

Occupation Certificate Application

Part 6 of the *Environmental Planning & Assessment Act 1979*

Effective from July 2025 to June 2026

About this form

Use this form to apply for an Occupation Certificate for a building where you **have nominated Council as your Principal Certifier**. 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 Certifier agreement that you have entered into with Council pursuant to section 31 of the *Building & Development Certifiers Act 2018*.

Please call our Customer Service Centre on (02) 9391 7000 for any assistance.

1. Applicant's details

Title:

Full name:

Company name:
(if applicable)

ABN / ACN:

Address:

Contact:
(if company)

Phone:

Email:

2. Site details *(Location and title description of the property)*

Unit, Shop or
Suite no:

Street no:

Street name:

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 Cert no:

Date:

Issued by:

☐ Construction Certificate no:

Date:

☐ **To enable a change of use of an existing building, how was the change of use authorised?**

DA Consent no:

Date:

4. What type of building is it? *(For residential flat buildings of 3 or more storeys and 4 or more dwellings)*

☐ Dwelling

☐ Outbuilding

☐ Factory

☐ Office

☐ Shop

☐ Other (please specify):

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. Has a previous occupation certificate been issued

☐ Yes

☐ No

Certificate no:

Date:

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? (m²):

9. Have you attached an identification survey prepared by a licensed surveyor (Only for new buildings or additions to existing buildings)

☐ Yes ☐ Not relevant

10. Have you attached any compliance certificates?

☐ Yes ☐ Not relevant

11. Have you attached a fire safety certificate (Required for Class 2 to 9 buildings)

☐ Yes ☐ Not relevant

12. List of the documents accompanying the application

Where relevant have you provided:

- ☐ 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
- ☐ 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 ☐ No If yes, who?

14. Signatures

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.

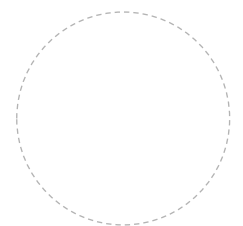
Signature of owner

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 (e.g. power of attorney, executor, trustee, company director)

Signature

Date



Affix Common Seal

Applicant's declaration:

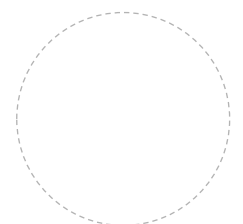
If the applicant is a company or owner's association, must be signed by a director or secretary under common seal.

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, and that
- ☐ more information may be requested within 21 days of lodgement.

Signature of applicant

Date



Affix Common Seal

15. Fees

The statutory lodgement fee of \$39.00 is required with the submission of all Occupation Certificate applications

16. Privacy and conditions of use

For more information about Privacy & Personal Information Policy: www.woollahra.nsw.gov.au/privacy.

17. Lodgement details

Who to contact: The Building and Compliance Officer handling your development.

If you wish to discuss an agreement with one of our Building & Compliance Officers, it is essential that you arrange an appointment.

Mail to: Woollahra Municipal Council
PO Box 61 Double Bay 1360

In person: Council Chambers
536 New South Head Road
Double Bay NSW 2028

Email: records@woollahra.nsw.gov.au

Telephone: (02) 9391 7000

Website: www.woollahra.nsw.gov.au

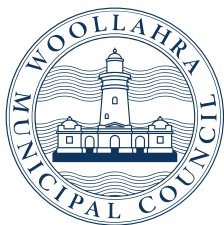
Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

OFFICE USE ONLY	Fee type	Fee	Receipt code
To be completed by Council's Cashier and Customer Service Officer	Lodgement fee	\$39.00	T53
GST may be applicable (refer receipt)			
Retain your receipt as proof of lodgement of the application	Total		

Cashier: **Date:**



Payment Form

Payment methods

Payment in person at Council's Customer Service Centre can be made in cash, EFTPOS, cheque or money order or credit card (American Express, MasterCard and Visa).

Payment details

All credit card payments will incur a processing fee of 0.55%.

Separate cheques are required for integrated development fees to the relevant body. Cheques and money orders are payable to **Woollahra Council**.

Payments should be sent to Woollahra Council at: 536 New South Head Road DOUBLE BAY NSW 2028;
PO Box 61 DOUBLE BAY NSW 1360

Privacy notice

The personal information in this form is required under the Environmental Planning and Assessment Act 1979 and will only be used for processing of payments. If you do not provide the information, Council will not be able to process your payment and application. Payment information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may request amendment of any personal information held by Council that is incorrect.

Payment particulars

Payment for:

Council reference:

Application address:

Credit card details

Card type:

☐ Visa☐ MasterCard☐ American Express

Card number:

Cardholder name:

Expiry date:

Total amount paid \$:

CVV:

Cardholder signature:

Contact number

OFFICE USE ONLY

Cashier's name:

Cashier's signature:

Payment processed: Yes ☐

No ☐

Date: