

OCCUPATION CERTIFICATE APPLICATION

Issued under the Environmental Planning and Assessment Act 1979, Section 109C

Application No: _____

Section 1 Type of Application being applied for (Tick the relevant box)

- | | |
|--|---|
| <input type="checkbox"/> DA/CDC Approval Issue Date Before 01.12.2019 | <input type="checkbox"/> DA/CDC Approval Issue Date After 01.12.2019 |
| <input type="checkbox"/> Interim | <input type="checkbox"/> Whole (new Building) |
| <input type="checkbox"/> Final | <input type="checkbox"/> Partial (new Building) |
| | <input type="checkbox"/> Part (Existing Building) |

Section 2 Subject Land (details of land where development is proposed)

Owner/s _____

Lot No _____ Deposited Plan No _____

Section _____ Strata Plan No _____

Street Number _____ Property Name _____

Street/Road _____

Town _____

Section 3 Applicant Details (The applicant must be the property owner or the person having the benefit of the development consent. A building contractor however cannot be the applicant unless the contractor is the owner of the property)

Name _____

Company Name
(if applicable) _____

Email Address _____

Mobile Number _____ Phone Number _____

Postal Address _____

Applicant/s Signature _____ Date _____

Capacity (owner, builder, architect, etc) _____

If you wish to receive documentation as a hard copy please tick the box, alternatively all documentation will be forwarded to you via the nominated email address above.

Note: C/- Address will not be accepted. Applicant's postal address must be given

Section 4 Details of Work and Approval (where in force)

DA/CDC Number _____ Approval Date _____

CC Number _____ Approval Date _____

Description of the building to which the application relates _____

Change of building use (existing building) Occupation/use of a new building

Is the application for whole or part of the building? (see Note 2 - please tick applicable box) Whole Part of a building or partially of a completed building

If you ticked 'Part' or 'Partially' please provide a description of the part of the building to which this application applies _____

Building Code of Australia (BCA) classification of the building (Note: the building classification must be the same as that specified in the Construction Certificate or Complying Development Certificate).

Existing BCA Classification _____ New BCA Classification _____

With the exception of a final inspection, have all mandatory critical stage inspections been carried out by Council (see list of inspections in the letter confirming Council's appointments as the principal certifying authority).

Yes No (If no, you may not be entitled to an occupation certificate - contact Council for further information)

Documents to be provided with Applications

You must attach a copy of the following documents when submitting the application (Please tick all applicable boxes below)

- Application Form
- Development Consent or Complying Development Certificate
- Construction Certificate (where relevant)
- A Final Fire Safety Certificate or Interim Fire Safety Certificate (where relevant - see Note 3 and Note 5)
- Other Certificates relied on (ie Compliance Certificate)
- A copy of a BASIX Certificate (energy and water efficiency certificate) for the development if required by the development consent or complying development certificate.
- Contract for Certification Work (see Note 4)
- Plans and Documents listed in matrix

Conflict of Interest

To ensure transparency in Council's decision making process and to avoid potential conflicts of interest applicants are to make a declaration as to whether they are a Council employee or Councilor or are related to a Council employee or Councilor.

I am an employee/Councilor or relative of an employee/Councilor of Coonamble Shire Council

- No Yes (if yes state relationship) _____

I declare that all the information I have provided is true and correct.

Applicant Name _____

Applicant Signature _____ Date _____

Notes

- Note 1** Before an Occupation Certificate may be issued by Council, the following conditions must be met:
- Council must have been appointed as the Principal Certifier;
 - a Development Consent or Complying Development Certificate must be in force with respect to the building; and
 - a Construction Certificate must have been issued (where a Development Consent has been issued) with respect to the plans and specifications for the building.
- Note2** An occupation certificate (OC) confirms that the completed building work accords with the development consent, including prerequisites and conditions. An OC also confirms that the building (or part of the building) is suitable for occupation or use in accordance with its classification under the Building Code of Australia.
- Prior to issuing an OC, a development consent, construction certificate, or a complying development certificate, must have been issued for the development.
- When issued, an OC is taken to be part of the development consent.
- An OC must be issued before commencing the following activities:
- the occupation or use of a whole or any part of a new building, including parts of partially completed new buildings;
 - the change of building use of the whole or any part of an existing building.
- Under Clause 156A of the Environmental Planning and Assessment Regulation 2000, an occupation certificate that is issued for the first completed stage of a partially completed building (the 'partial occupation certificate') is subject to a condition that an occupation certificate must be obtained for the whole of the building within 5 years after the partial occupation certificate is issued.
- Note3:** A Final Fire Safety Certificate is a certificate issued or on behalf on by or on behalf of the owner of a building to the effect that each essential fire safety measure specified in the current Fire Safety Schedule for the building to which the certificate relates:
- has been assessed by a properly qualified person; and
 - was found, when it was assessed, to be capable of performing to at least the standard required by the current Fire Safety Schedule for the building for which the certificate is issued.
- An Interim Fire Safety Certificate is a certificate issued by or on behalf of the owner of a building to the effect that each essential fire safety measure specified in the current Fire Safety Schedule for the part of the building to which the certificate relates:
- has been assessed by a properly qualified person; and
 - was found, when it was assessed, to be capable of performing to at least the standard required by the current Fire Safety Schedule for the building for which the certificate is issued.
- Note4** The Building Professionals Act 2005 (NSW) says the City must not carry out certification work for a person, such as accepting an appointment to be the Principal Certifier or to issue an Occupation Certificate, unless it has entered into a written contract with that person.
- If you have not already entered into a contract with Council, such as at the time of lodging a construction certificate or complying development certificate application, you must complete and sign a Contract for Certification Work and attach it to this application.
- Note: Your application cannot be processed until you attach a signed Contract for Certification Work. When the application together with the Contract is lodged, the Contract will be executed (signed by an authorised officer of Council) and a copy will be forwarded to you for your records*
- Note5** Where the works include the installation, modification or extension of a **relevant fire safety system**¹ in a multi-unit residential/hotel (BCA, Class 2 and 3) building, the City must notify Fire and Rescue NSW of the application and give FRNSW the opportunity to consider inspecting and assessing the fire safety system works before an occupation certificate can be issued. FRNSW has 10 days (from the date of notification) to inspect the building/works and issue a report regarding the fire safety systems. If a report is issued the City must consider it before issuing an occupation certificate.
- ¹ **relevant fire safety system** means any of the following:
- a hydraulic fire safety system (fire sprinkler suppression system; hydrant; hose reel);
 - a fire detection and alarm system;
 - a mechanical ducted smoke control system.
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