

## APPLICATION FOR OCCUPATION CERTIFICATE

Office Use Only:	Date received:	OC No:
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### APPLICANT DETAILS

Title	Given Name(s)	Surname / Last Name
Mr / Mrs/ Dr/ Other: _____		
Company Name: _____		
Contact Address: Unit: __ House Number: _____ Street or PO Box: _____		
Suburb: _____	State: _____	Postcode: _____
*Daytime Phone: _____	*Fax: _____	*Mob: _____
*Email: _____		
<i>* Voluntary information only. (Assists with timely processing of your application) See Privacy and Personal Information Act statement)</i>		
<b>Contact Details (Complete when a company or more than one person is the applicant)</b>		
*Contact person: _____ *Daytime Phone: _____		

### CERTIFICATE DETAILS

Type of Certificate:	<input type="checkbox"/> Interim	<input type="checkbox"/> Final	<input type="checkbox"/> Change of Building Use
Development Application No: _____	Date Granted: _____		
Construction Certificate No: _____	Date Granted: _____		
Complying Development Certificate No: _____	Date Granted: _____		
Property Address: _____			
Lot No.: _____	DP No.: _____	Other: _____	
BCA Classification(s): _____			

### ATTACHMENTS

<input type="checkbox"/> BASIX Certificate	<input type="checkbox"/> Final Fire Safety Certificate	<input type="checkbox"/> Section 73 Compliance Certificate
<input type="checkbox"/> Positive Covenant	<input type="checkbox"/> Engineering Certificate	<input type="checkbox"/> Final Arborist Report
<input type="checkbox"/> Final Acoustic Report	<input type="checkbox"/> Other (please see checklist on page 2)	

**DESCRIPTION OF THE BUILDING / PART OF BUILDING  
TO WHICH THE APPLICATION RELATES**

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**PRIVACY AND PERSONAL INFORMATION ACT**

Your personal information is being collected to process this application. The supply of personal contact information by you [marked with an asterisk (\*)] is voluntary. If you cannot provide or do not wish to provide this information, the Council may not be able to process your application. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. This application form and the information contained in it is accessible to the public upon enquiry, noting that information contained within a credit card authority form, where applicable, is not held by Council after the transaction is processed and the authority form is destroyed.

**DECLARATION**

The details provided by me are correct and I have read and understand all information provided in this application.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

**CHECKLIST**

- ☐ Copy of relevant development consent or complying development consent
- ☐ Copy of any relevant construction certificate
- ☐ Copy of any relevant certificate for fire safety
- ☐ Copy of any relevant compliance certificate