



Waratah Certifiers

Building Approvals & Consultancy Services

(OFFICE USE: Date Received:

OC Number:)

Information for the applicant

- This form may be used to apply for:
 - a **final occupation certificate (OC)** to authorise the commencement of occupation or use of a new building, or
 - an **interim occupation certificate** to authorise the commencement of occupation or use of a partially completed new building.

Once completed, submit this application form to the principal certifying authority (PCA) you have appointed for the development if you want to occupy or use a new building

1. Type of occupation certificate applied for (Tick one)

Interim occupation certificate

Final occupation certificate

2. Details of the applicant

Mr Ms Mrs Dr Other

First name

Family name/Trading name of Company

Flat/street no./property name

Street name / Post office box no.

Suburb or town

State

Postcode

Daytime phone

Fax

Mobile

Email

3. Details of Building

Flat/street no./property name

Street name

Suburb or town

Postcode

Lot no.

Section

DP no.

Volume/folio

4. Description of the building or part of building to which the application relates

For a new building:

What is the class of the building under the Building Code of Australia?

5. 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?

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, e.g. a compliance certificate.

6. Privacy Policy

The information you provide in this application will enable your application to be assessed by the certifying authority. If the information is not provided, your application may not be accepted. Please contact the council if the information you have provided in your application is incorrect or changes.

Information provided with this application will be kept on public record at the local Council.

7. Signatures

One owner of the land being developed must sign the application (or a person with the benefit of the development consent).

If you are not the owner of the land, you must ask the owners of the land to sign the application. If the land is Crown land, an officer of the Department of Land and Water Conservation must sign the application. If signed on behalf of a body corporate or company, a director must sign this section.

Signature of owner

Name

Date

Signature of owner

Name

Date

The applicant, or the applicant's agent, must sign the application.

Signature

Name, if you are not the applicant

Date

In what capacity are you signing if you are not the applicant?