

OCCUPATION CERTIFICATE APPLICATION FORM

Application No.

Under the Government Information (Public Access) Act 2009 we may be required to publicly release any correspondence or information we have on this matter, which means your personal information may not be confidential and may appear on Council's website.

Political Donations and Gifts Disclosure Statement forms will be kept in a public register held at Council's Administration Building and may also be available on our website.

Information For The Applicant

- This form may be used to apply for:
 - a **final occupation certificate** to authorise the commencement of occupation or use of a new building, or
 - an **interim occupation certificate** to authorise the commencement of occupation or use of a partially completed new building.
- Once completed, submit this and the **Builder's Statement** application form to the Principal Certifying Authority (PCA) and phone Council to arrange an inspection.

SECTION A. Type of Occupation Certificate Applied For (Tick One)

- | | |
|--|---|
| <input type="checkbox"/> Interim Occupation Certificate
\$220.00 Fee Applicable on Lodgement | <input type="checkbox"/> Final Occupation Certificate |
|--|---|

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 has carried out the building work or subdivision work unless that person owns the land on which the work was carried out.*

Mr Ms Mrs Dr Other: _____

First Name: _____

Family Name: _____

Company (if applicable) _____

ABN (if applicable): _____

Unit/Street No: _____

Street Name: _____

Suburb or Town: _____

State: _____

Postcode: _____

Daytime Telephone: _____

Fax No: _____

Mobile: _____

Email: _____

Signature(s)
x _____

Phone (Bus. Hrs.) _____

Fax: _____

SECTION C. Details of Building

Unit/Street No: _____

Street Name: _____

Suburb or Town: _____

State: _____

Postcode: _____

Lot No: _____

DP/SP No: _____

Parcel No: _____

Section: _____

Paid by CHEQUE EFT CASH

Amount \$

Rec. No.

DATE

Mail

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