



Made under the provisions of the Environmental Planning and Assessment Act 1979

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|--|---|--|------------------------|--------------------------|
| If you need help lodging your form, contact us | | Office use only | | |
| Email | council@northernbeaches.nsw.gov.au | Form ID | 2023 | |
| Phone | 1300 434 434 | TRIM Ref | C001553 | |
| Customer Service Centres | Manly Townhall, 1 Belgrave Street Manly NSW 2095 | Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099 | Last Updated | July 2020 |
| | Mona Vale 1 Park Street Mona Vale NSW 2103 | Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107 | Business Unit | Environmental Compliance |
| | | | Application No. | |
| | | | Receipt No. | |

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| Privacy Protection Notice | |
| Purpose of collection: | For Council to provide services to the community |
| Intended recipients: | Northern Beaches Council staff |
| Supply: | If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek |
| Access/Correction: | Please contact Customer Service on 1300 434 434 to access or correct your personal information |

Part 1: Type of Certificate Required

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| <p>Interim Occupation Certificate (fee only applicable to 01/09/2019) If you want to occupy or use a new building that is only partially completed, or change the use of part of an existing building.</p> |
| <p>Final Occupation Certificate If you want to occupy or use a new building that has been completed, or change the whole use of an existing building</p> |

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| <p>Important Information If you want to occupy or use a new building, or change the use of an existing building, you need an occupation certificate before you can do so. You can use this form to apply for an occupation certificate. To complete the form, please place a tick in the relevant boxes and fill out the relevant sections. To minimise delay in receiving a decision about your application, please ensure you submit all relevant information</p> |
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Part 2: Site Details

| | | | |
|--------------------------|--|-----------------|--|
| ADDRESS | | | |
| Unit/House number | | | |
| Street | | | |
| Suburb | | Postcode | |
| Lot+DP/SP number | | | |
| Name of building | | | |
| Area of site | | | |

Part 3: Applicant Details

Note: An application may only be made by a person who is eligible to appoint a Principal Certifier (PC). An application may not be made by the person who will carry out the building work unless that person owns the land on which the work is to be carried out.

| | | | |
|---|--|----------------|--|
| Title | | | |
| Given Names | | | |
| Family Name | | | |
| OR | | | |
| Organisation Name | | | |
| ACN Number | | | |
| Address | | | |
| Suburb | | Postcode | |
| Private Phone | | Business phone | |
| Mobile Phone | | | |
| Email | | | |
| Contact Person | | | |
| Signature | | | |
| PERSON WHO MAY BE CONTACTED TO DISCUSS THE APPLICATION DURING BUSINESS HOURS. | | | |

It is important that we are able to contact you if we need more information. Please give us as much detail as possible. Council will deal only with the nominated applicant in the event of any query or communication regarding this application. Please note that information provided will be public information.

| | | | |
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| Owners Consent | | | |
| As the owner(s) of the property, I/we give consent to this application & permit authorised Council personnel to inspect the property | | | |
| Title | | | |
| Given Names | | | |
| Family Name | | | |
| Organisation Name | | | |
| Address | | | |
| ABN Number | | Home Number | |
| Business phone | | Mobile phone | |
| Email | | | |
| Signature | | | |

| Owners Consent Continued | |
|---|--|
| <p>Company / Organisation If the owner is a company, owners consent is to be provided in one or more of the following ways:</p> <ul style="list-style-type: none"> • Execution of owners Consent Form (or other documentation to the same effect) in accordance with section 127(1) of the Corporation Act 2001. • Common Seal affixed to, and execution of owners consent form or other document in the same effect in accordance with section 127(2) of the Corporation Act 2001. • Together with an up to date ASIC Company extract and other relevant supporting documents <p>Strata Title / Owner's Corporation If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided:</p> <ul style="list-style-type: none"> • The common seal of the owner's corporation must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the owner's corporation or the appointed managing agent. • A letter of consent to lodge an Occupation Certificate Application on strata management letterhead. • Minutes signed by the Owner's Corporation, clearly stating the words "Supported for lodgement of an Occupation Certificate Application". | <p>New owner(s) If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:</p> <ul style="list-style-type: none"> • A copy of the Certificate of Title. • A letter from your solicitor confirming settlement. • Previous owner(s) to provide owner(s) consent. <p>Signing on owner(s) behalf If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc.).</p> <p>Joint wall / Fence When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).</p> |

Part 4: Details of the Development Approvals granted

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| Development Application Number | | Date of Determination | |
| Modification Application Number | | Date of Determination | |
| Complying Development Certificate Number | | Date of Determination | |
| Construction Certificate Number | | Date of Issue | |

Part 5: Description of the Building or part of the 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.

