



Application for Occupation Certificate

Under Sections 109C (1)(c) of the *Environmental Planning and Assessment Act 1979* and
Clause 149 of the *Environmental Planning and Assessment Regulation 2000*
Development & Environmental Services Group

City Administrative Centre Bridge Road, Nowra NSW, Australia, 2541

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1 About this form

You can use this form to obtain approval to use or occupy a building.

How to complete this form

1. Ensure that all fields have been filled out correctly
2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.
3. Once completed you can submit this form by mail, e-mail or in person.

2 Type of Occupation Certificate applied for *(please tick applicable box below)*

Interim Certificate

Change of building use (existing building)

Final Certificate

Occupation /Use of a new building

Development Application No.* Construction Certificate No.

3 Site Details

Address No.* Street Name *

Building Name (if known) Suburb/Locality*

Lot or Portion No. DP No. or Parish Name Section (where relevant)

4 Applicant Details

Note: The applicant must be the property owner or the person having the benefit of the development consent.

A building contractor however cannot be the applicant unless the contractor is the owner of the property.

Title Given Name/s * Family Name *

Organisation/Company Name (if applicable)

Address No. * Street Name *

Suburb/Locality * Postcode *

Phone No. * Mobile No. Fax No.

If signing on behalf of a company, please state capacity

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. Personal information contained on this form will be published on Council's website as required by the GIPA Act 2009. Persons identified on this form may at any time, apply to Council for access or amendment of the information.

OFFICE USE ONLY

Date of receipt of application is to be completed by the certifying authority **immediately** after receiving this application

This application was received on:		
Application fee:		
Receipt No		
Date:		
Form Number: 2353	Issue Date: 11/11/13	Version No.2



5 Details of Work and Approvals

Description of the building to which the application relates

Is the application for a Swimming Pool? No Yes – Type of pool (please tick the appropriate box)

In-ground Semi In-ground Above ground Indoor Spa/Hot tub Inflatable/
portable

Is your pool registered with NSW State Government? No – You MUST register your pool at
Certificate No. www.swimmingpoolregister.nsw.gov.au prior to
submitting this application to Council

Is the application for whole or part of the building (see Note 2 – please tick applicable box)

Whole Part

If you ticked 'Part' please provide a description of the part of the building to which this application applies

Building Code of Australia (BCA) classification of the building (Note: the building classification must be the same as that specified in the Construction Certificate or Complying Development Certificate).

Existing BCA classification New BCA classification

6 Application Checklist and Declaration

You must attach a copy of the following documents when submitting the application (please tick all applicable boxes)

Development Consent or Complying Development Certificate

Construction Certificate (where relevant)

A final Fire Safety Certificate or interim Fire Safety Certificate (where relevant – see Note 3)

Other certificates relied on (ie Compliance Certificate)

A copy of a BASIX Certificate (energy and water efficiency certificate) for the development if required by the development consent

Please provide a list of other documents to be lodged with the application in the space provided below*

I declare that all the information I have provided is true and correct

Applicant's Name* (please print)

Applicant's Signature*

Date*

7 Notes for Completing the Occupation Certificate Application

Note 1

Before an Occupation Certificate may be issued by Council, the following conditions must be met:

- Council must have been appointed as the Principal Certifying Authority (PCA)
- a Development Consent or Complying Development Certificate must be in force with respect to the building and
- a Construction Certificate must have been issued (where a Development Consent has been issued) with respect to the plans and specifications for the building.

Note 2

Types of Certificates:

- an interim Occupation Certificate authorises a person to commence occupation or use of a partially completed new building, or to commence a new use of part of a building resulting from a change of building use for an existing building; and
- a final Occupation Certificate authorises a person to commence occupation or use of a new building, or to commence a new use of a building resulting from a change of building use for an existing building.

(Note: 'new building' includes an altered portion of, or an extension to, an existing building)

Note 3

A Final Fire Safety Certificate is a certificate issued by or on behalf of the owner of a building to the effect that each essential fire safety measure specified in the current Fire Safety Schedule for the building to which the certificate relates:

- has been assessed by a properly qualified person; and
- was found, when it was assessed, to be capable of performing to at least the standard required by the current Fire Safety Schedule for the building for which the certificate is issued.

An interim Fire Safety Certificate is a certificate issued by the owner of a building to the effect that each essential fire safety measure specified in the current Fire Safety Schedule for the part of the building to which the certificate relates:

- has been assessed by a properly qualified person; and
- was found, when it was assessed, to be capable of performing to at least the standard required by the current Fire Safety Schedule for the building for which the certificate is issued.