



BCA / Certifiers

APPLICATION FOR AN OCCUPATION CERTIFICATE

An Occupation Certificate is required if you want to occupy or use a new building, or change the use of an existing building. This form can be used to apply for an Occupation Certificate. To minimise delay in receiving a decision about your application, please ensure all relevant information is submitted and that the Principal Certifying Authority appointed to the development has been advised.

(Made under Clause 149 of the Environmental Planning and Assessment Regulation 2000)

What date was the application for an Occupation Certificate received by AE&D?

AE&D Office Use

1. Applicant's Details *(Applicant must be the person or company having the benefit of the development consent)*

Mr Mrs Ms Dr Company

First Name / Surname and/or Company Name

Flat/Street No.

Street Name

Suburb

State

Postcode

Postal Address

Suburb

State

Postcode

Daytime telephone

Mobile

Email address

2. Owner's Details *(if different from Applicant's Details, please complete)*

First Name / Surname and/or Company Name

Flat/Street No.

Street Name

Suburb

State

Postcode

3. Invoicing Details *(if AE&D invoices need to be addressed differently to Applicant's Details, please complete)*

First Name / Surname / Company Name

Flat/Street No.

Street Name

Suburb

State

Postcode

4. Identification Of Land

Flat/street no.

Street name

Suburb

Postcode

Lot no.

Section

DP/MPS no.

Volume/folio

You can find the lot no., section, DP/MPS no. and volume/folio details on a map of the land or on the title documents for the land. If you need additional room, please attach a schedule and/or a map with these details.

5. Details Of Development Approvals Granted

Is a development application (DA) consent required for the development?

Yes

➤ Has development consent been granted after a development application was made?

No

Yes

➤ What is the development application no.?

What date was development consent granted?

No

➤ Has a complying development certificate been issued?

No

Yes

➤ What is the complying development certificate no.?

What date was the certificate issued?

Has a construction certificate been issued for the building?

A construction certificate is not needed if a complying development certificate has been issued.

No

Yes

➤ What is the construction certificate no.?

What date was the certificate issued?

6. Identify Building Work

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 need an **interim 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 need a **final occupation certificate**.

Are you going to occupy or use a new building?

No

Yes

➤ Is the building

partially completed?

completed?

Are you going to change the use of an existing building?

No

Yes

➤ Do you want to change:

the use of part of the building?

the whole use of the building?

7. Building Description

If you are applying for an occupation certificate for part of a building, describe the part of the building:

For what purpose do you propose to use the building or part of the building?

For a new building:

What is the class of the building under the Building Code of Australia?

This can be found in the development consent or complying development certificate.

To change the use of an existing building:

What is the class of the existing building under the Building Code of Australia?

What is the new class of the building under the Building Code of Australia?

This can be found in the development consent or complying development certificate.

8. Information To Be Attached To This Application

Please indicate the documents you have attached by placing a cross in the appropriate boxes ☒:

a copy of the development consent or the complying development certificate

a copy of the construction certificate, where relevant

a copy of the final fire safety certificate, where relevant

a copy of the interim fire safety certificate, where relevant

any other certificate or document on which you rely, e.g. a compliance certificate.

9. Signature

The applicant, or the applicant's agent, must sign the application.

Signature

Name, if you are not the applicant

Date

In what capacity are you signing if you are not the applicant?

10. Privacy Policy

The information you provide in this application will enable your application to be assessed by the certifying authority. If the information is not provided, your application may not be accepted.



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