



**essentialCERTIFIERS**

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## OCCUPATION CERTIFICATE APPLICATION FORM

Occupation Certificate: In accordance with Clause 149, Division 3 of the Environmental Planning and Assessment Regulations 2000

### PART A – Project Information

Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_  
DP: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone: \_\_\_\_\_ Your Reference number: \_\_\_\_\_

### PART B – Applicant Details (Person having Benefit of Development Consent) within the meaning and under the EP&A ACT 1979

#### Applicant 1

Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Company/Organisation: \_\_\_\_\_  
Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Signature of the Applicant/s \_\_\_\_\_ Date: \_\_\_\_\_

#### Applicant 2

Title: \_\_\_\_\_ Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
Company/Organisation: \_\_\_\_\_  
Street Number: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Post Code: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Signature of the Applicant/s \_\_\_\_\_ Date: \_\_\_\_\_

### PART C – Billing Details

Billing Name: \_\_\_\_\_ ABN: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Billing Email: \_\_\_\_\_ Contact Number: \_\_\_\_\_

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## PART D – Application Type

If you want to occupy or use a new building that is only partially completed or change the use of part of an existing building, you require a part Occupation Certificate. If you want to occupy or use a new building that has been completed, or change the whole use of an existing building, you require a whole Occupation Certificate.

Part Occupation Certificate

Whole Occupation Certificate

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## PART E – Proposal Details

Describe the completed building works:

Number of Stories:

Number of Structures:

Building Classification:

Has development consent been granted for the development?  Yes  No

Consent Number:

Date of Determination:

Local Government Area:

Has a Construction Certificate/Complying Development Certificate been granted for the development?

Yes  No

Construction Certificate/Complying Development Certificate Number:

Date certificate issued:

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**PART F** – Refer to the Occupation Certificate list of requirements for certificates and documentation to be submitted with this form.

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## PART G – Information to be Attached to the Application

Please cross the appropriate boxes where relevant:

A copy of the Development Consent or Complying Development Certificate

A copy of the Construction certificate

A copy of the Final Fire Safety Certificate

A copy of the Interim Fire Safety Certificate

Any other certificate or document relied upon

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