



**APPLICATION FOR
OCCUPATION CERTIFICATE**

s.109C (1)(c), 109D, 109H & 109I
Environmental Planning & Assessment
Act 1979

Liverpool Plains Shire Council
P.O. Box 152,
QUIRINDI NSW 2343
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Development Consent or CDC	/	Date of Approval	
Construction Cert No.	/	Date of Approval	

Type of Certificate Sought

- Final Occupation Certificate**
- Interim Occupation Certificate**

APPLICANT'S DETAILS

Applicants Name: Reference:
 Address:
 Phone: Mobile: Fax:

 (Applicants Signature) (Date)

OWNER'S DETAILS

Owner's Name:
 Owner's Address:
 Phone: Mobile: Fax:
I/we consent to this application (note: consent of all owners is required)

 (Owner's Signature to consent to lodgement of application) (Date)

PROPERTY IDENTIFICATION

Lot DP Section
 Street No. Street Name: Site Area **M²**
 Portion: Parish: Locality

BUILDING DETAILS

Building Description:

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Building Code of Australia Classification:

(The building classification must be the same as that specified in the development consent or complying development certificate)

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- New Building**
- Existing Building**

APPLICATION CHECKLIST

You must attach a copy of the following documents when submitting the application (please tick all applicable boxes below).

• **Dwelling / Alterations and Additions to a Dwelling**

The following documents are required to be lodged with an application for Occupation Certificate:

- Copy of Development Consent or Complying Development Certificate*
- Copy of Construction Certificate (if applicable)*
- BASIX Compliance Certificate (from the Licensed Builder or Owner Builder that completed the building work)*
- Wet area waterproofing Certificate*
- Frame and Truss Certificate*
- Plumbing Compliance Certificate*
- Electrical Compliance Certificate (including smoke detectors)*
- Termite Control Certificate*

Additional certificates that may be requested by Council include:

- Insulation Certificate*
- Window Glazing Certificate*

• **Other types of development (e.g. Class 2 – 9 Buildings, Change of Use, etc.)**

The following documents are to be lodged with an application for Occupation Certificate, where applicable:

- Copy of Development Consent or Complying Development Certificate*
- Copy of Construction Certificate (if applicable)*
- Final or Interim Fire Safety Certificate*
- Any other certificates relied on (i.e. Compliance Certificates) – please specify below:*

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IMPORTANT NOTE:

Upon receipt of a complete Occupation Certificate Application, accompanied by all required documentation, an Officer from Council’s Planning and Development Division will contact the applicant to schedule a final inspection of the development for which an Occupation Certificate is sought.

If the application is incomplete, the applicant will be contacted by Council and requested to provide outstanding information prior to any inspection, and prior to any Occupation Certificate being issued.

Privacy Statement:

The information you supply comprises part of a public register which may be viewed by anyone on request.