

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 |
|--------------------------------|------------------------------|

How to complete this form

- Ensure that Parts A and B have been filled out correctly, and are saved as separate PDF files.
- All fields are mandatory and must be completed before submitting the application.
- Once completed you must submit this form electronically by email or by the NSW Planning Portal. 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: | | | |
| 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) |
| Note: | Council will notify you of the Fees and Charges payable once your application is submitted and has completed a pre-lodgement check. Fees and Charges will be applied 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 application and the data is not corrupted or does not contain any viruses. All documents are saved as separate PDF files, no bigger than 20MB each, named in accordance with Council's 'Guide to carrying out Development or an Activity in the Kiama Municipality' and Parts A and B of this form are saved as separate PDF files. I understand that information provided electronically (excluding Part A and non-exhibition plans) will be publicly available.
- 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: | |

| B3 DESCRIPTION OF THE BUILDING OR SUBDIVISION WORK TO BE CARRIED OUT | |
|---|--|
| Description of development: | |
| <ul style="list-style-type: none"> • 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/Complying Development Certificate | |
| Development consent reference number: | |
| Date of development consent: | |
| Construction Certificate | |
| Construction Certificate reference number: | |
| Date of Construction Certificate: | |
| Name of Consent Authority: | Kiama Municipal Council |
| Name of applicant for development consent: | |

Conditions of Development Consent

You will need to refer to the conditions on the development consent to answer the following questions:

| | | |
|---|----|-----|
| Are there any conditions of consent requiring documentation to be provided prior to the determination of this application? Note: Failure to address each development consent condition may incur additional fees in accordance with Council's adopted fees and charges. | No | Yes |
| Local Infrastructure Contribution Payments | | |
| Does the development consent require payment of any Local Infrastructure Contribution Payments under Section 7.11 or 7.12 of the <i>Environmental Planning and Assessment Act 1979</i> (EP&A Act) (formerly Section 94 of 94A Contributions)? | No | Yes |
| If yes, have the fees been paid? | No | Yes |

B5 INTERIM OCCUPATION CERTIFICATE

If you are applying for an Interim Occupation Certificate, you must advise Council on the facilities installed and if they are in working order. Before Council can issue an Interim Occupation Certificate, the development must contain facilities sufficient to enable its occupation for habitable purposes. These facilities are based on minimum health and building requirements. For a dwelling-house, these include a laundry, bathroom, sanitary and kitchen facilities (tick if applicable)

| | | | | | |
|---------------------------------|---|--|--|--|--|
| | Laundry facilities Sanitary facilities | | Vehicular access to the site Bathing facilities | | Food preparation facilities Sufficient off-street car parking |
| Reasons for Interim Occupation: | | | | | |
| Estimated date of completion: | | | | | |
| Outstanding works to complete: | | | | | |

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.