, upon lodgement of the form 'Notice of Commencement of Building or Subdivision Work and Appointment of Council as Principal Certifier' with Council, the applicant agrees that:

- a. this contract will also apply to the subsequent appointment of Council as PC for the development;
- b. the information contained in the application form 'Notice of Commencement of Building or Subdivision Work and Appointment of Council as Principal Certifier' will be automatically incorporated into this contract;
- c. Council will notify the applicant if an employee certifier nominated under Part H will change. Council will notify the applicant in writing of the name and accreditation number of the different employee certifier who will carry out the PC function; and
- d. the Fees and Charges in Part I will apply.

Part F: Modification of Complying Development Certificate, Construction Certificate or Subdivision Works Certificate

Note: This part only applies to determinations of applications for:

- complying development certificates
- construction certificates
- subdivision works

9. After entering into this contract, the applicant may seek to modify any of the above certificates for the development.

10. If a modification is sought, upon lodgement of the application form for any of the above certificates with Council relating to the modification, the applicant agrees that:

- a. this contract will also apply to the subsequent modification application for the development;
- b. the information contained in the application form will be automatically incorporated into this contract;
- c. Council will notify the applicant if the employee certifier described under Part H will change. Council will notify the applicant in writing of the name and accreditation number of the different employee certifier who will carry out the PC function and
- d. the Fees and Charges in Part I will apply.

Part G: Development details

11. In addition to the site details contained in the attached Application form, the applicant declares that:

a. the development can be described as (eg: single storey dwelling):

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b. the following development consent details apply (tick as applicable)

Development consent granted by consent authority

Name of consent authority

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Development consent no. / identifier

Date of development consent

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Development consent given by the issue of a complying development certificate (CDC)

Name of certifying authority

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CDC no. / identifier

Date of CDC (determination)

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Part 6 certificates issued under the Environmental Planning and Assessment Act 1979 (Construction Certificate, Compliance Certificate, Subdivision Works Certificate, Occupation Certificate)

Type of Part 6 certificate issued:

Name of certifying authority

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Certificate no. / identifier

Date of certificate (determination)

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c. the following approved documents apply:

Details of plans, specifications and other documents approved by development consent / CDC:

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Details of plans, specifications and other documents the subject of any Part 6 certificate:

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Part H: Certifier's Details

12. Council proposes, at the date of this contract, to have the following employee certifier carry out the certification work:

Name of Certifier

Registration number

<i>To be completed by Council.</i>	<i>To be completed by Council.</i>
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13. Council proposes, at the date of this contract, that all inspections required under the Environmental Planning and Assessment Act 1979 in connection with the certification work will be carried out by one of the following employee certifiers:

Name of Certifier

Registration number

Long Huynh

BDC2003

Simon Hitchcock

BDC1593

Dane Johnson

BDC2796

14. If Council later decides to have a different employee certifier carry out the certification work or the inspections, Council will notify the applicant in writing of the name and registration number of that other person.

Part I: Fees and Charges

Determination of Applications for Development Certificates

15. The applicant must pay the fees and charges for the determination of an application for a development certificate (including modification of a current certificate, where relevant) as specified in Council's Schedule of Fees and Charges.

16. These fees and charges must be paid to Council before, or at the time, the application for a development certificate is lodged with Council.

17. In the case of fees and charges payable for work arising from unforeseen contingencies, such as the assessment of performance solutions, these fees and charges will be calculated as specified in Council's Schedule of Fees and Charges. Council will issue a payment notice to the applicant within 21 days after the completion of such work and the applicant must pay by the due date specified on the payment notice.

Undertaking the functions of Principal Certifier (PC)

18. The applicant must pay the fees and charges for Council to carry out the functions of a PC for the development as specified in Council's Schedule of Fees and Charges.

19. These fees and charges must be paid to Council in full at the time of lodging the PC appointment form (after the certificate is issued) and before Council commences to carry out the functions of PC.

20. In the case of fees and charges payable for work arising from unforeseen contingencies, such as additional inspections, these fees and charges will be calculated as specified in Council's Schedule of Fees and Charges. Council will issue a payment notice to the applicant within 21 days after the completion of such work and the applicant must pay by the due date specified on the payment notice.

Council's Schedule of Fees and Charges

21. Council's Schedule of Fees and Charges is available for download from the North Sydney Council's website and it is the responsibility of the applicant to obtain a copy.

Part J: Information Brochure

22. The Development and Building Certifiers Regulation 2020 requires an information brochure containing details about the statutory obligations of certifiers, published by Fair Trading NSW, to be attached to this contract.

Part K: Execution of Contract

Declaration:

1. I have freely chosen to engage the certifier; and
2. I have read the contract and the attached information brochure and understand my responsibilities to those of the certifier.

This contract is made on the date it is signed by Council:

Individual Applicant

SIGNED by the applicant in the presence of:

Witness signature:

Applicant's signature:

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Name & Address of Witness (printed):

Applicant's name (printed):

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Date:

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Incorporated Company

SIGNED by the applicant in accordance with section 127 of the Corporations Act 2001:

Director signature:

Director / Secretary signature:

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Name (printed):

Name (printed):

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Date:

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Authorised Officer

SIGNED ** for and on behalf of North Sydney Council by its duly authorised officer in the presence of:

Witness signature:

Authorised Officer Signature:

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Name of Witness(printed):

Name of Authorised Officer (printed):

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Date:

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** This section will be completed by the Building Compliance team after lodgement

Lodgement Details

This form must be submitted with your application at lodgement. Please refer to the application form lodgement details or for applications lodged via the NSW Planning Portal, please attach to your application at time of lodgement.

