

Occupation Certificate

Environmental Planning and Assessment Act 1979



This form

This form enables you to legally occupy the building to which it applies. This certificate can only be issued by the Principal Certifier appointed for your project.

Failure to complete all relevant sections or provide sufficient information/detail in your application may result in your application being returned or its assessment delayed. **Your application is not considered lodged until the required fees have been paid.**

Part 1: Applicant and site details

1. Your name, address and details

All correspondence will be sent to the email address provided unless 'care of' email address is specified.

Name or company
ABN (required if company)
Postal Address.....
Suburb.....Postcode.....
Phone
E-mail
Contact person (if company).....

Leave blank if not required

Will your correspondence be 'care of' another company?

- Yes
 No

Care of name or company.....
ABN (required if company) Contact person
Postal Address.....
Phone..... E-mail

2. Location and title description of the property

This information is available on rates notices

Unit NoHouse NoStreet.....
Suburb.....
Lot(s).....Section.....
Deposited Plan(s) Strata plan.....

3. Who owns the land?

Give the name of every owner. Attach a list if space insufficient.

Name 1.....Phone.....
Address.....Postcode.....
Name 2.....Phone.....
Address.....Postcode.....

4. Details of previous interactions with the City of Newcastle (CN) Officers

Have you spoken about this application with a CN Officer?

- Yes, whom did you speak to?
 No

Part 2: Application details

<p>5. Description of building and development consent</p> <p>What is the description of the building as identified in the development consent or complying development certificate?</p>	<p>Description of the development</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>Development Consent or Complying Development Certificate Number.....</p>
<p>6. Building classification?</p>	<p>What is the class of building under the Building Code of Australia?</p> <p>.....</p>
<p>7. Is an interim or final certificate required?</p> <p>Please tick applicable</p>	<p><input type="checkbox"/> Interim <input type="checkbox"/> Final</p> <p>If final, has an Interim Occupation Certificate already been issued?</p> <p><input type="checkbox"/> Yes: Certificate No..... Date.....</p> <p><input type="checkbox"/> No</p>
<p>8. Do you want a certificate for all of the building?</p> <p>Attach a full description and/ or plan of the part.</p>	<p>a) Yes, all of the building</p> <p>b) No, only part of the building</p> <p>Which part?</p> <p>Total floor area for which the certificate will be issued?.....m2</p>
<p>9. What documents have you provided with the application?</p>	<p><input type="checkbox"/> Development Consent</p> <p><input type="checkbox"/> Complying Development Certificate</p> <p><input type="checkbox"/> Construction Certificate</p> <p><input type="checkbox"/> Compliance Certificate/s</p> <p><input type="checkbox"/> Interim Fire Safety Certificate</p> <p><input type="checkbox"/> Final Fire Safety Certificate</p> <p><input type="checkbox"/> Survey Plans</p> <p><input type="checkbox"/> Basix Certificate</p> <p><input type="checkbox"/> Design Verification Statement</p> <p><input type="checkbox"/> Other Documentation</p>

Part 3: Owner's consent and applicant's declaration

10. Owner's consent

Who signs the form?

- All owners of the subject property.
- If the owner is a company - a director, secretary or authorised delegate.
- If the property is strata titled and relates to the entire strata – the authorised delegate of the Owner's Corporation.
- If the property is strata titled and relates only to a single lot in the strata - all owner/s of the particular lot.
- If Crown land - an authorised officer of the relevant government authority must sign the application.

If signing on the owner's behalf as the owner's legal representative, you must state the nature of your legal authority and attach any available evidence (e.g. power of attorney, executor, trustee, company director).

Owners consent

As owner/s of the land to which this application relates, I/we consent to this application. I/we also give consent for authorised CN officers to enter the land to carry out inspections.

Name 1

Signature

Company and legal authority (if applicable)

Name 2

Signature

Company and legal authority (if applicable)

Name 3

Signature

Name 4

Signature

11. Probity

Parties include owners, applicants, developers and companies.

Are parties with pecuniary or non-pecuniary interest:

- a) a staff member, councillor, contractor or related to someone who is a staff member, councillor, contractor of CN? or,
b) a State or Federal Member of Parliament?

Yes. If yes, state the relationship.....

No

12. Applicant's declaration

- I apply for consent to carry out the development described in this application.
- I declare that all the information given is true and correct.
- I understand that if incomplete, the application may be delayed, rejected or returned.
- I understand that the information supplied on this form and any related document may be made available to the public *.
- I indemnify all persons using the development application and documents in accordance with the Environmental Planning and Assessment Act, 1979 against any claim or action in respect of breach of copyright.

Applicant's name (please print).....

Applicant's Signature.....

*Under the *Government Information (Public Access) Act 2009 (NSW)* (GIPA Act), objections to the future disclosure of floorplans, after the application has been determined, may be lodged on the basis that there is an overriding public interest against disclosure.

Protecting your privacy

The City of Newcastle is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

Purpose of collection:	To enable CN as the consent authority to assess your proposal
Intended recipients:	CN staff and other government agencies that may be required to assess the proposal
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	The City of Newcastle, 282 King Street Newcastle 2300 will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling (02)4974 2000.

How to lodge your application

Applications can be lodged:

1. By email meeting the following criteria:

- Enter the address of the property and the type of application (i.e. DA, Mod) in the subject line of the email.
- Documents are to be named in accordance with the document titled "[Plan Standards - Guidelines for Lodging Electronic Documents](#)".
- Emails are to be sent to applications@ncc.nsw.gov.au
- Documents forming part of the application that exceed 10MB, are to be stored in a 'drop box' account and a 'public link' created to the documents. Copy the link and share that link in your email.

More information is available on the information sheet titled "[How to submit an application via email](#)".

2. In person, at the Customer Contact Centre, located at 282 King Street, Newcastle. Call (02) 4974 2000 to book a lodgement appointment with the Duty Officer.

3. By mail:

The City of Newcastle
PO Box 489
Newcastle NSW 2300

Fees

Fee estimates can be obtained by contacting CN on (02) 4974 2000.

Your application is not considered lodged until the required fees have been paid. If the application does not include payment we will contact you when payment is required.

Payments need to be made within 24 hours of contact.

Payment Methods

You can pay by cash, cheque, Credit Card or EFTPOS.

Please note a merchant fee is payable on all credit card transactions.

Cheques are to be made payable to the City of Newcastle.

Acknowledgement

We will acknowledge that we have received your application. You will receive a letter and receipt specifying the amount of fees paid, and the registered number of the application.

How to contact us:

Phone: (02) 4974 2000

E-mail: mail@ncc.nsw.gov.au

In Person: 282 King Street Newcastle