

OC

**OCCUPATION CERTIFICATE APPLICATION FORM**

MADE UNDER THE ENVIRONMENTAL PLANNING AND ASSESSMENT ACT 1979 SECTIONS 109C (1) (c) & 109H

Application Fee		Receipt No.	
Parcel No.		Date Received	

**Description**

The works .....

- Erect, alter or demolish a building structure
- Change the use of the land or a building
- Carry out earthworks
- Subdivide the land
- Strata subdivide a building or development

**1. Applicant and Site Details (please print)**

**Applicant name, address and contact details**

Title:                    Mr                     Mrs                     Miss                     Ms

\* Applicant Name or Company: \_\_\_\_\_

\* Contact Name (if Company): \_\_\_\_\_

\* Postal Address for all correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code

\* Phone (daytime): \_\_\_\_\_ (A H): \_\_\_\_\_

Fax: \_\_\_\_\_ (M): \_\_\_\_\_

\* Email: \_\_\_\_\_

\* mandatory field

**Location & Title description of the property**

Unit, Shop or Suite: \_\_\_\_\_ Street No.: \_\_\_\_\_

Street: \_\_\_\_\_ Suburb: \_\_\_\_\_

Lot(s): \_\_\_\_\_ Section: \_\_\_\_\_

Deposited Plan(s): \_\_\_\_\_ Strata Plan: \_\_\_\_\_

Other: \_\_\_\_\_

**2. Building Owner (only required if not the property owner)**

**Building owner name, address and contact details**

Title:                    Mr                     Mrs                     Miss                     Ms

\* Name or Company: \_\_\_\_\_

\* Contact Name (if Company): \_\_\_\_\_

\* Postal Address for all correspondence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code

\* Phone (daytime): \_\_\_\_\_ (A H): \_\_\_\_\_

Fax: \_\_\_\_\_ (M): \_\_\_\_\_

\* Email: \_\_\_\_\_

\* mandatory field

**3. Development Details**

**Description of the Development**

Provide clear information on exactly what development is to be completed

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Development Details (Refer to the Development Consent for details)**

<b>Development Consent No.</b>	
<b>Date of Determination</b>	

**5. Construction Certificate (Refer to the Construction Certificate for details)**

<b>Construction Certificate No.</b>	
<b>Date of Determination</b>	
<b>Name of Private Certifying Authority (PCA)</b>	PCA Accreditation No. (where applicable):

**6. Consent of All Owners**

This section must be completed and signed by the owner/s of the property on which the development is proposed to be carried out (this includes every person who jointly or severally own the property). If the building is a strata building, the application must be stamped with the strata seal and signed by a recognised authority.

As the owner(s) of the land, I/we consent to the application(s). I/we hereby agree to allow Council's Officers to enter the subject land for the purpose of carrying out inspections of the property associated with the application(s).

**Note:** If signed on behalf of a corporate body or company, the company seal must be stamped over signatures or the signature of the Managing Director provided accompanied by the Australian Company Number (ACN).

**Name** (please print).....**Position**.....  
 Address.....  
 Telephone..... Fax..... Signature.....

**Name** (please print).....**Position**.....  
 Address.....  
 Telephone..... Fax..... Signature.....

**Name** (please print).....**Position**.....  
 Address.....  
 Telephone..... Fax..... Signature.....

**The information provided on this form is considered to be public information**

**Privacy Notification:** Personal information is collected in order to assess development applications by Council and any relevant state government agency. If you do not provide the information, Council will not be able to process your application. This information may be made available to Council staff, consultants to Council, Councillors and members of the public. 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.

**Copyright Notice:** The Applicant is advised that Council may make copies (including electronic copies) of the occupation certificate application and accompanying documents for the purpose of complying with its obligations under the Environmental Planning and Assessment Act 1979, the Local Government Act 1993 and Council's Notification Policy. In addition, the Council may make such further copies as, in its opinion, are necessary to facilitate a thorough consideration of the application by Council and public participation in the development assessment process. This will include making copies of the advertised plans, supporting documentation and the determination available on Council's website to be viewed or printed out by members of the public. The Applicant is responsible for obtaining all copyright licences necessary from the copyright owners for this purpose.



**OCCUPATION CERTIFICATE APPLICATION**

**PRELIMINARY APPLICATION CHECKLIST**

This checklist **must be completed by the applicant** and duty officer

**Property Address** .....  
**Type of Development**.....

REQUIRED INFORMATION	To be completed by the applicant			To be completed by Customer Service (include No. of copies)		
	Yes	No	N/A	Yes	No	N/A
Has the form been completed properly?						
Has the consent of all owners been provided (and Strata Corporation if applicable)?						
Has the email address of the applicant been provided?						
Has the Long Service Levy (under the Building and Construction Industry Long Service Payments Act 1986) been paid OR evidence of payment to a third party been provided?						
<b>Fire Safety Measures</b> (excluding Class 1a or Class 10 building)						
<b>BASIX certificate</b> for the development. <i>Required for all Residential Development (new dwellings/ units/ townhouses/Alts &amp; Adds to dwelling/ installation of a pool or spa).</i>						
<b>Home Warranty Insurance certificate</b>						
<b>Any other documentation, please list...</b>						

**Declaration by the Applicant**

I/ we declare to the best of my/our knowledge and belief, that the particulars stated in this form are correct in every detail and that the information required has been provided.

**I/we appoint Strathfield Municipal Council as the Principal Certifying Authority, apply for an Occupation Certificate and give notice of our intention to commence building work (where applicable).**

I/ we understand that once this notice is received by Council, the commencement of any building work cannot begin for two (2) days (as per the requirements of Section 81A of the Environmental Planning & Assessment Act 1979).

I/ we also agree to allow Council's officers to enter the subject land for the purposes of carrying out inspections associated with the application for an occupation certificate.

**Applicants Name** (printed).....

**Applicants Signature/s** .....

Checked: \_\_\_\_\_  
 (Council Officer)