

MidCoast Council Occupation Certificate Application

(made under Environmental Planning & Assessment Act 1979, Section 109C(1)(c) and 109H)

Breese Parade Forster
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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 minimise delay in receiving a decision about your application, please ensure you submit all relevant information.

Applicant Details

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Phone (h):	<input type="text"/>	Phone (w):	<input type="text"/>
Phone (m):	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

Owner Details (If different from applicant details above)

Surname:	<input type="text"/>	First Name:	<input type="text"/>
Address:	<input type="text"/>		
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>
Phone (h):	<input type="text"/>	Phone (w):	<input type="text"/>
Phone (m):	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

Subject Land Address

Unit:	<input type="text"/>	House No.:	<input type="text"/>	Street:	<input type="text"/>
Suburb:	<input type="text"/>	Postcode:	<input type="text"/>		
Lot:	<input type="text"/>	DP or SP:	<input type="text"/>		
Section:	<input type="text"/>	Vol/Fol:	<input type="text"/>		

Please note: You can find the Lot, DP or SP, Section and Volume/Folio details on a map of the land or the title document for the land. If you need additional room please attach a schedule/map with these details.

Is the structure ready for an Occupation Certificate?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, have you booked a final inspection with Customer Service?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Access to your property may be required by authorised officers of Council in order for them to process your application and determine compliance with any consent that may be issued. By the submission of this application or by authorising its submission by another person/s it is assumed you are giving approval of entry to your premises to Council staff. Access may be made in your absence. Should access be required staff may make contact with you beforehand to make the necessary arrangements. See Section 118 of the Environmental Planning & Assessment Act for further details.

Contact person to arrange access inside the building:	Name:	<input type="text"/>	Phone:	<input type="text"/>
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Types of Certificate Issued

Interim Occupation Certificate - 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.

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.

Identify What You Want To Do

Are you going to occupy or use a new building?

No

Yes Is the building:

Partially completed?

Completed?

Are you going to change the use of an existing building?

No

Yes Do you want to change:

The use of part of the building?

The whole use of the building?

Details of the Development Approvals Granted

What is the Development Application / Complying Development Certificate number?

What date was development consent granted?

What is the construction certificate number (A construction certificate is not needed if a complying development certificate has been issued)?

What date was the certificate issued?

Building Details

If you are applying for an occupation certificate for 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?

For a new building:

What is the classification of the building under the Building Code of Australia? (The building classification must be the same as that specified in the construction certificate or complying development certificate.)

To change the use of an existing building:

What is the classification of the existing building under the Building Code of Australia?

What is the new classification of the existing building under the Building Code of Australia? (The building classification must be the same as that specified in the construction certificate or complying development certificate.)

Documents Required

Please indicate the documents you have attached by placing a tick in the appropriate boxes:

- A copy of the development consent or complying development certificate.
- A copy of the construction certificate (where relevant).
- A copy of the final or interim fire safety certificate must be submitted for all Class 2 to 9 buildings.
- Any other certificates or documents on which you rely.
- A copy of the relevant Basix Certificate.

Before an occupation certificate may be issued, the certifying authority must be satisfied that:

- A development consent or 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.

Applicant's Declaration

Application is hereby made for an occupation certificate. I/We acknowledge that MidCoast Council may display and copy this application and supporting documentation, including designs, for the purpose of meeting legislative requirements.

Name/s:	<input type="text"/>	Signature/s:	<input type="text"/>
	<input type="text"/>		<input type="text"/>
Date:	<input type="text"/>	Company Seal:	

PRIVACY STATEMENT: The information provided in this form may constitute personal information as defined in the Privacy and Personal Information Protection Act 1998. Council is collecting this information so that it can consider matters and take relevant actions required under related planning legislation, regulations, standards, codes, policies etc in relation to dealing with your application. The information may be made available to other parties where such access is in accordance with relevant legislation, regulation or policy. The submission of personal information in this case is required by law and if not provided (wholly or in part) may affect or prevent consideration of the matter by Council. Council is to be regarded as the agency that holds the information, which will ultimately be stored in Council's records system. You may make application for access or amendment to information held by Council and you may also request that Council suppress your personal information from a public register. Enquiries concerning this matter can be addressed to Council's Privacy Contact Officer.