



Application for Occupation Certificate

Part 4A Environmental Planning & Assessment Act 1979

<p>1. Person Completing the Form</p> <p>NOTE: The <u>OWNER</u> of the land must apply for an Occupation Certificate (Clause 149(2B) Environmental Planning and Assessment Regulation 2000)</p>	<p>Owners Name: <input style="width: 100%;" type="text"/></p> <p>Postal Address: <input style="width: 100%;" type="text"/> Post Code: <input style="width: 150px;" type="text"/></p> <p style="text-align: center;"><i>Your Certificate will be posted to the above address</i></p> <p>Phone: <input style="width: 150px;" type="text"/> Fax: <input style="width: 150px;" type="text"/></p> <p>Mobile: <input style="width: 150px;" type="text"/> Email: <input style="width: 150px;" type="text"/></p> <p>As the owner / s of the land to which this application relates, I / we consent to this application. I also give consent for authorised Council Officers to enter the land to carry out inspections.</p> <p>Owners Signature: <input style="width: 100%;" type="text"/></p> <p>Date: <input style="width: 150px;" type="text"/></p>
<p>1. Location of the land and the title description of the property</p>	<p>Unit No: <input style="width: 50px;" type="text"/> Street No: <input style="width: 50px;" type="text"/> Street: <input style="width: 150px;" type="text"/></p> <p>Town: <input style="width: 150px;" type="text"/> Site Area m²: <input style="width: 100px;" type="text"/></p> <p>Lot(s): <input style="width: 50px;" type="text"/> Section: <input style="width: 50px;" type="text"/> DP/SP <input style="width: 100px;" type="text"/></p> <p style="text-align: center;"><i>The above information is available from your Development Consent or Construction Certificate</i></p>
<p>2. Details of the original consent</p>	<p>Complying Development or Construction Certificate No: <input style="width: 150px;" type="text"/></p> <p>Date of Determination <input style="width: 100px;" type="text"/></p> <p>DESCRIPTION _____</p> <p>Building Code of Australia Building Classification: <input style="width: 100px;" type="text"/></p> <p style="text-align: center;"><i>The above information is available from your Development Consent or Construction Certificate</i></p>
<p>4. Describe what you propose to occupy</p>	<p>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. What are you applying for?</p> <p><input type="checkbox"/> Interim Occupation Certificate <input type="checkbox"/> Final Occupation Certificate</p> <p>Are you going to occupy or use a new building? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Do you propose to occupy part or the whole of the building? <input type="checkbox"/> part <input type="checkbox"/> whole</p> <p>If you are applying for an occupation certificate for part of a building, describe the part of the building and for what purpose you propose to use the part of the building</p> <p><input style="width: 100%; height: 20px;" type="text"/></p> <p>Are you going to change the use of an existing building? <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p>Do you propose to change the use for part or the whole building? <input type="checkbox"/> part <input type="checkbox"/> whole</p> <p>Describe what you propose to change the use to:</p> <p><input style="width: 100%; height: 20px;" type="text"/></p>

<p>5. Attachments</p>	<p>The following must accompany this application:</p> <ul style="list-style-type: none"> • Copy of Development Consent or Complying Development Certificate • Copy of Construction Certificate • Signed copy of Low Pressure Sewer Agreement (if applicable) • Copy of Final Fire Safety Certificate (if required by Schedule 1 of Construction Certificate) • Other Certificates e.g.... <ul style="list-style-type: none"> – Wet area – Internal Drainage Lines Works as Executed plan – Glazing – Insulation – Termite treatment – Temperature valve ...etc 		
<p>6. Privacy Policy</p>	<p>The information collected by Berrigan Shire Council will be used for the purpose of processing this application under the <i>Environmental Planning and Assessment Act 1979</i>. Personal Information collected by the Council will be treated as per the Council's Privacy Management Plan and the <i>Privacy and Public Information Protection Act 1998</i>. The Development Application lodged by you or information contained therein may be provided to members of the public in accordance with the provisions of the <i>Government Information (Public Access) Act 2009</i>. Supply of personal information is legally required and failure to supply could cause delay in your application.</p>		
<p>7. How to lodge your application</p>	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <p>Applications should be addressed to: The General Manager Berrigan Shire Council</p> <p>Mail/Personal Delivery: 56 Chanter Street BERRIGAN NSW 2712</p> </td> <td style="vertical-align: top; padding-left: 20px;"> <p>How to Contact Us: Phone: (03) 5888 5100 Fax: (03) 5885 2092 Email: mail@berriganshire.nsw.gov.au</p> </td> </tr> </table>	<p>Applications should be addressed to: The General Manager Berrigan Shire Council</p> <p>Mail/Personal Delivery: 56 Chanter Street BERRIGAN NSW 2712</p>	<p>How to Contact Us: Phone: (03) 5888 5100 Fax: (03) 5885 2092 Email: mail@berriganshire.nsw.gov.au</p>
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