

# Occupation Certificate Application (Complying Development Certificate)

## Information for the applicant

- This form may be used to apply for:
  - a **final occupation certificate** to authorise the commencement of occupation or use of a new building, or
  - an **interim occupation certificate** to authorise the commencement of occupation or use of a partially completed new building.
- Once completed, submit this application form to the principal certifying authority (PCA).

## SECTION A. Type of occupation certificate applied for (Tick one)

 Interim occupation certificate

 Final occupation certificate

## SECTION B. Details of the applicant

*\*An application for an occupation certificate may only be made by a person who is eligible to appoint a PCA for the development. An application may not be made by the person who carried out the building work or subdivision work unless that person owns the land on which the work was carried out.*

 Mr  Ms  Mrs  Dr  Other:

First name

Family name

Company (if applicable)

ABN (if applicable)

Unit/Street no.

Street name

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email

## SECTION C. Details of building

Unit/Street no.

Street name

Suburb or town

Postcode

Lot no.

Section

DP / SP no.

Volume/folio

# Occupation Certificate Application (Complying Development Certificate)

## Description of the building or part of building to which the application relates

*If the application relates to a new use of the building or part of the building, also describe the new use.*


## Building classification under the Building Code of Australia, as identified by the complying development certificate

Existing classification

New classification  
*(if changed)*

## SECTION D. Attachments relating to the proposed development

**1. Applicants must provide the documents listed below that are relevant to the type of development that is proposed. Please confirm that documents relating to the requirements below have been attached by placing a cross in the appropriate box(s).**

- |   |  |
|---|--|
| <input type="checkbox"/> Complying development certificate<br><br><input type="checkbox"/> Fire safety certificate <i>(if applicable)</i> | <input type="checkbox"/> Compliance certificate <i>(if applicable)</i><br><br><input type="checkbox"/> Each BASIX certificate for the development <i>(if applicable)</i> . |
|---|--|

**2. Does the development *(\*see note below)* involve an alternative solution under the Building Code of Australia (“BCA”) in respect of a fire safety requirement?**

**If YES, provide** either or both of the following from a **“fire safety engineer”** (a private accredited certifier holding Category C10 accreditation):

- (a) A compliance certificate (as referred to in s.109C(1)(a)(v) EP&A Act) that certifies that building work relating to an alternative solution that was the subject of a compliance certificate or report under clause or 144A(a) EP&A Regulation – (the first certificate or report) has been completed and complies with that alternative solution.
- (b) A written report that includes a statement that the building work relating to the alternative solution that was the subject of the first certificate or report has been completed and is consistent with that alternative solution.

**Note:** *The above requirement only applies to building work in respect of:*

- (a) *a class 9a building that is proposed to have a total floor area of 2000 square metres or more*
- (b) *any building (other than a class 9a building) that is proposed to have:*
  - (i) *a fire compartment with a total floor area of more than 2000 square metres or*
  - (ii) *a total floor area of more than 6000 square metres*

*that involves an alternative solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA.*

**3. Does the application relate to a residential flat development for which the development application was required under Clause 50(1A) of the EP&A Regulation to be accompanied by a design verification from a qualified designer?**

**If YES, provide** a statement from a qualified designer which verifies that the residential flat development achieves the design quality of the development as shown in the plans and specifications on which the construction certificate was issued, having regard to the design quality principles set out in Part 2 of State Environmental Planning Policy No. 65-Design Quality of Residential Flat Development (SEPP No. 65)

**Note:** *If the development application was also required to be accompanied by a BASIX certificate with respect to any building, the statement need not verify the design quality principles set out in SEPP No. 65 to the extent to which they aim to*

- *reduce consumption of mains-supplied potable water, or reduce emissions of greenhouse gases, in the use of the building or in the use of the land on which the building is situated, or*
- *improve the thermal performance of the building.*

## SECTION E. List of documents

Prepare and attach a list of all of the documents provided under SECTION D.

## SECTION F. Delivery of the application

Applications for occupation certificates must be delivered by hand, by post or transmitted electronically to the principal office of the certifying authority. Applications MAY NOT be sent by fax.

# Occupation Certificate Application (Complying Development Certificate)

## SECTION G. Signature of applicant(s)

Signature of applicant(s)

Name(s)

Date

## SECTION H. Date of receipt of application

To be completed by the certifying authority **immediately** after receiving this Application.

This Application was received on

(insert date).