

Occupation Certificate

Section 6.9 of the Environment Planning & Assessment Act 1979

Application Number _____

Before an Occupation Certificate can be issued, Council must be satisfied that:

- A Development Consent or Complying Development Certificate is in force
- A Construction Certificate has been issued
- You must attach the final or interim Fire Safety Certificate unless this is for a class 1a or class 10 building
- You must attach other outstanding certificates as required

Type of Certificate

<input type="checkbox"/> Final Certificate	
<input type="checkbox"/> Occupation / use of a new building	<input type="checkbox"/> Change of building use of an existing building

Applicant Details

Please only complete **either** Section A - Private or Section B - Company

Section A - Applicant Details - Private

Ms/Mr/Mrs/Other (please state)		Family Name		Given Name	
No.	Street		Suburb		Postcode
Mailing Address (if different)					
Tel 1 (Home/Work/Mobile)			Tel 2 (Home/Work/Mobile)		
Email			Fax (Home/Work)		

OR Section B - Applicant Details - Company

Company Name (if applicable)	
Mailing Address	
Contact Person	
Tel 1 (Work/Mobile)	Tel 2 (Work/Mobile)
Email	Fax (Home/Work)

Property Details

Lot No/s		Section	DP/SP Number
Unit No.	Street No.	Street	
Suburb			Postcode

Privacy Statement

The personal information provided on this form (including your name and other details) will be handled in accordance with the *Privacy and Personal Information Protection Act 1998* and may be available to the public under various legislation. Refer also to the Privacy Statement on Council's website

Eastgardens Customer Service Centre

152 Bunnerong Road
Eastgardens NSW 2036, Australia
ABN 80 690 785 443 Branch 004
DX 4108 Maroubra Junction

Rockdale Customer Service Centre

444-446 Princes Highway
Rockdale NSW 2216, Australia
ABN 80 690 785 443 Branch 003
DX 25308 Rockdale

T 1300 581 299

F 02 9562 1777

E council@bayside.nsw.gov.au

W www.bayside.nsw.gov.au

Postal address: PO Box 21
Rockdale NSW 2216



Applicant's Signature

Signature _____	Date ____ / ____ / ____
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Owner's Consent

I/we consent to the making of this application

Full Name	Full Name	Full Name
Address	Address	Address
Signature	Signature	Signature
Date ____ / ____ / ____	Date ____ / ____ / ____	Date ____ / ____ / ____

Access Details

Name	Phone
Access Instructions (if any)	

Development Details

Why are you applying for this certificate?

- ☐ To enable occupation of a new building, or new additions to an existing building
 How was the building authorised?
 DA Consent No. _____ Date _____ Issued by _____
 Const Cert No. _____
 or
 Complying Cert No. _____
- ☐ To enable a change of use to an existing building
 How was the change of use authorised?
 DA Consent No. _____ Date _____ Issued by _____
 or
 Date of State Environmental Planning Policy no. 4 approval _____

What type of building is it?

- ☐ Dwelling ☐ Outbuilding
☐ Factory ☐ Shop ☐ Office ☐ Institution ☐ Warehouse
☐ Residential Flat
☐ Other

(Please note a Fire Safety Certificate must be supplied for all applications except for Dwellings and Outbuildings)

Is this an interim or final certificate?

- ☐ Interim ☐ Final

Has a final already been issued?

- ☐ Yes ☐ No If yes, Certificate No. Date

Do you want a Certificate for all of the Building?

- ☐ Yes (all of the building) ☐ No, just part. Which Part?

What is the total floor area for which the certificate will be issued?

Are you applying for a staged occupancy?

- ☐ Yes ☐ No If yes, which stage?

Have all conditions of the development consent been satisfied?

- ☐ Yes ☐ No

Are you applying for a security or bank guarantee, footpath damage deposit or any other security deposit to be released?

- ☐ Yes ☐ No

Have you discussed this application with a Council officer?

- ☐ Yes ☐ No If yes, Who was it?

Declaration

I apply for an Occupation Certificate for the building referred to in this application. I declare that all the information given is true and correct.

Applicant's Signature: Date:

Office Use Only	Amount:	Date:	Receipt:
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