

To the General Manager, Coffs Harbour City Council

APPLICATION FOR AN OCCUPATION CERTIFICATE



Clause 149 Environmental Planning and Assessment Regulation 2000

Locked Bag 155, Coffs Harbour 2450;

Administrative Centre, 2 Castle Street, Coffs Harbour

Email: coffs.council@chcc.nsw.gov.au Phone: (02) 6648 4000 Fax: (02) 6648 4199

Website: www.coffsharbour.nsw.gov.au ABN 79 126 214 487

The occupation or use of the whole or any part of a new building is not permitted unless an occupation certificate has been issued in relation to the building or part.

Before an occupation certificate can be issued Council must be satisfied that the building works or change of use has the benefit of either a development consent or a complying development certificate. Where applicable Council must also be satisfied that the works have been completed in accordance with a relevant construction certificate and that a final fire safety certificate has been issued.

Note 1 - There are two kinds of occupation certificates:

Interim occupation certificate: authorises occupation of a partially completed new building or the commencement of a new use of a building or part of a building resulting from a change of building use for an existing building.

Final occupation certificate: authorises occupation of a completed new building or the commencement of a new use of a building resulting from a change of building use for an existing building.

Application Fees

Application fees for a final occupation certificate are incorporated within the fees when Council is appointed as the Principal Certifying Authority (PCA). Additional fees will be payable where an applicant seeks the issue of an interim occupation certificate prior to obtaining a final occupation certificate.

Note 2 Occupation Certificate Applications

Applicants must ensure that applications for interim / final occupation certificates include all associated documentation required to allow determination of the application. Please refer to the conditions of development consent and any agreement associated with Council's appointment as the PCA.

The application must be accompanied by the following documents:

- A copy of the relevant development consent or complying development certificate;
- A copy of any relevant construction certificate;
- A copy of any relevant fire safety certificate;
- A copy of any relevant compliance certificate.

Further information in relation to occupation certificates can be found on Council's web site www.coffsharbour.nsw.gov.au

1. Details of the applicant

It is important that Council is able to contact you if more information is required. Please give as much detail as possible.

Mr Ms Mrs Dr Other:

Given name/s

Surname

Company/organisation

ABN

Postal address

Suburb or town

State

Postcode

Daytime telephone

Fax

Mobile

Email address

2. Identify the land

Unit/street no.

Street or property name

Suburb, town or locality

Postcode

Lot/DP or Lot/Section/DP or Lot/Strata No.

3. Insert details as applicable

Development Consent Number

Construction Certificate Number

OR

Complying Development Certificate Number

4. What type of Occupation Certificate do you want (Note 1)

Final Occupation (completed new building)

Interim Occupation (partly completed new building)

Occupy "change of use" to building

Building description (*)

Building Classification (*)

* Refer to approval determination

5. Information attached to application (Note 2)

Has all relevant information been attached to application (*)

Yes No

* Refer to the approval(s)

6. Privacy and personal information protection notice

- this information is required to process your request and will not be used for any other purpose without seeking your consent, or as required by law;
- your information may comprise part of a public register related to this purpose;
- your application will be retained in Council's Records Management System and disposed of in accordance with the Local Government Disposal Authority;
- your personal information can be accessed and corrected at any time by contacting this Council.

7. Applicant's signature

Applicant name (*)

Date

Signature

* An applicant must be either the owner or a person with the benefit of the development consent / complying development certificate.

OFFICE USE ONLY

Date received

Application fee (if applicable)

Receipt No.