

## Application for an Occupation Certificate

### Information for the Applicant

- This form may be used to apply for:
  - an occupation certificate to authorise the commencement of occupation or use of the whole of a new building, or
  - an occupation certificate to authorise the commencement of occupation or use of part of a new building
- Once completed, submit this application form to the principal certifying authority (PCA).

### SECTION A. Type of occupation certificate applied for

Please tick one of the following certificates

Occupation Certificate for part of a new building (If selected, please add section of building below)

Occupation Certificate for the whole of a new building

### SECTION B. Details of the Applicant\*

*\*An application for an occupation certificate may only be made by a person who is eligible to appoint a PCA for the development. An application may not be made by the person who carried out the building work or subdivision work unless that person owns the land on which the work was carried out.*

Contact Name \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

### SECTION C. Details of building

Lot No. \_\_\_\_\_

DP/SP No. \_\_\_\_\_

Flat/Street No. \_\_\_\_\_

Street Name \_\_\_\_\_

Suburb or Town \_\_\_\_\_

**SECTION D. Description of the building or part of 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.

**SECTION E. Building classification under the Building Code of Australia, as identified by the complying development certificate**

**SECTION F. Signature of Applicant(s)**

\_\_\_\_\_

*Signature of Applicant(s)*

*Name(s)*

*Date*

**SECTION G. Date of Receipt of Application**

**FOR OFFICE USE ONLY:**

To be completed by the certifying authority **immediately** after receiving this Application.

**This application was recieved on** \_\_/\_\_/\_\_