

SECTION A. Type of Occupation Certificate applied for (*Cross one*)
 Interim Occupation Certificate Final Occupation Certificate

SECTION B. Details of the applicant

*An application for an Occupation Certificate may only be made by a person who is eligible to appoint a PCA for the development. An application may not be made by person who will carry out the building work unless that person owns the land on which the work is to be carried out.

Name/Company

Unit/Street no. Street

Suburb or town State Postcode

Phone Mobile Email

SECTION C. Details of the Building Works

Unit/Street no. Street

Suburb or town State Postcode

Lot Section no. DP no.

Description of the building or part of the building which the application relates

If the application relates to a new use of the building or part of the building, also describe the new use.

Building classification under the Building Code of Australia, as identified by the DA or CDC

Existing classification New classification (if changed)

SECTION D. Attachments relating to the proposed development

Applicants must provide the documents listed below that are relevant to the type of development that is proposed.

Compliance Certificates (if applicable) BASIX Completion Certificate (if applicable) Fire Safety Certificate (if applicable)

SECTION E. Signature of applicant(s)

Signature of applicant(s)

Name(s)

Date

SECTION F. Delivery of application

Applications for occupation certificates must be delivered by hand, by post or transmitted electronically to the principal office of the certifying authority. Applications MAY NOT be sent by fax.

SECTION G. Date of Receipt of Application (*Office Use Only*)

This Application was received on (Insert date).

NEWCASTLE
02 4947 7422

HUNTER
02 4947 7422

CENTRAL COAST
02 49477422

MID NORTH COAST
02 6554 7648

SAPPHIRE COAST
02 64944 494