

# APPLICATION FOR AN OCCUPATION CERTIFICATE

## About this form

This form may be used to apply for :

- an occupation certificate to authorise the commencement of occupation or use of a new building or for change of use to an existing dwelling  
or
- a part occupation certificate to authorise the commencement of occupation or use of a part of a completed building.

Once you have completed this form, please submit application form to Council, accompanied with the fee (as listed in Council's Fees and Charges).

## Property description

House / unit no.	Lot:	Section:	DP / SP:
Street:			
Suburb:			

## Type of Occupation Certificate applied for (please tick one)

Occupation Certificate

Part Occupation Certificate

## Description of the building or part of building to which the application relates

If the application relates to a new use of the building or part of the building, also describe the new use.

## Consent information

Construction Certificate reference number: \_\_\_\_\_ / \_\_\_\_\_

Complying Development Certificate reference number: \_\_\_\_\_ / \_\_\_\_\_

## Building classification under the Building Code of Australia as identified by the complying development certificate

Existing classification _____	New classification (if changed) _____
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## Attachments relating to the proposed development

Applicants must provide the documents listed below that are relevant to the type of development that is proposed. Please confirm that documents relating to the requirements below have been attached by placing a cross (X) in the appropriate box(s).

- Development Consent / Complying Development Certificate
- Construction Certificate
- Compliance Certificate
- Fire Safety Certificate
- BASIX Certificate for the development

## Performance solution

Does the development (see note below) involve a solution under the Building Code of Australia (“BCA”) in respect of a fire safety requirement?

- No
- Yes - If yes, provide either or both of the following from a “fire safety engineer” (a private accredited certifier holding Category C10 accreditation):
  - (a) A compliance certificate (as referred to in s. 6.16 EP&A Act) that certifies that building work relating to a solution that was the subject of a compliance certificate or report under clause or 144A(a) EP&A Regulation (the first certificate or report) has been completed and complies with that solution.
  - (b) A written report that includes a statement that the building work relating to the solution that was the subject of the first certificate or report has been completed and is consistent with that alternative solution.

**Note:** The above requirement only applies to building work in respect of:

- (a) a class 9a building that is proposed to have a total floor area of 2000 square metres or more
- (b) any building (other than a class 9a building) that is proposed to have:
  - (i) a fire compartment with a total floor area of more than 2000 square metres or
  - (ii) a total floor area of more than 6000 square metres that involves a solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA.

## Residential flat development

Does the application relate to a residential flat development for which the development application was required under Clause 50(1A) of the EP&A Regulation to be accompanied by a design verification from a qualified designer?

- No
- Yes - If yes, provide a statement from a qualified designer which verifies that the residential flat development achieves the design quality of the development as shown in the plans and specifications on which the construction certificate was issued, having regard to the design quality principles set out in Part 2 of State Environmental Planning Policy No. 65- Design Quality of Residential Flat Development\_(SEPP No. 65)

**Note:** If the development application was also required to be accompanied by a BASIX certificate with respect to any building, the statement need not verify the design quality principles set out in SEPP No. 65 to the extent to which they aim to :

- (a) reduce consumption of mains-supplied potable water, or reduce emissions of greenhouse gases, in the use of the building or in the use of the land on which the building is situated, or
- (b) improve the thermal performance of the building.

## List of documents

Prepare and attach a list of all of the documents as listed within the above section titled **Attachments relating to the proposed development**.

## Submission of this application

Applications for occupation certificates must be delivered by hand, by post or transmitted electronically to the principal office of the certifying authority. Applications **may not** be sent by fax.

## Checklist for Occupation Certificate Applications

The following checklist has been provided to assist you in your application for an Occupation Certificate. It is advised that this list is just a guide and does not guarantee the issue of an Occupation Certificate in every case.

