

Use this form to apply for:

- a **Final Occupation Certificate** to authorise the commencement of occupation or use of a new building
- an **Interim Occupation Certificate** to authorise the commencement of occupation or use of a partially completed new building

NB All fields marked with an asterisk are mandatory and must be completed.

To arrange an inspection, please contact Council's Customer Service Centre on 02 6591 7222.

## Type of occupation applied for (tick one)

- Interim occupation certificate       Final occupation certificate

## Property details

Lot number\*

Deposited/Strata Plan number\*

Section number\*

Address\*

Suburb/Town\*

Postcode\*

## Applicant details

Applicant(s) Surname/Company\*

Given names\*

Postal address\*

Suburb/Town\*

State\*

Postcode\*

Telephone number\*

Mobile number

Email address

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

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

## Office use only

Application number

CSO Initials

Date

## Building Classification under the Building Code of Australia (as identified by the Construction Certificate)

Existing classification

New classification (if changed)

### 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 selecting the appropriate box(es).

Development consent

Fire safety certificate

Each BASIX certificate  
for the development

Construction certificate

Compliance certificate

### Applicant's consent

Applicant's name\*

Applicant's signature\*

Date\*

Applicant's name\*

Applicant's signature\*

Date\*

### How to lodge this form

Completed form can be:

- Emailed (select submit button below) attaching any relevant documents; or
- Forwarded by post ; or
- Lodged at our Customer Service Counter - Monday to Friday (excluding Public Holidays).

**Privacy:** This information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law. Your application will be retained in Council's Records Management System and disposed of in accordance with current legislation. Your personal information can be accessed and corrected at any time by contacting Council.

**Forster** | 4 Breese Parade | PO Box 450 Forster 2428 | **6591 7222**  
**Gloucester** | 89 King Street | PO Box 11 Gloucester 2422 | **6538 5250**  
**Taree** | 2 Pulteney Street | PO Box 482 Taree 2430 | **6592 5399**

[www.midcoast.nsw.gov.au](http://www.midcoast.nsw.gov.au)