

# Occupation Certificate Application

Part 4A, Environmental Planning and Assessment Act 1979

OC: .....

Expiry Date: 30 June 2010

## About this Form

Use this form to apply for an Occupation Certificate for a building where you have nominated Council as your Principal Certifying Authority. An occupation certificate enables you to legally occupy a new building, or an existing building where the use of that building has been lawfully changed.

## Lodgement & fees

Please follow the instructions on Page 3.

## Any questions?

Phone Customer Services on (02) 9391 7000, or call in personally (see page 2).

## Application and site details

### 1. Your name, address and contact details.

Title: Mr  Mrs  Miss  Ms  Other: .....

Family name (or company): .....

Given names (or ACN): .....

Postal address: ..... Post Code: .....

Phone (B) (....) ..... Fax (....) .....

Phone (H) (....) ..... E-mail: .....

Contact person (Only if a company etc) .....

### 2. Location and title description of the property

*This will help us to correctly identify the land*

Unit, shop or suite: ..... Street No: ..... Street: .....

Suburb: .....

Lot(s): ..... Section: .....

Deposited Plan(s): ..... Strata plan: .....

Other: .....

*Get these details from rate notices, property deeds, or Council property maps.*

### 3. Why are you applying for this certificate?

To enable occupation of a new building, or new additions to an existing building  
*How was the building work authorised?*

DA Consent No ..... Date .....

Complying Development Certif. No ..... Date ..... Issued by .....

Construction Certif. No ..... Date ..... Issued by .....

To enable a change of use of an existing building  
*How was the change of use authorised?*

DA Consent No. .... Date .....

Date of State Environmental Planning Policy No. 4 Notification .....

### 4. What type of building is it?

**For residential flat buildings of 3 or more storeys and 4 or more dwellings**

Dwelling  Outbuilding  Factory  Shop

Office  Other (please specify) .....

Has a design verification statement from a qualified designer been provided?  
 Yes  No

5. **Is an interim or final certificate required?** Interim  Final   
*If final, has an Interim Occupation Certificate already been issued?*  
 Yes  Certificate No. .... Date ..... No
6. **Do you want a certificate for all of the building?** Yes: all of the building   
 No: only part of the building  Which part? .....  
 Total floor area for which the certificate will be issued? ..... m<sup>2</sup>
7. **Have you attached an identification survey prepared by a licensed surveyor?** Yes   
 Not relevant   
*Only for new buildings or additions to existing buildings*
8. **Have you attached any compliance certificates?** Yes   
 Not relevant
9. **Have you attached a fire safety certificate?** Yes   
 Not relevant   
*Required for Class 2 to 9 buildings*
10. **Have you discussed this application with a Council compliance officer?** Yes   
 No   
*If 'Yes', who did you speak to?.....*

## Signatures

11. **Owner's consent**  
*Must be signed by the owner of the land. If more than one owner, every owner must sign.*  
*If the owner is a company or owner's association, must be signed by a director under common seal.*
- As owner of the land to which this application relates, I consent to this application. I also give consent for authorised Council officers to enter the land to carry out inspections.
- ☒ Signature: ..... Date:.....
- If you are signing on the owner's behalf as the owner's legal representative, please state the nature of your legal authority and attach documentary evidence.
- .....  
*(eg, power of attorney, executor, trustee, company director)*

12. **Your declaration**  
*If the applicant is a company or owner's association, must be signed by a director or secretary under common seal.*
- I apply for an occupation certificate described in this application. I declare that all the information given is true and correct. I also understand that:
- if incomplete, the application may be delayed or rejected.
  - more information may be requested.
- ☒ Signature: ..... Date:.....

To be completed by Council's Cashier and Customer Service Officer.

GST is not applicable.

Retain your receipt as proof of lodgement of the application.

☒ Receiving Officer: ..... Date:.....

☒ Cashier: ..... Date:.....

			<b>OFFICE USE ONLY</b>
Fee Description	Fee	Receipt Code	
Lodgement Fee	\$30.00	53	
Total:			

## How to lodge this application

**Address the application to:** The General Manager  
Woollahra Municipal Council

### You can send it to us by any of the following methods

**Post:** PO Box 61  
Double Bay 1360

**DX:** DX 3607 Double Bay

**Courier or personal delivery:** Council Chambers  
536 New South Head Rd  
Double Bay NSW 2028

### How to contact us by phone, fax or electronically

**Phone:** (02) 9391 7000

**Fax:** (02) 9391 7044

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Web:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

**Who to contact:** The Compliance officer handling your application in the Compliance section.

*If you wish to discuss a proposal with one of our Compliance officers, it's essential that you arrange an appointment. We recommend that you consult with a Council Compliance officer before lodging this application.*

### Fees

The statutory lodgement fee is required with the submission of all Occupation Certificate applications.

### Payment methods

#### In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card — American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

#### By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.

For cheque payments, please make payable to Woollahra Council.

### Acknowledgement

You will receive a receipt specifying the amount of fees paid.

### Making a personal visit?

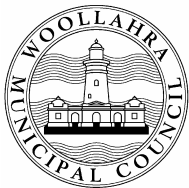
Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

**Bus or Rail:** Train to Edgecliff and take the bus or walk from the interchange at the Edgecliff Centre.

**Parking:** Short term customer parking spaces are available on site. On street parking in nearby streets is also available.

## Privacy notification

The personal details requested on this form are required under *the Environmental Planning & Assessment Act 1979* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register



# Credit Card Payment Form

**All credit card payment will incur a processing fee currently 1%**

Payments should be sent to: Wollahra Council  
536 New South Head Road  
DOUBLE BAY NSW 2028

OR

PO Box 61  
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

## Credit card payment

*This matter will not be processed until the credit card payment has been authorised*

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA										
Full Name on Credit Card														
Credit Card No.					--					--				
Card Expiry Date			--			Total Amount Paid		\$						
Cardholder's Signature														
Date						Contact Phone No.								

## Reason for payment

*Please indicate in this section the reason for the payment and any other applicable information.*

Payment For \_\_\_\_\_

Council Reference Eg. DA No.etc \_\_\_\_\_

Address (where applicable) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

## OFFICE USE ONLY

Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cashier	_____	
Date	_____	