



Application for an Occupation Certificate

Version 1 (1 April 2016)

Information for the applicant

- This form may be used to apply for a **final occupation certificate** (this is required to authorise the commencement of occupation **or use** of the building as approved by the Consent Authority)
- Occupation or use of premises for the purposes approved by the consent shall not commence until all conditions of the Notice of Determination have been complied with and the Occupation Certificate has been issued.
- Once completed, submit this application form to the principal certifying authority (PCA).

SECTION A. Application Details

DA/CDC No.

Approval Date

SECTION B. Applicant Details

Mr Ms Mrs Dr Other:

First Name

Family Name

Company (if applicable)

ABN (if applicable)

Street No./RAN

Street/Road Name

Town/Village

State

Postcode

Daytime telephone

Mobile

Email

SECTION C. Location of Building

Street No./RAN

Street/Road Name

Town/Village

Postcode

Lot No.

Section No. (if applicable)

Deposited Plan (DP) No.



Application for an Occupation Certificate

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 D. Attachments relating to the proposed development

1. Applicants must provide the documents/certificates listed below (where relevant). Please confirm that documents relating to the requirements below have been attached by placing a cross in the appropriate box(s).

<input type="checkbox"/> Termite certificate	<input type="checkbox"/> Fire safety certificate	<input type="checkbox"/> Smoke Detector installation certificate
<input type="checkbox"/> Glazing Certificate	<input type="checkbox"/> Compliance certificates	<input type="checkbox"/> Roof Truss certificate
<input type="checkbox"/> Basix Compliance Statement	<input type="checkbox"/> Sewer Services Diagram, Notice of Work, & Compliance Certificate from Plumber	<input type="checkbox"/> Other _____ _____

SECTION E. Delivery of the application

Applications for occupation certificates must be delivered by hand, by post or transmitted electronically to the principal office of the certifying authority. **Applications MAY NOT be sent by fax.**

SECTION F. Signature of applicant(s)

Signature of applicant(s)

Name(s)

Date

SECTION G. Date of receipt of application (office use Only)

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

This Application was received by and on:

Name of Council Officer

Signature

Date



TENTERFIELD SHIRE COUNCIL

PO Box 214, TENTERFIELD, 2372

Ph: 02 6736 6000

BASIX Compliance Statement

This statement serves to confirm that the Building Sustainability Commitments listed in the BASIX Certificate identified below have been incorporated into the project during its construction.

Thermal Comfort

I confirm that floor, ceiling and roof insulation (where installed) is of the R-Value identified on the Certificate, windows conform to the specifications listed in the table, verandah/eave projections match those specified and any other items conform to those committed to.

Energy Commitments

I confirm that all hot water systems, heating and cooling systems, artificial lighting and any other energy saving items installed in this project conform to or exceed the energy ratings committed to in the Certificate.

Water Commitments

I confirm that all plumbing fixtures installed in this project meet or exceed the star ratings committed to in the Certificate and all outlets required to be connected to a rainwater tank have been so connected.

BASIX Certificate No.	
CC/CDC No.	
Address of Project	
Lot//DP of Project	

Name (Please print).....

Signature..... Date.....

Capacity (Owner, Builder etc).....