

- Applicants are encouraged to make an appointment with Council staff to discuss the application prior to lodgement
- This checklist should be completed by the Applicant. Please confirm that your application contains all the relevant information required and then is uploaded to the NSW ePlanning Portal (Portal)
- Lodgement of your application will be delayed if the information below is not provided
- Include details for all related properties/sites where relevant

Information to be provided when lodging an Occupation Certificate Application

Where a box exists in the column, this indicates that the information detailed in that row is required. Use the box to tick off each requirement as you gather the required information.

1 Application Documents

When you submit your application on the Portal you will need to upload each of the plans and documents via the Portal and select the corresponding document type from the list.

- All plans and associated documents must be named and saved as separate PDF documents in accordance with Councils Naming Convention referred to in the GUIDE
- Ensure documents are submitted once

2 Detailed Description of the Development

Include the full description of the development including any approved dwellings, the building type, the number of floors & rooms, the major building material along with the building Class and Codes that apply.

3 Stamped Plans

A copy of the DA or CDC stamped plans must be provided to ensure the building work is consistent with the approved plans.

4 Conditions of Consent

A copy of the relevant development consent and associated construction certificate or complying development certificate, along with supporting documentation proving conditions have been met must be provided.

Additional information as required

Council may ask for further information during the assessment process. If the answer is **YES** to any of the questions below then Council will require further information and/or plans (and possibly extra fees) to be submitted with the Occupation Certificate. In this case it is suggested you speak to one of Council's Development and Building Assessment Officers, who are available between 8.30am and 11.00am weekdays for advice to ascertain what additional information is required. Supplying this information up-front can help reduce delays.

Does the development consent require:

YES

NO

- **A Fire Safety Certificate?**

A copy of the Fire Safety Certificate is required.

- **A Compliance Certificate/s?**

A copy of relevant Compliance Certificate/s is required. These include but are not limited to Waterproofing Certificate, Smoke Alarm Certificate, Engineers Certificate etc.

- **A requirement to pay any section 7.11 contribution or section 7.12 levy?**

Copies of receipts for any section 7.11 contribution or section 7.12 levy that has been paid is required, where conditioned in the development consent.

- **A Planning Agreement?**

A copy of documentation proving requirements of any Planning Agreement have been met.

NOTE: The above questions and information are provided **only** for the purpose of assisting an applicant in the lodgement of a Occupation Certificate. Even if Council accepts the application with all the boxes ticked "NO" Council may still request further information if it becomes necessary during the Occupation Certificate assessment process.

PRIVACY & PERSONAL INFORMATION PROTECTION NOTICE

Purpose of collection: We are collecting your personal information in order to enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*.

Intended recipients: The intended recipient of the information is Kiama Municipal Council.

Supply: While the supply of this information is voluntary, the personal information you provide will enable Council to assess this application in accordance with the *Environmental Planning and Assessment Act 1979*. If you cannot provide this information, Council will be unable to process your application(s).

Access/Correction: The personal information can be accessed by you and may be available to third parties in accordance with the Government Information (Public) Access Act and Council's Privacy Management Plan.

Your personal information may be disclosed to third parties for the purpose of compliance with the *Government Information (Public) Access Act*, Council's Privacy Management Plan or if otherwise required by law.

You may make an application for access or amendment to personal information held by Council. We will consider any such application in accordance with the *Privacy and Personal Information Protection Act 1998*.

Storage: Kiama Council is the agency that holds the personal information. Council may be contacted on 02 4232 0444, or by email to: council@kiama.nsw.gov.au or at 11 Manning Street, Kiama. NSW. 2533.