



APPLICATION FOR AN OCCUPATION CERTIFICATE

made under the Environmental Planning and Assessment Act 1979
Section 109C (1)(c) and 109H

TYPE OF CERTIFICATE SOUGHT

- Tick appropriate boxes
- Interim Certificate
 - Final Certificate
 - Change of building use of an existing building
 - Occupation/Use of a new building

APPLICANT

Surname/Company

Given Names

Postal Address

Post Code

Email

Phone Mobile Fax

Applicant's Signature Date Your Ref

See Note 4

OWNER OF BUILDING

(If not Applicant)

DEVELOPMENT CONSENT NO.

Development Consent or Complying Development Certificate No.

Date of Issue / /
(see Note 1)

CONSTRUCTION CERTIFICATE

Construction Certificate No.

Date of Determination / /

SUBJECT LAND

House No. Street

Suburb Lot(s) Section D.P.

BUILDING DETAILS

The building classification must be the same as that specified in the development consent or complying development certificate

- Whole Part of building

Use.....

BCA class.....

- New Existing

DATE OF RECEIPT

Date received (to be completed by certifying authority)

**PRINCIPAL
CERTIFYING
AUTHORITY**

Name of Principal Certifying Authority

Accreditation No.

Contact No.

Mobile

Fax

Address

Postcode

Date

Note 1

Before an occupation certificate may be issued, the certifying authority must be satisfied that:

- a development consent or a complying development certificate is in force with respect to the building, and
- a construction certificate has been issued with respect to the plans and specifications for the building.

Note 2

A final fire safety certificate or interim fire safety certificate is not required for a Class 1a or Class 10 building.

Note 3

For the purposes of notifying a council under clause 79L (2)(1) of the Regulation of the determination of an application an accredited certifier must forward all sections of this form, including all attachments to the relevant council where they have not been previously forwarded to the council.

Note 4

PERSONAL PRIVACY

Under the Privacy and Personal Information Protection Act (PPIPA), Council is required to advise you that personal information being collected from you in relation to this matter will only be used for the lawful and proper functions of Council.

Any such use will be in accordance with this Act and its associated Management Plan and Codes.

Enquiries concerning this matter can be addressed to the Privacy Officer, Lake Macquarie City Council, Box 1906, Hunter Region Mail Centre, NSW 2310, or by calling the Customer Service Centre on 4921 0333.

Note 5

ENTRY ONTO LAND

You are advised that access to your property may be required by Authorised Officers of Council in order for them to process your application and determine compliance with any consent that may be issued. By the submission of this application or by authorising its submission by another person/s it is assumed you are giving approval of entry to your premises to Council staff. Access may be made in your absence. Should internal access be required, staff may make contact with you beforehand to make the necessary arrangements.

See Section 118 of the Environmental Planning and Assessment Act for further details.