



Application for an Occupation Certificate

Information for the applicant

- This form may be used to apply for:
 - a **whole occupation certificate** to authorise the commencement of occupation or use of a new building, or
 - a **partial occupation certificate** to authorise the commencement of occupation or use of a partially completed new building.
 - Once completed, submit this application form (with the accompanying certificates) to <https://www.planningportal.nsw.gov.au/>

SECTION A. Type of occupation certificate applied for (Tick one)

Part occupation certificate (previously known as Interim)

Whole occupation certificate

SECTION B. Details of the applicant*

*An application for an occupation certificate may only be made by a person who is eligible to appoint a Principal Certifier. An application may not be made by the person who will carry out the building work or subdivision work unless that person owns the land on which the work is to be carried out.

Mr Ms Mrs Dr Other:

First name

Family name

Company (if applicable)

ABN (if applicable)

Unit/Street no.

Street name

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email

SECTION C. Details of building

Unit/Street no.

Street name

Suburb or town

Postcode

Lot no.

Section

DP / SP no.

Volume/folio

Description of the building or part of building to which the application relates

If the application relates to a new use of the building or part of the building, also describe the new use.

Building classification under the Building Code of Australia, as identified by the development consent or Complying Development Certificate

Existing classification

New classification (if changed)

SECTION F. Delivery of the application

Applications must be lodged via the NSW Planning Portal <https://www.planningportal.nsw.gov.au/>

SECTION G. Signature of applicant(s)

Signature of applicant(s)

Name(s)

Date

SECTION H. Date of receipt of application

To be completed by the Principal Certifier **immediately** after receiving this Application.

This Application was received on

(insert date).

Standard information will be required prior to the issuance of an occupation certificate, the following lists regulatory requirements:

Provide the following certificates:

- Engineer for all structural elements (where applicable);
- Wet area waterproofing (from installer);
- Smoke detectors (from electrician);
- Termite protection (and affix sticker to meter box);
- Glazing certificate from manufacturer;
- Insulation (from installer);
- Survey certificate (from registered surveyor);
- Provide written confirmation and / or evidence indicating that all work has been completed in accordance with the BASIX commitments (i.e. the second column of the Basix certificate); **CAN USE TEMPLATE ON NEXT PAGE**
- Provide written confirmation that all work has been completed in accordance with the provisions of the Building Code of Australia; and **CAN USE TEMPLATE ON NEXT PAGE**

Please be advised that depending on your particular project further information may be requested in accordance with relevant conditions of the associated consent such as:

1. Landscape completion certificates;
2. Section 73 certificates;
3. Geotechnical reports;
4. Asbestos clearance certificates;
5. Hydraulic engineer's certificates;
6. Works as executed drawings;

NB – An occupation certificate (inclusive of part OC) can only be issued when the preconditions to development consent for occupation have been satisfied.

[copy and paste below to company letterhead if applicable]

Date: __/__/____

Confirmation of Compliance with BASIX Certificate and BCA Commitments

RE: Property Address

Lot/Number: _____

Street: _____

Suburb: _____

Builder/Owner Builder's declaration – Permit/Licence number _____

BASIX

This is to certify that all requirements of BASIX Assessment Certificate _____ dated _____ have been completed in accordance with the conditions and as outlined in the attached BASIX certificate compliance checklist.

Building Code of Australia

I certify that all work in relation to the above mentioned development application at the above mentioned address, has been completed in accordance with the provisions of the Building Code of Australia.

Signature of builder, or Owner Builder.