For further information regarding your application please contact us by:

EMAIL: council@northsydney.nsw.gov.au

TELEPHONE: (02) 9936 8100

WEBSITE: www.northsydney.nsw.gov.au

Privacy and Personal Information Protection Notice

Purpose of collection:	This information is being collected for the purpose of carrying out certification work for an individual or organisation.
Intended recipients:	North Sydney Council employees. Any approved contractors required to provide this service.
Supply:	The supply of this information is required by law. If you are unwilling to provide this information, North Sydney Council may be unable to provide access to North Sydney Council services.
Access/Correction:	Please contact Customer Service on 02 9936 8100 or at council@northsydney.nsw.gov.au to access or correct your personal information.
Storage:	North Sydney Council, located at 200 Miller Street, North Sydney NSW 2060, is collecting this information and North Sydney Council will store it securely.
Other uses:	North Sydney Council will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.



Information about registered certifiers – building surveyors and building inspectors

Important: this is a summary document only.

Before signing any contract for certification work, make sure you understand your obligations and what you are agreeing to. The Fair Trading website has more information about certifiers.

Under section 31(2) of the *Building and Development Certifiers Act 2018* and clause 31 of the *Building and Development Certifiers Regulation 2020*, a contract to carry out certification work must be accompanied by an applicable document made available on the website of the Department of Customer Service (which includes NSW Fair Trading)¹. This is the applicable document for certification work involving a certifier registered in the classes of **building surveyor** or **building inspector**, working in either the private sector or for a local council.

This document summarises the statutory obligations of the registered certifier who will assess your development and your obligations as the applicant for the development. It also sets out the types of information that can be found on Fair Trading's online register of registrations and approvals.

Obligations of registered certifiers

The general obligations of registered certifiers include compliance with their conditions of registration, to hold professional indemnity insurance, comply with a code of conduct and avoid conflicts of interest.

Who does a registered certifier work for?

A registered certifier is a public official and independent regulator, registered by the Commissioner for Fair Trading.

Certifiers must carry out work in a manner that is impartial and in the public interest, even if this is not in the interests of the applicant, developer, or builder. Receiving a certificate is not guaranteed – the applicant is paying for the certifier to assess the application and determine *whether or not* a certificate can be issued.

It is a serious offence to attempt to bribe or influence a certifier, attracting a maximum penalty of \$110,000 and/or two years imprisonment.

¹ Visit www.fairtrading.nsw.gov.au and search 'certification contracts'.

Obligations of the applicant

An applicant is the person seeking a certificate, or engaging a certifier for other certification work, under the *Environmental Planning and Assessment Act 1979*.

As an applicant, you have the following obligations:

- Appoint, and enter into a contract with, your chosen certifier.
- Pay the certifier's fees before any certification work² is carried out.
- Communicate with your builder to ensure the certifier is notified when work reaches each stage. If a mandatory inspection is missed, the certifier may have to refuse to issue an occupation certificate.
- Follow any written direction issued by the certifier and provide any requested additional information to assess an application.
- Meet the conditions of any development consent and ensure the development is carried out in accordance with the approved plans.

What does a registered building surveyor do?

Registered **building surveyors** issue certificates under the *Environmental Planning and Assessment Act 1979* (construction certificates, complying development certificates and occupation certificates), act as the **principal certifier** for development, and inspect building work.

The principal certifier will attend the site to carry out mandatory inspections at certain stages. When construction is complete, the certifier may issue an occupation certificate, which signifies that the work:

- is 'suitable for occupation' – this does not necessarily mean all building work is complete
- is consistent with the approved plans and specifications
- meets all applicable conditions of the approval.

The certifier does not manage or supervise builders or tradespeople or certify that the builder has met all requirements of the applicant's contract with the builder.

What does a registered building inspector do?

Registered **building inspectors** carry out inspections of building work³ with the approval and agreement of the principal certifier. Building inspectors are not authorised to issue certificates or be appointed as the principal certifier.

² Upfront fee payment is required for any work to determine an application for a development certificate or carry out a function of a principal certifier.

³ Building inspectors may inspect class 1 and 10 buildings under the Building Code of Australia; that is, houses, duplexes and the like; garages and sheds; and structures such as swimming pools, retaining walls and fences.

Principal certifier enforcement powers

If the principal certifier becomes aware of a non-compliance with the development approval, the certifier must, by law, issue a direction to you and/or the builder, requiring the non-compliance to be addressed. If it is not, the certifier must notify the council which may take further action.

The certifier is also required to respond appropriately if a complaint is made about the development.

Finding more information on certifiers

Details of the class of registration each certifier holds, their period of registration, professional indemnity insurance and disciplinary history can be found at www.fairtrading.nsw.gov.au:

- [Details of registered certifiers](#) (or search 'appointing a certifier' from the homepage)
- [Disciplinary actions against certifiers](#) (or search 'certifier disciplinary register' from the homepage).

Questions?

The Fair Trading website www.fairtrading.nsw.gov.au has information about certifiers, enforcement powers, how to replace a certifier and resolving concerns about a certifier:

- Search '[what certifiers do](#)' for information about a certifier's role and responsibilities.
- Search '[concerns with development](#)' for information about enforcement powers of certifiers, councils and Fair Trading, and how to resolve concerns about a certifier.

The NSW Planning Portal at www.planningportal.nsw.gov.au provides information on the NSW planning and development certification system.

Note, although Fair Trading regulates certifiers, it does not mediate in contract disputes and does not regulate the actions of councils. Visit the Fair Trading website for more information.