



# Application for an Occupation Certificate

OC Number: \_\_\_\_\_

If you want to occupy or use a new building, or change the use of an existing building, you need an occupation certificate before you can do so. You can use this form to apply to us for a certificate.

**To minimise delay in receiving a decision about your application, please ensure you submit all relevant information.**

To complete the form, please place a cross in the appropriate boxes  and complete the required sections.

## 1. Details of the person having the benefit of the development

NAME

Mr  Ms  Mrs  Dr  Other

First name

Family name

Company/organisation

ABN

STREET ADDRESS

Unit/street no.

Street name

Suburb or town

State

Postcode

POSTAL ADDRESS (or mark 'as above')

Suburb or town

State

Postcode

CONTACT DETAILS

Daytime telephone

Fax

Mobile

Email

## 2. Identify the land

Unit/street no. (or lot no. for Kosciuszko ski resorts)

Street or property name

Suburb, town or locality

Postcode

Local government area

Lot/DP or Lot/Section/DP or Lot/Strata no. <sup>(1)</sup> <sup>(2)</sup>

Please ensure that you put a slash (/) between lot, section, DP and strata numbers. If you have more than one piece of land, you will need to separate them with a comma eg 123/579, 162/2.

## 2. continued...

(1) Note: You can find the lot, section, DP or strata number on a map of the land or on the title documents for the land, if title was provided after 30 October 1983. If you have documents older than this, you will need to contact Land & Property Information (LPI), a division of the Department of Finance, Service and Innovation, for updated details.

(2) Note: If the subject land is located within the Kosciuszko ski resorts area, DP and strata numbers may not apply. Please contact the Office of Environment and Heritage - you will need to attach a copy of the registered lease boundary plan with your application.

## 3. Details of the development approvals granted

Is development consent required for the development?

No

Yes  ➤ Has development consent been granted after a development application was made?

Yes  ➤ What is the development application no.?

What date was development consent granted?

No  ➤ Has a complying development certificate been issued?

No

Yes  ➤ What is the complying development certificate no.?

What date was the certificate issued?

Has a construction certificate been issued for the building?

(A construction certificate is not needed if a complying development certificate has been issued.)

No

Yes  ➤ What is the construction certificate no.?

What date was the certificate issued?

## 4. Identify what you want to do

If you want to occupy or use a new building that is only partially completed, or change the use of part of an existing building, you need an **interim occupation certificate**.

If you want to occupy or use a new building that has been completed, or change the whole use of an existing building, you need a **final occupation certificate**.

Are you going to occupy or use a new building?

No

Yes  ➤ Is the building:

partially completed?

completed?

Are you going to change the use of an existing building?

No

Yes  ➤

Do you want to change:

the use of part of the building?

the whole use of the building?

## 5. Describe the building

If you are applying for an occupation certificate for part of a building, describe the part of the building:

For what purpose do you propose to use the building or part of the building?

For a new building:

What is the class of the building under the Building Code of Australia?  
(This information can be found in the development consent or complying development certificate.)

To change the use of an existing building:

What is the class of the existing building under the Building Code of Australia?  
(This information can be found in the development consent or complying development certificate.)

What is the new class of the building under the Building Code of Australia?  
(This information can be found in the development consent or complying development certificate.)

## 6. Information to be attached to the application

Please indicate the documents you have attached by placing a cross in the appropriate boxes :

- a copy of the development consent or the complying development certificate
- a copy of the construction certificate, where relevant
- a copy of the final fire safety certificate, where relevant
- a copy of the interim fire safety certificate, where relevant
- any other certificate or document on which you rely, eg a compliance certificate.

## 7. Signature/s

**The owner(s)\* of the land to be developed must sign the application.**

If you are not the owner\* of the land, you must have all the owners sign the application. If the land is Crown land, an authorised officer of the Department of Planning & Environment must sign the application.

As the owner(s) of the above property, I/we consent to this application:

Signature

Name

Date

Signature

Name

Date

\* Note: For applications within the Kosciuszko ski resorts area, the approval of the lessee rather than owner is required.

## 8. Privacy Policy

The information you provide in this application will enable us to assess your application under the *Environmental Planning and Assessment Act 1979*. If the information is not provided, your application may not be accepted. You have the right to access and have corrected information provided in your application. Please ensure that the information is accurate and advise us of any changes.

## 9. Contact details

### Alpine Resorts Team

Shop 5A, 19 Snowy River Avenue

PO Box 36, JINDABYNE NSW 2627

Telephone: 02 6456 1733

Email: [alpineresorts@planning.nsw.gov.au](mailto:alpineresorts@planning.nsw.gov.au)

### Head Office

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