

## OLD FILES

**Projects older than 5 years (but not preceding 2012)** since the issue of their *Interim Occupation Certificate*, or for any unfinished projects that have not had an inspection for 5 years or over; will be subject to additional fees if you wish to proceed.

- In order to issue an *Occupation certificate* a site inspection will need to be undertaken (or additional inspection if one undertaken previously). An additional site inspection is subject to current inspection fees. Additional Occupation Certificate (if an Interim has previously been issued, is subject to current additional certificate fees.
- if the project has been archived, additional fees are applicable to recreate the file;
- In most circumstances a new contract will need to be drawn between the certifier and the applicant, based on current regulations.
- Please note, original fees covered only the ONE final inspection and ONE occupation certificate. If you opted to have an *Interim Occupation Certificate*, this was issued in lieu of the Occupation Certificate.
- If any inspections have been missed previously, a building information certificate will be required to be provided from the applicant (obtained from local council) validating any unauthorised work on site, which will be excluded from the final certificate – a building information certificate is usually subject to your local council's fee schedule.
- The original fees paid at the time of accepting the quote, covered the insurance liability for a period of 10 years. If a project has remained inactive for a long period of time, the risk to the site such as changes in the building structure, or deterioration to the materials etc all impact the final sign off and responsibility the certifier is assuming for your site. The original quotation is provided with the mutual agreement that the development will be completed in a timely manner. Additional fees to accommodate the risk to insurance are applicable to the current pricing schedule.
- As this project has not been completed in a timely manner and as such is not already included in the current workload, it will not be considered a priority; and from the time all documentation has been provided to our office and an additional inspection undertaken, it may take at least 1-2 months to be finalised.
- Industry changes occurred 1<sup>st</sup> January 2021 mandating all applications need to be uploaded and processed via the NSW Planning Portal. Applications for Occupation Certificates are subject to these changes. If contacting our office to finalise a project, the portal application number will be required.
- In summary, if contacting our office to request your file is re-opened for assessment and issue of a certificate; you will be quoted as per the applicable fees; once payment has been made and your application and associated trade certificates uploaded to the portal, your file will be placed in the queue and a final inspection booked. Once the inspection has been undertaken, your file will be completely re-assessed and if everything is satisfactory, the certificate issued.

If wishing to finalise your property for the purpose of selling your home, a faster pathway is to contact your local council to finalise the project.

**For files proceeding 2012 it is recommended you pursue the pathway of your local council to finalise your project.**