



DUBBO REGIONAL COUNCIL
PO Box 81
DUBBO NSW 2830

Planning and Environment Division
☎ (02) 6801 4000
Fax (02) 6801 4259
Email council@dubbo.nsw.gov.au

Application for OCCUPATION CERTIFICATE

(Sec 109C (1)(c), Environmental Planning & Assessment Act, 1979)

OC Application No:

File No: Parcel No:

Date of Lodgement:

The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIP Act). The supply of the information by you is not voluntary but is required by the Environmental Planning & Assessment Act, and in accordance with such Act and the Local Government Act, is required to be contained in a Public Register to which the public has right of access. This personal information may be supplied under certain circumstances to other public sector agencies e.g. Australian Bureau of Statistics, Australian Taxation Office, in accordance with the PPIP Act. Enquiries may be directed to Council's Public Officer concerning the PPIP Act, Council's Privacy Management Plan or your right of access to your personal information held by Council or its amendment.

Part 1 Site and Applicant Details

1. Location of building

Unit No House No Village/Locality

Street

Property Name

2. Land title description

We need this to correctly identify the land.

Lot(s) Section

Deposited Plan(s) Strata Plan

Other Site Area

3. Your name (Applicant)

If you represent a company, apply in the company's name.

Note: The applicant for an Occupation Certificate cannot be the Builder, Principle Contractor or other building contractor unless they are also the owner of the land.

Title Mr Mrs Miss Ms Other

Surname name

Given names

Company name

Company contact person

4. Your postal address

.....
..... Postcode

5. Your contact details

Phone BH () Mobile

Email AH ()

Part 2 Development Details

6. Type of Certificate Sought

Tick the appropriate boxes.

Either the Interim or Final Certificate boxes must be ticked; AND
Either the change of building use or occupation of a new building box must be ticked.

<input type="checkbox"/>	Interim certificate (applies only to part of the building)	}	ONE OF THESE MUST BE SELECTED
or	<input type="checkbox"/> Final certificate (for the whole of the building)		
or	<input type="checkbox"/> Change of building use of an existing building	}	ONE OF THESE MUST BE SELECTED
or	<input type="checkbox"/> Occupation/Use of new building work		

7. Development Consent

A prior development consent or CDC for the erection/ change of use of the building must have been issued.

Development Consent No:

Complying Development Cert No:

Date of Consent: / /

Obtain this information from the DA/CDC

8. Construction Certificate

A Construction Certificate is required for any building works (except where a CDC has been issued).

Construction Certificate No: C /

Date of Issue of Certificate: / /

Obtain this information from the CC

9. Building Details

The building classification must be the same as that specified in the Construction Certificate or Complying Development Certificate.

Whole/Part of building:

Use:

BCA class:

New:

Existing:

10. Inspection/Access Arrangements

It is the applicant's responsibility to ensure that access for Council officers to inspect the subject building(s) has been arranged if a final inspection has been requested.

In order to determine this application, Council must have performed a final inspection of the subject work. If a final inspection has not already been carried out by Council, please ring Council's Planning and Environment Division on (02) 6801 4000 to book in such inspection. Note: 24 hours prior notice is required when booking an inspection.

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11. Applicant Declaration

Before signing, make sure you have addressed and completed all applicable questions on this form.

Note: The applicant for an Occupation Certificate cannot be the builder, principle contractor or other building contractor unless they are also the owner of the land.

I/We apply for an Occupation Certificate in respect of the building described in this application. I/We understand that:

- This application authorises Council officers to enter upon the subject land for the purpose of assessing and determining the application and to perform associated and subsequent inspections.
- I/We will liable to pay any fees charged by Fire and Rescue NSW as a consequence of them undertaking any inspections and issuing a Final Fire Safety Report associated with the subject building (where applicable).
- The documentation required by clause 149 of the EP&A Regulation (see checklist below) has been attached with this application.

Signature/s: Date: / /

Part 3

Checklist

▶▶ Have you attached:	Yes	N/A	Office Use
• A copy of the Development Consent or Complying Development Certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A copy of the Construction Certificate? (Where relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Final Fire Safety Certificate(s) or Interim Fire Safety Certificate(s)? (Where relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any certificates/documentation specified in any conditions of development consent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Any other certificates relied upon? (eg Compliance certificates)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• A copy of the building's BASIX Certificate? (Where relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Clause 149, Environmental Planning and Assessment Regulation, 2000)

OFFICE USE ONLY

FEES	Unit Rates \$	Amount \$	Receipt No.	Date	Receipt Code/Type
No fee applicable					
TOTAL:		-			
Received and checked by:			Determination date:		