



OCCUPATION CERTIFICATE APPLICATION FORM

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

Revision No. 19-10-2017

OFFICE USE ONLY

OC No:

Parcel No:

Receipt No:

Date:

INFORMATION FOR APPLICANT

Before an Occupation Certificate is issued, the Principal Certifying Authority must be satisfied that:-

- Development Consent or Complying Development Certificate is in force with respect to the building
- A Construction Certificate has been issued with respect to the plans and specifications for the building
- The building is suitable for occupation or use in accordance with its classification under the Building Code of Australia
- The building will not constitute a hazard to the health or safety of the occupants of the building.
- Any preconditions to the issue of the certificate that are specified in a Development Consent or Complying Development Certificate, or any requirements of a planning agreement referred to in section 93F that, by its terms, are required to be complied with before such a certificate is issued, have been met.

The following information must accompany the application:-

- Copy of Development Consent or Complying Development Certificate
- Construction Certificate (where relevant)
- Fire Safety Certificate (Final or Interim) must be submitted for all class 1b and 2 to 9 buildings
- Any relevant compliance certificates
- A copy of the current BASIX certificate & statement from a suitably qualified person certifying that the BASIX commitments have been incorporated into the development.
- Other supportive certificates as required (e.g. termite, glazing, smoke alarm, waterproofing, structural and fire safety installation certificates etc)

TYPE OF CERTIFICATE SOUGHT – Please indicate by ‘X’

Interim Certificate	FOR	Occupation / use of new building
Final Certificate		Change of building use of an existing building

PROPERTY DETAILS

Unit No	House No	Street
Suburb		Site Area m ²
Lot(s)	Section	Deposited Plan (DP)
Other		Strata Plan (SP)

Note: A description of the land to be developed may be given in the form of a map/maps which contain details of the lot number/s, Deposited Plan number/s etc.

BUILDING DETAILS

Whole / Part of building	Use
BCA Classification	
For change of use, what was the existing BCA Classification	

Note: The building classification must be the same as that specified in the Development Consent (change of use buildings only), Complying Development Certificate or Construction Certificate.

DETAILS OF DEVELOPMENT APPROVAL *Please complete applicable details*

Development Consent Number / Complying Development Certificate Number	_ / _ _ _ / _ _ / _ _ (e.g 8 or 9 / 2000 / 100 / 1)	Date Determined	_ _ / _ _ / _ _
Construction Certificate Number	10 / _ _ _ _ / _ _ / _ _ (e.g 10 / 2000 / 100 / 1)	Date Issued	_ _ / _ _ / _ _

APPLICANT DETAILS

Name	Company		
Postal Address	PO Box	Telephone	
Suburb	State	Postcode	Mobile
Email	Customer Reference		

Note: The application may only be made by a person who is eligible to appoint a Principal Certifying Authority for the relevant development (e.g. the owner of the property) or the person having the benefit of the consent.

OWNER(S) DETAILS AND DECLARATION			
Name(s)		Company	
		Position Title	
Postal Address		PO Box	Telephone
Suburb	State	Postcode	Mobile
Application is hereby made for an Occupation Certificate. I/We acknowledge that Cessnock City Council may display and copy this application and supporting documentation, including designs, for the purpose of meeting legislative requirements.			
Signature(s)			Date
Name of Person(s) signing (Please print)			
Please indicate by 'X'	<input type="checkbox"/> Private Land Owner	<input type="checkbox"/> Sole Director	<input type="checkbox"/> Director, Secretary & Company Seal
<p>Note: All owner(s) of the land, the subject of this application, must sign this form. If you are not the owner of the land, you must have all the owners sign the application.</p> <p>Note: If signing on the owner's behalf, please state your legal authority and provide documentary evidence (e.g., copy of power of attorney, trust deed etc).</p> <p>Note: In the case of land that is the subject of a strata scheme under the Strata Schemes (Freehold Development) Act 1973 or the Strata Schemes (Leasehold Development) Act 1986, the owners corporation for that scheme must be constituted under the Strata Schemes Management Act 1996. A development application for a lot in a strata plan does not require the consent of the Body Corporate when that work does not affect any common property.</p> <p>Note: In the case of land that is a community, precinct or neighbourhood parcel within the meaning of the Community Land Development Act 1989, the association for the parcel must provide consent.</p> <p>Note: If signing on behalf of a corporate body or company, the application should be signed by an authorised person under common seal and the position of that person in the corporate body or company must be stated on the form. Alternatively, the Common Seal is not required if two Directors or authorised persons sign the application form, or if you are a sole Director.</p>			
ACCESS TO BUILDING			
Please provide contact details for a person who can arrange access inside the building			
Name		Telephone	
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 taken that you are giving approval of entry to your premises to Council staff. Access may be made in your absence. Should access be required, staff may make contact with you beforehand to make the necessary arrangements. See Section 118A of the Environmental Planning & Assessment Act for further details.			
PRIVACY NOTIFICATION			
Personal and private information supplied to Council is managed in compliance with the Privacy and Personal Information Protection Act 1998. The supply of this information is not voluntary, as it is required by law in order to process your application/request. The intended recipients of the personal information are Officers within the Council, agents/contractor of the Council and other statutory authorities. You may apply for access or amendment to your personal information held by Council. You may also request that Council suppresses your personal information from a public register. If you have any further enquiries concerning this matter, contact Council on (02) 4993 4100, or the Information and Privacy Commission 1800 472679 or email mailto:ipcinfo@ipc.nsw.gov.au or the website www.ipc.nsw.gov.au .			

HOW TO LODGE YOUR APPLICATION

<p>Address the application to</p> <p>General Manager Cessnock City Council PO Box 152 CESSNOCK NSW 2325</p> <p>OR</p> <p>General Manager Cessnock City Council DX 21502 CESSNOCK</p> <p>Payment Method By mail - Cheque, Money Order or Credit Card (<i>complete the section below</i>)</p>	<p>Lodge in person (between 9am – 4.30pm) at Council’s Administration Building</p> <p>Cessnock City Council 62-78 Vincent Street CESSNOCK NSW</p> <p><i>You will need to spend some time with a Customer Service Officer when lodging your application. Typically you will require 30 minutes, however this may vary depending on the complexity of your application</i></p> <p>Payment Method In person - Cash, Cheque, Money Order, Bankcard, Mastercard, Visa, and/or EFTPOS.</p>	<p>How to Contact Us Phone: (02) 4993 4100 Fax: (02) 4993 2500 Email: council@cessnock.nsw.gov.au www.cessnock.nsw.gov.au</p> <p>Office Hours 9am to 5pm Monday to Friday <i>*Payments are accepted until 4.30pm</i></p> <p>Duty Officers are available weekdays: Planning - 9am to 5pm Building - 9 to 10am & 1 to 5pm</p> <p>Fees Fees are calculated in accordance with Council’s adopted fees and charges.</p>
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If you require further information regarding this request, please contact Council’s Customer Service Centre on (02) 4993 4100.

Cessnock City Council takes the privacy and security of personal information very seriously. To eliminate the risk associated with Credit Cards, Council does not collect or store Credit Card information.

Credit Card payments are processed by Council’s Call Centre using a call in or call back facility. Customers are able to select their preferred option.

If you wish to make payment via Credit Card, please nominate your preferred telephone contact number for our Customer Service Team to contact you on.

Payment Contact Name:	Payment Contact Phone Number:
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