

Occupation Certificate

Application Fee: \$.....
 Receipt No.:
 Date:

Notice of Commencement of Building or Subdivision Work and Appointment of Principal Certifying Authority

The Shoalhaven City Council – Development and Environmental Services Group

Administration Centre, Bridge Road, Nowra
 Southern District Office, Deering Street, Ulladulla

• Telephone (02) 4429 3111 • Fax (02) 4429 3178 • Post: PO Box 42, Nowra 2541
 • Telephone (02) 4429 8999 • Fax (02) 4429 8939 • Post: PO Box 737, Ulladulla 2539

1 APPLICANT'S DETAILS

Mr Ms Other

Family or Company Name

First Name

Flat/street no.

Street

Town or Locality

State Postcode

Daytime Telephone

Mob. Fax

Email

Applicant's Reference

The applicant is also the owner Yes No

2 PROPERTY/OWNER'S DETAILS

Flat/street no.

Street

Town or Locality

Lot or Portion Nos. Section (where relevant)

DP or Parish Name

You can find the lot no., section and DP no. on a map of the land; on the title documents for the land; on your rates notice or DA Consent.

All Owner's Name(s)

Postal Address

Postcode

Telephone No. (Bus)

3 APPROVED DEVELOPMENT

Development Consent or Complying Development Certificate
 No. – DA CD

Date Approved

Description

Has a Construction Certificate been issued Yes No

Date Issued

Accreditation No.

(if issued by private certifier)

4 COMMENCEMENT DATE

Date work is due to commence

Note: This notice must be given to Council at least two days before commencement of work

5 PRINCIPAL CERTIFYING AUTHORITY

Insert the name of the Principal Certifying Authority (PCA) you have appointed for the purposes of conducting inspections and issuing compliance certificates (where required) and occupation or subdivision certificates.

If you have selected Council as your PCA or you wish to take this opportunity to appoint Council as your PCA, write "SCC" or "Council".

Note: If you select Council as your PCA and you have not previously paid your Occupation Certificate Application Fees, you must do so now.

You will need to complete the following details only if you have appointed a private accredited certifier.

Accreditation No.

Address

Phone/Fax No.(s)

6

HOME BUILDING ACT REQUIREMENTS

Building work that involves **residential building work** (within the meaning of the Home Building Act 1989) must not be carried out unless the principal certifying authority for the development to which the work relates:

- (a) in the case of work to be done by a licensee under that Act:
- (i) has been informed in writing of the licensee's name and contractor licence number, and
 - (ii) is satisfied that the licensee has complied with the requirements of Part 6 of that Act.

A certificate purporting to be issued by an approved insurer under Part 6 of the Home Building Act 1989 that states that a person is the holder of an insurance policy issued for the purposes of that Part is, for the purposes of this clause, sufficient evidence that the person has complied with the requirements of that Part.

- (b) in the case of work to be done by any other person:
- (i) has been informed in writing of the person's name and owner-builder permit number, or
 - (ii) has been given a declaration, signed by the owner of the land, that states that the reasonable market cost of the labour and materials involved in the work is less than the amount prescribed for the purposes of the definition of owner-builder work in section 29 of the Act.

Has the principal certifying authority been advised in accordance with the above requirements?

Yes No

If Council has been appointed as the principal certifying authority and the above requirements were not satisfied at the time of issue of the construction certificate, insert:

Licensee's Name

Address

and Contractor Licence No.

or Owner-Builder Permit No.

and attach information as specified in (a) (ii) or (b) (ii) above.

7

PRINCIPAL CERTIFYING AUTHORITY DECLARATION

If you have selected an accredited certifier to act as your Principal Certifying Authority (other than Council), the Principal Certifying Authority must complete the following declaration.

I hereby certify that all conditions of the development consent required to be satisfied prior to the commencement work have been satisfied.

Signature

Name, if you are signing on behalf of the Principal Certifying Authority

In what capacity are you signing if you are not the Principal Certifying Authority

Date

Privacy Notification – The information on this form is being collected by Council for administrative and assessment purposes. It will be used by Council staff and other organisations for the purpose mentioned and may be included on a public register. Persons identified on this form may at any time, apply to Council for access or amendment of the information.