

APPLICATION FOR

OCCUPATION CERTIFICATE

Under the Environmental Planning & Assessment Act 1979



- 1) Please complete this form at time of request for an final/interim inspection and prior to occupations, allowing a minimum of 2 business days notice before final/interim occupation inspection is required.
- 2) Tick the boxes and fill out all sections as appropriate. Failure to do so may result in delays in your application.
- 3) Fees must be paid at the time of lodgement. Quote may be obtained by phone or at Council offices.
- 4) Applications can be lodged in person at one of Council's offices during business hours, or by post.

For further information please contact Council's Environmental Services Department on 6540 1136 during business hours, 8.30am - 4.30pm Monday to Friday.

Application No. _____ Date Received _____ Quote No. _____ Lodgement Officer _____

1. APPLICANT DETAILS

Note: The application may only be made by a **person who is receiving the benefit** of the occupation certificate for the relevant development.

Name

Postal address

Contact name

Phone

Email address

ABN

I hereby make application to Council for permission to develop as per plans and specifications submitted. I understand that if the information submitted is incomplete, the application may be delayed, rejected or more information may be requested.

Signature/s

Date

2. DEVELOPMENT DETAILS

Development Description

Development Application No.

Construction Certificate No.

Complying Development Cert No.

Building Classification

Class 1 Class 2-9 Class 10

3. PROPERTY DETAILS

Lot No/s.

Section No.

DP/SP No.

Street/Unit No.

Street Name

Town/Village/Locality

Post Code

Postal address: Upper Hunter Shire Council | PO Box 208, Scone NSW 2337

Phone: 6540 1100 | **Email:** council@upperhunter.nsw.gov.au

Occupation Certificate ref: INT-9011/18

UPPERHUNTER.NSW.GOV.AU

4. INTERIM OCCUPATION CERTIFICATE

Has an Interim Occupation Certificate already been issued?

No

Yes

Certificate No.

Date issued

5. REQUIRED DOCUMENTS

Copies of the following documentation **must be submitted** with the application (in accordance with clause 149 *EP&A Regulations 2000*) as applicable:

Development Consent

Complying Development Certificate

Construction Certificate

Relevant Compliance Certificates

Relevant Fire Safety Certificates

BASIX Certification (where BASIX applies)

Other relevant documentation

6. OWNER DETAILS

- This section must be completed by ALL owners. If arrangements for the sale of the property have been exchanged, both the vendor and the purchaser details must be provided and all signatories attached.
- Where the property is in ownership of a company, the company must provide either an authorisation on company letterhead or include the company's ACN on this form.
- Owners consent is required from ALL owners. If insufficient space is provided, please attach a separate letter of authority.

Name/Company

Postal address

Telephone

Mobile

Email address

ABN

Owner Consent

As owner/s of the property, I/we consent to this application, and grant permission for Council's Officers to enter the property/premises for the purpose of assessment of this application or to conduct inspections relative to this application.

Owner Name(s) / Company Name

Owner 1

Signature

Date

Owner 2

Signature

Date

Owner 3

Signature

Date

Owner 4

Signature

Date

7. APPLICANT DECLARATION

I hereby apply for an Occupation Certificate for the building referred to in this application. I declare that all the information given is true and correct.

Signature/s

Date

The information provided may contain personal information as defined under the Privacy and Personal Information Protection Act 1998 (NSW). The purpose of collecting this information is to enable Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons in accordance with the relevant Acts and regulations, such as the Government Information (Public Access) Act 2009 (NSW) and will be stored in Council's record system.

Council will display some plans and reports (which may be subject to copyright law) online on its DA Tracking portal. In addition, plans and reports may be inspected at Council's Administration Building. No personal information will be displayed. The Environmental Planning and Assessment Act 1979 (NSW) requires Council to make applications and accompanying information, including plans, publicly available during any required notification period.

- OFFICE USE ONLY -

Application Number Certificate No.

Property

Proposal

Fees			
Fee Type	Amount	Receipt Number	Date Received
Occupation Certificate			
Other			
Total			

The following information has not been submitted and remains outstanding in respect to this application.

The applicant will be further advised if there is any additional information required prior to the application being assessed.

Applicant Signature Date

Council Officer Signature