

OCCUPATION CERTIFICATE APPLICATION FORM

made under Part 6 of the *Environmental Planning and Assessment Act, 1979*

OFFICE USE ONLY:

Date of Receipt:	Parcel No:
Application No:	

About this form

- You can use this form to request an Occupation Certificate for a building within the Kiama Municipal Council local government area.
- An application for an Occupation Certificate **can only** be made by a person who is eligible to appoint a principal certifying authority for the relevant development.

TYPE OF APPLICATION

Interim Occupation Certificate	Final Occupation Certificate
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NOTE: Information provided on this application (excluding Part A and non-exhibition plans) will be publicly available.

How to complete this form

- Ensure that Parts A and B have been filled out correctly, and are stored as separate PDFs on a USB/disc.
- All fields are mandatory and must be completed before submitting the application.
- Once completed you must submit this form electronically, by mail or in person. Refer to the Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' for further information.
- Ensure all relevant information is provided at the time of lodgement. Failure to provide the required information will result in the application being rejected.

Part A – Personal Information

A1 PROPERTY/SITE DETAILS

Lot:	Section:	DP/SP:
House No:	Street:	
Suburb:		

A2 APPLICANT DETAILS

Name/Company:	Phone:
Contact Name:	Mobile:
Postal Address:	
Email:	

I/We the applicant/s note in accordance with Section 12 and 12B of the *Local Government Act 1993*, this application and all associated documents may be made available for inspection and copying at Council by any member of the public (subject to Copyright Legislation).

Applicant Signature:	Date:
X	

Note: All enquires and correspondence relating to this application will only be discussed with or directly through the nominated contact.

A3 AUTHORITY TO ENTER AND INSPECT LAND – to be signed after completing Parts A & B of this

Council must not issue an occupation certificate unless it is satisfied that the building (or part of a building) is suitable for occupation or use in accordance with its classification under the *Building Code of Australia*.

If the applicant is the owner of the land, by signing this application, authority is given to Council to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this Application. The Applicant undertakes to take all necessary steps to make access available to the property to enable the inspection to be carried out.

If the applicant is not the owner of the land, the owner(s) must sign the following statement:

As the owner/s of the above property, I/we consent to Council, to enter the subject property at any reasonable time for the purpose of carrying out an inspection in connection with the assessment of this Application. I/we undertake to take all necessary steps to make access available to the property to enable the inspection to be carried out.

Failure to provide the requirement documentation of an acceptable standard will result in your application being returned.

Owner's Name: (print name)	Owner's signature:	Date:
	X	

A4 APPLICANT DECLARATION – to be signed after completing Parts A & B of this form

All of the details sought in this form must be provided. On-site inspections are carried out prior to the determination of any application. The Applicant undertakes to take all necessary steps to make access available to the property to enable the inspection to be carried out. As a result of this inspection, or from a preliminary assessment, further information may sometimes be required. The Assessing Officer will contact you soon after their initial inspection if this is the case.

Failure to provide the required documentation of an acceptable standard will result in your application being returned.

What you need for lodgement

	Copy of Development Consent or Complying Development Certificate
	Copy of Construction Certificate
	BASIX Certificate (if applicable)
	Copy of Fire Safety Certificate (if applicable)
	Copy of Compliance Certificate (if applicable)
	Fees and Charges (in accordance with Council's adopted fees and charges)

Important Notice:

- I understand that Council will not process applications that are incomplete or non-complying with lodgement requirements. I understand that incomplete applications will be returned to applicants within 14 days (see Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality').
- I understand that building work will be valued independently by using the latest building cost indicators.
- I apply for approval to carry out the development or work described in Parts A and B of this application. I declare that all the information provided as part of the application is, to the best of my knowledge, true and correct.
- I also understand that if the information is incomplete, the application may be delayed, rejected or more information may be requested. I acknowledge that if the information provided is misleading, any approval granted may be void.
- I accept delays in processing will arise out of any inadequacies in the material submitted in support of the application.
- I declare that the electronic data provided is a true copy of all plans and associated documents submitted with this development application and the data is not corrupted or does not contain any viruses. Each document is no bigger than 20MB, PDF and is named in accordance with Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality'. I understand that information provided on the USB will be publicly available. I have stored Parts A and B of this form as separate PDFs on the USB/disc.
- I understand that the Council will use the information and materials provided for notification and advertising purposes and that material provided will be made available to the public for inspection and copying at Council's Administration Building and on Council's website.

Applicant Name: (print name)	Applicant signature:	Date:
	X	

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Part B – Proposed Development

Note:

- Information provided on this Part B will be public information and will be placed on the Council's website.
- All fields on this form are mandatory and must be completed before submitting the application.

B1 PROPERTY/SITE DETAILS

Lot:		Section:		DP/SP:	
House No:		Street:			
Suburb:					

B2 APPLICANT DETAILS

Name/Company:	
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B3 DESCRIPTION OF THE BUILDING OR SUBDIVISION WORK TO BE CARRIED OUT

Description of development:

- For example, if a dwelling is proposed, include information such as the type of building (house, townhouse, villa etc), the number of floors, the number of bedrooms, the major building material (brick, brick veneer, timber clad etc).

Class/es of building/s under the **Building Code of Australia** (Refer to checklist for building classifications under the Building Code of Australia) Please note there may be more than one class that may apply.

B4 DEVELOPMENT CONSENT DETAILS

Development Application

Date of development consent:	
Development consent reference number:	

Construction Certificate

Date of Construction Certificate:	
Construction Certificate reference number:	
Name of Consent Authority:	Kiama Municipal Council
Name of applicant for development consent:	

