



# Occupation Certificate Application

Part 4A, Environmental Planning and Assessment Act 1979  
OC: .....

Expiry Date: 30 June 2018

## 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.

The provision of this service is covered by the Principal Certifying Authority agreement that you have entered into with Council pursuant to section 73A of the *Building Professionals Act 2005*.

## 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

Unit, shop or suite: ..... Street No: ..... Street:.....  
Suburb: .....  
Lot(s): ..... Section: .....  
Deposited Plan(s): ..... Strata plan: .....  
Other: .....

This will help us to correctly identify the land

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?** Dwelling  Outbuilding  Factory  Shop   
 Office  Other (please specify).....

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

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

5. **Please describe the proposed building work.** .....

6. **Please specify classification of the building** .....

In the case of building work specify the class of the building under the Building Code of Australia including the existing and new classifications of the building under the *Building Code of Australia*, as identified by the development consent.

7. **Is an interim or final certificate required?** Interim  Final   
 If final, has an Interim Occupation Certificate already been issued?  
 Yes  Certificate No. .... Date ..... No

8. **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>

9. **Have you attached an identification survey prepared by a licensed surveyor?** Yes   
 Only for new buildings or additions to existing buildings Not relevant

10. **Have you attached any compliance certificates?** Yes   
 Not relevant

11. **Have you attached a fire safety certificate?** Yes   
 Required for Class 2 to 9 buildings Not relevant

12. **List of the documents accompanying the application**  
 a copy of the relevant development consent or complying development certificate.  
 a copy of any relevant construction certificate  
 a copy of any relevant fire safety certificate  
 a copy of any relevant compliance certificate  
**Where relevant have you provided:**  
 In the case of an application with respect to development the subject of a condition requiring commitments listed in a BASIX certificate or in BASIX certificates to be fulfilled, the application must also be accompanied by a copy of each relevant BASIX certificate for the development.

13. **Have you discussed this application with a Council compliance officer?** Yes   
 If 'Yes', who did you speak to? ..... No

# Signatures

## 14. 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)*

## 15. 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.  <input checked="" type="checkbox"/> Receiving Officer:..... Date: ..... <input checked="" type="checkbox"/> Cashier: ..... Date: .....	<b>OFFICE USE ONLY</b>		
	Fee Description	Fee	Receipt Code
	Lodgement Fee	\$36.00	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



