

Information for the applicant

- 1 This form may be used to apply for:
 - a final occupation certificate to authorise the commencement of occupation or use of a new building, or
 - an interim occupation certificate to authorise the commencement of occupation or use of a partially completed new building.
- 2 Once completed, submit this application form to the principal certifying authority (PCA).

SECTION A Type of Occupation Certificate applied for (tick one)

Development Application/Complying Development No _____

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. An application may not be made by the person who will carry out the building work or subdivision work unless that person owns the land on which the work is to be carried out.*

Name _____

Address _____

Suburb _____

Contact Number _____

Email _____

SECTION C Details of Building

House Number _____ **Property Name** _____

Street Name _____

Suburb _____ **Post Code** _____

Lot _____ **Section** _____

Deposited Plan/Strata Plan Number _____

Description of the Building or Part of Building to 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 Development Consent

Existing Classification _____ New classification (if changed) _____

SECTION D Attachments Relating to the Proposed Development

- 1 The Regulations require a copy of the Development Consent, Construction Certificate or Complying Development Certificate, however, it is noted that Council would have a copy of these documents on file, therefore additional copies are not required.

SECTION E List of Documents

Prepare and attach the documents listed in the Schedule of your PCA appointment letter.

SECTION F Delivery of the Application

Greater Hume Council, 39 Young Street (PO Box 99) HOLBROOK NSW 2644
Email: mail@greaterhume.nsw.gov.au

SECTION G Signature of Applicant(s)

By signing below, I advise that the application form is completed and the information required by Council is attached.

Signature of applicant/s _____
Name/s _____
Date _____

SECTION H Signature of Owner(s)

Owner's signature to consent to lodgement of application. NB consent of **ALL** owners is required.

Signature of owner/s _____
Name/s _____
Date _____

SECTION I Date of receipt of application

To be completed by the certifying authority **immediately** after receiving this Application.

This Application was received on _____ (insert date)