

# Occupation Certificate Application Form

Document Number:



## Section 6.9 of the Environment Planning & Assessment Act 1979

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

## Associated Development

DA/CDC Number	____/____	Date of Determination	____/____/____
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## Applicant Details: Please only complete **either** Section A – Private OR Section B - Company

### Section A – Applicant Details - Private

Ms/Mr/Mrs/ Other (please circle)	Given Name(s)		Surname	
Street Address				
Mailing Address (if different)				
Daytime Telephone No. (Home/Work)			Mobile No.	
Email Address			Fax No. (Home/Work)	

OR

## Applicant Details: Please only complete **either** Section A – Private OR Section B - Company

### Section B – Applicant Details - Company

Company Name (if applicable)				
Street Address				
Mailing Address (if different)				
Contact Person				
Daytime Telephone No. (Home/Work)			Mobile No.	
Email Address			Fax No. (Home/Work)	

## Property Details

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

## Applicant's Signature

Applicant's Signature		Date	____/____/____
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### 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.

### Postal address

PO Box 21, Rockdale NSW 2216  
ABN 80 690 785 443

### Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale  
Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

E [council@bayside.nsw.gov.au](mailto:council@bayside.nsw.gov.au)

W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

T 1300 581 299 | 02 9562 1666

Telephone Interpreter Services: 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمه الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

Owner's Consent			
I/We consent to the making of this application			
Owner(s) Surname 1		Given Name(s)	
Property Owner's Signature		Date	___ / ___ / ____
Owner(s) Surname 2		Given Name(s)	
Property Owner's Signature		Date	___ / ___ / ____
Owner(s) Surname 3		Given Name(s)	
Property Owner's Signature		Date	___ / ___ / ____

Access Details	
Name	Phone No.
Access Instructions (if any)	

Development Details				
Why are you applying for this certificate?				
<input type="checkbox"/>	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.		Date	___ / ___ / ____	Issued By
<b>OR</b>				
Complying Cert No		Date	___ / ___ / ____	Issued By
<input type="checkbox"/>	To enable a change of use to an existing building			
How was the change of use authorised?				
DA Consent No.		Date	___ / ___ / ____	Issued By
<b>OR</b>				
Date of State Environmental Planning Policy No. 4 approval			___ / ___ / ____	

Building Details				
What type of Building is it?				
<input type="checkbox"/>	Dwelling	<input type="checkbox"/>	Outbuilding	<input type="checkbox"/>
<input type="checkbox"/>	Institution	<input type="checkbox"/>	Warehouse	<input type="checkbox"/>
<input type="checkbox"/>	Factory	<input type="checkbox"/>	Shop	<input type="checkbox"/>
<input type="checkbox"/>	Office	<input type="checkbox"/>	Residential Flat	<input type="checkbox"/>
<input type="checkbox"/>	Other			
<b>Please note:</b> a Fire Safety Certificate must be applied for all applications except for Dwellings and Outbuildings				

Certificate Details				
Is this an Interim or Final Certificate?				
<input type="checkbox"/>	Interim	<input type="checkbox"/>	Final	
Has a Final already been issued?				
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If yes, Certificate No.
<input type="checkbox"/>	Yes (all of the building)	<input type="checkbox"/>	No, just part	Which part?
What is the total floor area for which the certificate will be issued?				

**Certificate Details Cont.**

Are you applying for a Staged Occupancy?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If yes, which stage?	
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Have all conditions of the Development Consent been satisfied?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Are you applying for a Security or Bank Guarantee, Footpath Damage Deposit or any other security deposit to be released?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Have you discussed this application with a Council Officer?

**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	___ / ___ / _____
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<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	If yes, who was it?	
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**Payment Details**

Office use Only	\$	Date	Receipt No
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