

All communications to be addressed to:

The General Manager
Cobar Shire Council
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APPLICATION FOR OCCUPATION CERTIFICATE

Environmental Planning & Assessment Act 1979, Section 6.9 – 6.11

INFORMATION TO APPLICANT

An application for an occupation certificate may only be made by a person who is eligible to appoint a PCA for the development. An application may not be made by the person who will carry out the building work or subdivision work unless that person owns the land on which the work is to be carried out.

This form may be used to apply for:

- a **final occupation certificate** 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).

OFFICE USE ONLY

Development Application No.

Date lodged

SECTION A. Details of the Applicant

Mr Ms Mrs Dr Other:

First Name

Family Name

Company (if applicable)

ABN (if applicable)

Unit/Street No.

Street Name

Suburb or Town

State

Postcode

Daytime Telephone

Fax

Mobile

Email

SECTION B. Property Details

Unit/Street No. <input type="text"/>	Street Name <input type="text"/>		
Suburb or Town <input type="text"/>		State <input type="text"/>	Postcode <input type="text"/>
Lot No. <input type="text"/>	Section <input type="text"/>		
DP / SP No. <input type="text"/>	Volume/Folio <input type="text"/>		

SECTION C. Description of the Building or Part Building to which the Application Relates

<input type="text"/>
<input type="text"/>
<input type="text"/>

SECTION D. Building Classification under the Building Code of Australia

Existing Classification <input type="text"/>	New Classification (if changed) <input type="text"/>
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SECTION E. Attachments Relating to the Proposed Development

1. Applicant must provide the following documents

- a copy of the relevant Development Consent or Complying Development Certificate
- a copy of any relevant Construction Certificate
- a copy of any relevant Fire Safety Certificate
- a copy of any relevant Compliance Certificate
- a copy of any relevant construction certificate
- a copy of any relevant BASIX Certificate

2. Does the development involve an alternative solution under the Building Code of Australia (BCA) in respect of a fire safety requirement?

- YES NO

If Yes – provide:

- (a) A compliance certificate (as referred to in div. 6.5 EP&A Act) that certifies that building work relating to an alternative 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 alternative solution.
- (b) A written report that includes a statement that the building work relating to the alternative 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 an alternative 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.

3. 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?

YES NO

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

- 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
- improve the thermal performance of the building.

SECTION F. List of Documents

Prepare and attach a list of all of the documents provided under SECTION F.

SECTION G. Delivery of the 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.

SECTION J. Signature of Applicant(s)

Signature of Applicant(s)

Name(s)

Date

If information is missing or incomplete the application may not be valid and if so may be returned to you without processing. Complete and competent applications will ensure prompt attention from assessment staff. Written notification of the determination of your application will be forwarded to you by mail.

OFFICE USE ONLY – Receipting of Fees

Occupation Certificate Fee (Final) \$ <input type="text"/>	Fee Type OCCU 91631	Receipt No. <input type="text"/>	GST Applicable
Occupation Certificate Fee (Interim) \$ <input type="text"/>	Fee Type OCCU 91631	Receipt No. <input type="text"/>	GST – Not Applicable
TOTAL \$ <input type="text"/>	DATE PAID <input type="text"/>		