



TYPE OF CERTIFICATE SOUGHT

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

DETAILS OF THE APPLICANT (Applicant must be the owner of the property)

Surname/Company

Given Names

Postal Address

Post code

Email

Phone Mobile Fax

Applicant's Date
Signature (See note 4)

APPROVALS

Development Application Construction Certificate Complying Development

Date of Approval Date of Approval Date of Approval

SUBJECT LAND

House No Street

Suburb Lot(s) Section DP

BUILDING DETAILS

The building classification must be the same as that specified in the Construction Certificate or Complying Development Certificate.

- Whole Part of building

Use _____ BCA Class _____

- New Existing

DATE OF RECEIPT

Date received (to be completed by the Certifying Authority)

PRINCIPAL CERTIFYING AUTHORITY

Name of Principal Certifying Authority

Accreditation No

Contact No

Mobile

Fax/
Other

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 1 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), Accredited Building Certifiers 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 Accredited Building Certifiers.

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

Accredited Building Certifiers is collecting this personal information from you in order to complete its obligations under the Environmental Planning – Assessment Act 1979 and other Acts as applies to the development.

Note 5 ENTRY ONTO LAND

You are advised that access to your property may be required by the Principal Certifying Authority (PCA) 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 the PCA. Access may be made in your absence. Should internal access be required, the PCA may make contact with you beforehand to make the necessary arrangements.

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