



OCCUPATION CERTIFICATE APPLICATION

Section 6.4 Environmental Planning and Assessment Act 1979

Contact Us		Office Use Only									
The General Manager, PO Box 21, West Wyalong		D	A	2	0			/			
Email	council@blandshire.nsw.gov.au	Application Fee				\$					
Phone	02 69722266	Receipt Number									

Part 1: Applicant Details

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 a 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.

Applicant Name:	
Company (if applicable):	
ABN (if applicable):	
Applicant Address:	
Phone Number:	
Mobile:	
Email:	

Part 2: Property Details

Property Address:		
Legal Description	Lot	
	Section	
	DP	

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

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

Is your application for a Swimming Pool? No Yes

Is your pool registered with NSW State Government? Yes - Certificate No:

No – You MUST register your pool at www.swimmingpoolregister.nsw.gov.au prior to submitting this application to Council

Part 3: Application Checklist and Declaration

You must attach a copy of the following documents when submitting the application (tick all applicable boxes)

Development Consent or Complying Development Certificate	<input type="checkbox"/>
Construction Certificate (for Development Applications)	<input type="checkbox"/>
A Fire Safety Certificate (where relevant – see Note 2)	<input type="checkbox"/>
Other Certificates (ie Compliance Certificate) – as required	<input type="checkbox"/>
A copy of a BASIX Certificate for the development if required by the development consent	<input type="checkbox"/>

Please provide a list of other documents to be lodged with the application in the space provided -

I declare that all the information I have provided is true and correct

Applicants Name (please print)

Applicants Signature

Date

Applicants Name (please print)

Applicants Signature

Date

PPIA DISCLAIMER – The personal information provided on this form is collected by Bland Shire Council for the purposes of processing this application by Council employees and other authorised persons. This form will be stored within Council's record management system and may be available for public access and/or disclosure under various NSW Government legislation.

Note 1

Before and Occupation Certificate may be issued by Council, the following conditions must be met:

- Council must have been appointed as the Principal Certifying Authority (PCA)
- A Development Consent or Complying Development Certificate must be in force with respect to the building and
- A Construction Certificate must have been issued (where a Development Consent has been issued) with respect to the plans and specifications for the building.

Note 2

A Final Fire Safety Certificate is a certificate issued by or on behalf of the owner of a building to the effect that each essential fire safety measure specified in the current Fire Safety Schedule for the building to which the certificate relates:

- has been assessed by a properly qualified person; and
- was found, when it was assessed, to be capable of performing to at least the standard required by the current Fire Safety Schedule for the building for which the certificate is issued.

An Interim Fire Safety Certificate is a certificate issued by the owner of a building to the effect that each essential fire safety measure specified in the current Fire Safety Schedule for the part of the building to which the certificate relates:

- has been assessed by a properly qualified person; and
- was found, when it was assessed, to be capable of performing to at least the standard required by the Fire Safety Schedule for the building for which the certificate is issued.