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| <input type="radio"/> Whole of building |
| <input type="radio"/> Part of a building, describe the part of the building: |
| |
| |
| For what purpose do you propose to use the building or part of the building? |
| |
| |

Part 6: Building Classification under Building Code of Australia, as identified by the development consent.

| | |
|---|--|
| FOR A NEW BUILDING | |
| What is the class of the building under the Building Code of Australia? (This can be found in the development consent or complying development certificate) | |
| TO CHANGE THE USE OF AN EXISTING BUILDING | |
| What is the class of the existing building under the Building Code of Australia? | |
| What is the new class of the existing building under the Building Code of Australia? (This can be found in the development consent or complying development certificate) | |

Part 7: Documents Required relating to the development

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| Please indicate the documents you have attached by placing a tick in the appropriate boxes: |
| <input type="radio"/> A copy of the development consent or the complying development certificate. |
| <input type="radio"/> A copy of the construction certificate (where relevant). |
| <input type="radio"/> A copy of the final fire safety certificate (where relevant), (not required for class 1a or 10 buildings). |
| <input type="radio"/> A copy of the interim fire safety certificate (where relevant), (not required for class 1a or 10 buildings). |
| <input type="radio"/> Any other certificate or document on which you rely, e.g. a compliance certificate. |
| <input type="radio"/> Fees and Charges – selected the correct fee. |

Part 8: Fees to Accompany this Application

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| The fee for this application if not previously paid, is available on Council's website or otherwise by contacting Council's Customer Services. |
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Notes

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| <p>1. Before an occupation certificate may be issued, the certifying authority must be satisfied that: A development consent or a complying development certificate is in force with respect to the building, and A construction certificate has been issued with respect to the plans and specifications for the building.</p> <p>2. A final fire safety certificate or interim fire safety certificate is not required for a Class 1a or Class 10a building.</p> <p>3. For the purposes of notifying a council under Clause 79L(2) of the regulation of the determination of an application, an accredited certifier must forward all sections of this form, including all attachments, to the relevant council where they have not been previously forwarded to Council.</p> <p>Where the development involves an Alternative Solution under the Building Code of Australia (BCA) in respect of a fire safety requirement: Provide either or both of the following from a "fire safety engineer" (a private accredited certifier holding Category C10 accreditation): A compliance certificate (as referred to in S4.65 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 144A(a) EP&A Regulation – (the first certificate or report) has been completed and complies with that alternative solution. 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.</p> <p>Note: The above requirement only applies to the 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 : A fire compartment with a total floor area of more than 2000 square metres; or 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.</p> <p>Where the application relates to a residential flat development for which the development application was required under Clause 50(1) of the EP&A Regulation to be accompanied by a design verification from a qualified designer 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)</p> <p>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:</p> <ul style="list-style-type: none">• 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 |
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ACCORDING TO PROCEDURES**

| CREDIT CARD DETAILS | | | |
|---------------------|----------------------------------|----------------------------|--|
| Please charge my | <input type="radio"/> Mastercard | <input type="radio"/> Visa | <input type="radio"/> American Express |
| Amount | \$ | | |

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|-------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Name as appears on card | | | | | | | | | | | | | | |
| Card Number | | | | | | | | | | | | | | |
| Expiry Date | | | | | | | | | | | | | | |

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|----------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Signature | | | | | | | | | | | | | |
| Daytime Phone Number | | | | | | | | | | | | | |
| Date | | | | | | | | | | | | | |

Please note: All credit card payments are subject to a 0.7% service fee

| OFFICE USE ONLY | | | | | | | | | | | | | | |
|-----------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Application No. | | | | | | | | | | | | | | |

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