



APPLICATION FOR AN OCCUPATION CERTIFICATE

Issued under the *Environmental Planning & Assessment Act 1979*
Sections 109C (1) (c) and 109H

Techton, BUILDING SERVICES
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Job No.: _____

Date Received: _____

An application for an Occupation Certificate is sought for: *tick appropriate boxes (see note 1)*

- Interim Certificate (not all works completed)
- Final Certificate (all works completed)
- Change of Building Use of an Existing Building
- Occupation/Use of a New Building
- Occupation Certificate for Place of Public Entertainment/Event

APPLICANT'S DETAILS

Name(s)

Address

Town

Postcode Phone

Fax Mobile

Email

PROPERTY DETAILS

Street

Locality

Lot No(s) DP No(s)

Sec No House No.

OWNER'S DETAILS

All Owner's Name(s)

Address

Town

Postcode Phone

Email

Signature

Name (Print)

Date

CONSENT DETAILS:

Development Consent No. Or Complying Development Certificate No.:

Date of Determination: (see note 2)

CONSTRUCTION CERTIFICATE DETAILS:

Construction Certificate No.:

Date of Issue:

BUILDING DETAILS

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

Whole/part of building

Use

BCA Class

New Existing

Attention: Applicant/Owner - Privacy Notification Form

The personal information that Techton is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ("the Act"). The information may only be made available through this or other relevant Acts and Regulations that may apply.

The intended recipients of the personal information are:

Officers within the Techton and agents or data service providers engaged by the Techton.

The supply of the information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Techton will be unable to process your application. Techton is collecting this personal information from you in order to process your application.

You may make application for access or amendment to information held by Techton. You may also make a request that Techton suppress your personal information from a public register. Techton will consider any such application in accordance with the Act. Enquiries concerning this matter can be addressed to the Information Service Department of Techton. Techton is to be regarded as the agency that holds the information.

Signed Applicant/Owner x.....

Dated.....

Note 1

There are two kinds of occupation certificates, as follows:

- a. 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,
- b. 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.

Note 2

1. Before **an occupation certificate** may be issued, the certifying authority must be satisfied that:
 - a. a development consent or complying development certificate is in force with respect to the building, and
 - b. a construction certificate has been issued with respect to the plans and specifications for the building.
2. **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. (subs (1B) insrt Act 95 of 2003 s 3 and Sch 1, opn 1 Mar 2004)
3. **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:
 - a. that a development consent or complying development certificate is in force with respect to the building, and
 - b. 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
 - c. that the partially completed building is suitable for occupation or use in accordance with its classification under the Building Code of Australia, and
 - d. 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.
4. **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:
 - a. that a development consent or complying development certificate is in force with respect to the change of building use, and
 - b. that the part of the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia, and
 - c. 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.
5. **A final occupation certificate** must not be issued to authorise a person to commence occupation or use of a new building unless the certifying authority is satisfied:
 - a. that a development consent or complying development certificate is in force with respect to the building, and
 - b. 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
 - c. that the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia, and
 - d. 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.
6. **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:
 - a. that a development consent or complying development certificate is in force with respect to the change of building use, and
 - b. that the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia, and
 - c. 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.

Note 3

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