

## OCCUPATION CERTIFICATE APPLICATION FORM

### Application Type and NSW Planning Portal Reference

 Interim       Final  
 Partial       Whole       Part (of a Building)

**Development Type:**
 Residential  
 Commercial / Industrial

### Development Site Details

Street Address, Suburb and Post Code

Lot No:

Section No:

DP / SP No:

NSW Planning Portal Lodgement Reference (Post Consent Occupation Certificate)

**Office Use Only**
**Date Application Received**

### Development Description

If the application relates to a new use of the building or part of the building also describe the new use (only if applicable).

Existing Classification (if known)

New Classification (if change of use)

### Development Consent (DA/CDC) and Construction Certificate (CC) Details (only as applicable)

Development Consent No.

Council &amp; Date of Approval: (leave blank if unknown)

CC No.

CDC No.

Certifying Authority &amp; Date of Approval: (leave blank if unknown)

**Office Use Only**

CC or CDC Portal Reference No.

### Details of the Applicant/s

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

 Name of Applicant/s or Company Name and Authorised Signatory (Director/Secretary)

ABN (if applicable)

Postal Address:

Suburb:

Post Code:

Mobile / Phone Number:

Email Address:

### Applicants Agreement and Declaration *(Please note that this section must be signed and consented to by all registered owner/s of the property)*

By signing this agreement, you consent and agree to:

- 1) I/We hereby apply for Occupation Certificate (OC) related to this development.
- 2) I/We acknowledge that I/we must comply with all relevant DA or CDC conditions and/or occupation certificate nominated in the approval documentation.
- 3) I/We agree to receive approval documentation via electronic communication. Hard copy approval documentation can be provided on request.
- 4) I/We consent and provide permission to CD Certification to update any discrepancies in the NSW Planning Portal.

**Signature:**
**Signature:**
**Date:**
**Date:**
**Print Name:**
**Print Name:**

### Lodgement of the Application

An application for an Occupation Certificate must be delivered by hand, by post or transmitted electronically to the principal office of the Principal Certifier. Applications MAY NOT be sent by fax.