

OCCUPATION CERTIFICATE APPLICATION

Type of Certificate:

☐ Final

☐ Interim (partially completed, or still with outstanding information)

1. APPLICANT'S DETAILS

Applicant:	
Address:	
Telephone:	
Fax:	
Email:	
Date OC Application Received:	

2. OWNER'S DETAILS *(if different from Applicant's Details, please complete)*

Please provide the current land owners details:

Name of Owner:	
Address:	
Telephone:	
Fax:	
Email:	

3. IDENTIFICATION OF LAND

Please provide the full details of the land the development was undertaken on:

Address:	
Lot No.	
Section:	
DP/MPS No.	
Volume/folio:	

You can find the lot no., section, DP/MPS no. and volume/folio details on a map of the land or on the title documents for the land. If you need additional room, please attach a schedule and/or a map with these details.

4. DETAILS OF DEVELOPMENT APPROVALS GRANTED

Please provide details of ALL approvals relating to this development:

Development Consent	<p>Development Consent No. _____</p> <p>Date of Approval ____/____/____</p> <p><i>If DA was modified, please provide additional details:</i></p> <p>S96 Modification No. _____</p> <p>Date of Approval ____/____/____</p> <p>S96 Modification No. _____</p> <p>Date of Approval ____/____/____</p>
Construction Certificate (CC) or Complying Development Certificate (CDC)	<p>CC or CDC No. _____</p> <p>Date of Approval ____/____/____</p> <p><i>If additional CCs or CDCs were issued, please provide additional details:</i></p> <p>2nd CC or CDC No. _____</p> <p>Date of Approval ____/____/____</p>
Description of Development	

5. IDENTIFY BUILDING WORK

Building Details	<p>Proposed Use of the Building/Part: _____</p> <p>BCA Classification of the Building / Part: _____</p> <p>Are you applying for an Occupation Certificate for:</p> <p><input type="checkbox"/> the use of the whole of the building</p> <p><input type="checkbox"/> the use of part of the building, describe that part:</p> <p>_____</p> <p>Change of Use of an Existing Building/Part:</p> <p>What was the previous BCA classification? _____</p> <p>What is the new BCA classification? _____</p>
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6. INFORMATION TO BE ATTACHED TO THIS APPLICATION

Information that must be attached to the Occupation Certificate Application	<ul style="list-style-type: none"> ✓ a copy of the development consent or the complying development certificate ✓ a copy of the construction certificate, where relevant ✓ a copy of the final fire certificate, where relevant ✓ a copy of the interim fire certificate, where relevant ✓ any other certificate or document on which you rely, eg a compliance certificate
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7. SIGNATURE

- ✓ I declare that all the information in the application is, to the best of my knowledge, true and accurate.
- ✓ I also understand that if the information is incomplete the application may be delayed or rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted 'may be void'
- ✓ If the applicant is a company or strata title body corporate, I confirm that I am a director or authorised delegate

_____ ⇨ **Signature**

_____ ⇨ **Name**

_____ ⇨ **Date**

_____ ⇨ **Capacity in which you are signing, where applicable**