

Application for Occupancy Certificate

made under the Environmental Planning and Assessment Act 1979 Section 109C(1)(b), 81A(2) and 81A(4)

Office Use Only

OC Number	13.
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TYPE OF APPLICATION

Interim Occupation Certificate Final Occupation Certificate

Note: If the Application is for an interim occupation certificate an additional inspection fee (in accordance with Council's current Fees and Charges) is to be submitted with the Application.

APPLICANT (Please see Note 4)

Name/Company:			Phone:		
Contact Name (if Company):			Fax:		
Postal Address:			Mobile:		
Town:	State:	Postcode:	Email:		
Signature		Name		Date	
Signature		Name		Date	
<i>OFFICE USE ONLY</i> NAR Numbers					

PROPERTY DETAILS (Please attach additional sheet if inadequate space provided)

No:		Street:			Town	
Lot:	Section:	DP/SP:	Lot:	Section:	DP/SP:	
Lot:	Section:	DP/SP:	Lot:	Section:	DP/SP:	
<i>OFFICE USE ONLY</i> Parcel Numbers						

DETAILS OF APPROVED DEVELOPMENT

Description of Development:	
Building Code of Australia Classification (see Construction/Complying Development Certificate):	
Development Application (DA) No:	Date of DA Consent:
Construction Certificate (CC) No:	Date of CC Issue:
Complying Development Certificate Application (CDC) No:	
CC/CDC issued by: <input type="checkbox"/> Snowy Monaro Regional Council or <input type="checkbox"/> Other (please detail):	

INTERIM OCCUPATION CERTIFICATE

If you are applying for an Interim Occupation Certificate, you must advise Council on the facilities installed and if they are in working order. Before Council can issue an Interim Occupation Certificate, the development must contain facilities sufficient to enable its occupation for habitable purposes. These facilities are based on minimum health and building requirements. For a dwelling-house, these include a laundry, bathroom, sanitary and kitchen facilities (tick if applicable).

<input type="checkbox"/> Laundry facilities	<input type="checkbox"/> Vehicular access to the site	<input type="checkbox"/> Food preparation facilities
<input type="checkbox"/> Sanitary facilities	<input type="checkbox"/> Bathing facilities	<input type="checkbox"/> Sufficient off-street car parking

Reasons for Interim Occupation

Estimated date of Completion	Term of Interim Occupation
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REQUIRED ATTACHMENTS

- | | |
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| <input type="checkbox"/> copy of the relevant Development Consent or Complying Development Certificate | <input type="checkbox"/> copy of BASIX Certificate associated with the development |
| <input type="checkbox"/> copy of relevant Construction Certificate | <input type="checkbox"/> copy of relevant Compliance Certificate |
| <input type="checkbox"/> copy of relevant Fire Safety Certificate | |

NOTE TO APPLICANT

- The application may only be made by a person who is eligible to appoint a Principal Certifying Authority (PCA) for the relevant development.
 - The person who has benefit of a Development Consent (either the Applicant or the Owner of the subject land) is to appoint a PCA, HOWEVER
 - If the person who has benefit of a Development Consent is a contractor or other person who will carry out the building or subdivision work and they are NOT the owner of the subject land, then they are not permitted to be the Applicant of the associated Construction Certificate.
- The application must be delivered by hand, sent by post or transmitted electronically to the principal office of the certifying authority, but may not be sent by facsimile transmission.

OCCUPATION CERTIFICATES

There are two types of occupation certificates, as follows:

- an interim occupation certificate** that authorises a person to commence occupation or use of a partially completed new building, or to commence a new use of part of a building resulting from a change of building use for an existing building,
- a final occupation certificate** that authorises a person to commence occupation or use of a new building, or to commence a new use of a building resulting from a change of building use for an existing building.

It is not necessary for an Interim Occupation Certificate to be issued before a Final Occupation Certificate is issued with respect to the same building.

Note: a **new building** includes an altered portion of, or an extension to, an existing building.

Before an occupation certificate may be issued, the certifying authority must be satisfied that:

- a Development Consent or 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.

An Occupation Certificate must not be issued unless any preconditions to the issue of the Certificate that are specified in a Development Consent or Complying Development Certificate have been met.

OCCUPATION CERTIFICATE FOR NEW BUILDINGS

An interim occupation certificate must not be issued to authorise a person to occupy or use a partially completed new building unless the certifying authority is satisfied:

- that a Development Consent or Complying Development Certificate is in force with respect to the building, and
- in the case of a building erected pursuant to a Development Consent but not a Complying Development Certificate, that a Construction Certificate has been issued with respect to the plans and specifications for the building, and
- that the partially completed building is suitable for occupation or use in accordance with its classification under the Building Code of Australia, and
- that such other requirements as are required by the regulations to be complied with before such a Certificate may be issued have been complied with.

A final occupation certificate must not be issued to authorize a person to commence occupation or use of a new building unless the certifying authority is satisfied:

- that a Development Consent or Complying Development Certificate is in force with respect to the building, and
- in the case of a building erected pursuant to a Development Consent but not a Complying Development Certificate, that a Construction Certificate has been issued with respect to the plans and specifications for the building, and

- that the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia, and
- that such other matters as are required by the regulations to be complied with before such a Certificate may be issued have been complied with.

OCCUPATION CERTIFICATE FOR CHANGE OF USE OF BUILDING

An interim occupation certificate must not be issued to authorise a person to commence a new use in part of a building resulting from a change of building use of an existing building unless the certifying authority is satisfied:

- that a Development Consent or Complying Development Certificate is in force with respect to the change of building use, and
- that the part of the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia, and
- that such other requirements as are required by the regulations to be complied with before such a Certificate may be issued have been complied with.

A final occupation certificate must not be issued to authorise a person to commence a new use of a building resulting from a change of building use for an existing building unless the certifying authority is satisfied:

- that a Development Consent or Complying Development Certificate is in force with respect to the change of building use, and
- that the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia, and
- that such other matters as are required by the regulations to be complied with before such a Certificate may be issued have been complied with.

FIRE SAFETY CERTIFICATES (Class 2-9)

A final fire safety certificate or interim fire safety certificate is not required for a class 1a or class 10 building.

What is a final fire safety certificate?

A Final Fire Safety Certificate is a certificate issued by or on behalf of the owner of a building to the effect that each essential fire safety measure specified in the current Fire Safety Schedule for the building to which the certificate relates:

- has been assessed by a properly qualified person, and
- was found, when it was assessed, to be capable of performing to at least the standard required by the current Fire Safety Schedule for the building for which the Certificate is issued.

What is an interim fire safety certificate?

An Interim Fire Safety Certificate is a certificate issued by the owner of a building to the effect that each essential fire safety measure specified in the current Fire Safety Schedule for the part of the building to which the certificate relates:

- has been assessed by a properly qualified person, and
- was found, when it was assessed, to be capable of performing to at least the standard required by the current fire safety schedule for the building for which the certificate is issued.