- Read your approval (Development Consent, Construction Certificate and/or Complying Development Certificate) to understand what conditions require compliance.
- Is your development consistent with the approved plans? If not, let us know as soon as possible to establish whether a modification application is required.
- If you have a fire safety schedule, are all the fire safety measures consistent with the schedule (e.g. type, standard, location)? If not, let us know as we will develop a new fire safety schedule for you.
- Have you missed any of the required inspections? If you have, let us know as you will need to provide information confirming the compliance level of the building works subject of the missed inspection.
- Have you fully completed your Occupation Certificate application form?
- Have you complied with all requirements detailed in your inspection results? If you are missing any of your inspection results or need assistance with any of the results, let us know.
- If you are committed to efficiency requirements in a BASIX report, have you implemented all of these requirements in full compliance with these commitments? If not you will have to either install these measures in compliance with the report or obtain a new BASIX report.
- If required to submit a Section 73 Certificate from Sydney Water? If so, have you obtained this and submitted this certificate to Council?

### Final inspection checklist

- Is your site ready for a final inspection? e.g. are floor coverings installed to permit balustrade height assessments, are the downpipes connected, are the smoke alarms fitted and working, are all the BASIX measures installed, is the termite sticker installed in the meter box?
- Do you have all the certificates ready for the inspector?
- Is access provided to all the development? We may need to get into the roof space, below the house, etc.
- If you need to be on site, will you be on site when the inspector arrives? If not, please advise Council's Customer Service Team when booking your inspection.
- Is your development complete? Please note that re-inspections may incur a re-inspection fee if your development is not complete at the final inspection. If unsure, let us know before arranging the final inspection.
- Will any dogs or other hazards be isolated from where the inspection will take place?
- Have you arranged for your final inspection? Contact Council's Customer Service Team on 9725-0222 to arrange your inspection.

## More information

For more information, please contact Council's Duty Officer between 8:30am and 4:30pm at Fairfield City Council's Administration Centre or by telephone 9725 0222.

## Statement of compliance with the conditions of development consent

In accordance with Section 6.10 of the Environmental Planning and Assessment Act 1979, an Occupation Certificate cannot be issued unless any preconditions to the issue of the occupation certificate are complied with. Council, in its role as the appointed Principal Certifying Authority will seek the following information in order to properly assess your application for an occupation certificate.

- Completed Occupation Certificate application form.
- All certificates, reports, plans and other evidence required by the Development Consent Conditions.
- Any information, reports, plans, surveys etc required in inspection results.
- Final Fire safety certificate (if applicable).
- BASIX Completion certificate (if applicable).

I, \_\_\_\_\_, being the person having benefit of the Development Consent or Complying Development Certificate have complied with all preconditions to the issue of an occupation certificate. I acknowledge that failure to comply with the conditions of approval may result Council being unable to issue an occupation certificate for this development. I also state the following:

1. The development is not inconsistent with the approved plans.
2. The development was compliant with the approval and associated conditions during construction.
3. All documents, reports, certificates and other evidence required by either the consent or inspection results have been provided to Council.
4. I have adhered to my responsibilities detailed in the "contract for undertaking certification work" (where applicable).

<b>Name (please print)</b>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;"><b>Signature</b></td> <td style="width: 30%; border: none; text-align: right;"><b>Date</b></td> </tr> </table>	<b>Signature</b>	<b>Date</b>
<b>Signature</b>	<b>Date</b>	

## Applicant

<b>Title:</b>	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other .....		
<b>Name:</b>			
<b>Company (if applicable):</b>			
<b>Address:</b>			
	Postcode:		
<b>Contact details:</b>	Home:		Mobile:
	Work:		Fax:
<b>E-mail:</b>			
<b>Signature:</b>			
	Date:		

## Fairfield City Council Use Only

### Receipting information :

Occupation Certificate Application Fee - Class 1 and 10	\$	Receipt No:	Date:
Occupation Certificate Application Fee - Class 2 - 9	\$	Receipt No:	Date:

Application processed by  
**(Customer Service Officer)** \_\_\_\_\_  
(name / date)