



## OCCUPATION CERTIFICATE APPLICATION

made under the Environmental Planning and Assessment Act 1979 [Section 109C(1)(c) and 109H]

Disclaimer: The information provided by you on this form will be used by Tamworth Regional Council to process this application. Once collected by Council, the information can be accessed in accordance with Government Information (Public Access) Act 2009.

### Property Details

<b>Lot &amp; DP:</b>	
<b>Street Address:</b>	
<b>Locality:</b>	

### Applicant's Details

<b>Name:</b>		
<b>Company:</b>		<b>Reference:</b>
<b>Postal Address:</b>		
<b>E-mail:</b>		
<b>Telephone:</b>		
<b>Signature:</b>		

### Certificate Details

**Type of Certificate Sought:**

<input type="checkbox"/> Certified Copy of Occupation Certificate	<input type="checkbox"/> Interim Occupation Certificate
<input type="checkbox"/> Final Occupation Certificate	<input type="checkbox"/> Change of Building Use of an Existing Building
<input type="checkbox"/> Occupation/use of a New Building	

### Building Details

**Certificate Sought for:**       Whole of building     Part of Building     Use of Building

**Type of Building:**             New Building         Existing Building

**Describe the use of the Building:**

  
  

**National Construction Code Classification:**            **Class**



**The building classification must be the same as specified on the development consent or complying development certificate.**

### Owner's Details

<b>Full Name or Company Name:</b>	
<b>Company Contact:</b>	
<b>E-mail:</b>	
<b>Telephone:</b>	

### Owner's Consent Requirements

**Owner**

All owners are to sign the form (additional requirements for other types of ownerships may apply below).

**Company or Organisation**

If the owner is a company, the nature of the position and authority of the signatory must be stated.

**Joint wall or Fence**

When works affect a joint wall or fence, consent of all property owners is required (e.g. detached dual occupancy or boundary fences).

**Signing on Owners Behalf**

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

**Strata Title or Body corporate**

If the property is a unit under strata title, then the signature of each of the strata title owners must be provided. If any works are proposed on common property in a Community Title scheme, the signature of each of the owners must be provided.

**New Owner**

If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:

- A copy of the Certificate of Title; or
- Previous owner(s) to provide owner(s) consent.

### Owner's Signatures- ALL OWNERS ARE TO SIGN

I/we own the subject land, consent to this application



**The Regulations require a copy of Development Consent, Construction Certificate or Complying Development Certificate accompany this application however as Council has a copy of these documents on file, additional copies are not required.**

## Supporting Documentation

The following information has been submitted with the application:

- Waterproof Certificate for Wet Areas
- Glazing Certification
- Frame & Truss Detail /Certification
- Termite Protection Certificate (Copy to Council, sticker installed in power meter box)
- BASIX Letter of Compliance
- Smoke Detector Certificate (Issued by Electrician)
- Final Fire Safety Certificate or interim Fire Safety Certificate (where relevant)
- Peg out Survey (where required)
- Works as executed Drainage Diagram

## Lodgement

**Lodge in person at one of our offices:**

**Tamworth**  
437 Peel Street,  
Tamworth  
Ph: (02) 6767 5555

**Barraba**  
27 Alice Street,  
Barraba  
Ph: (02) 6782 1105

**Manilla**  
210 Manilla Street,  
Manilla  
Ph: (02) 6761 0200

**Nundle**  
58 Jenkins Street,  
Nundle  
Ph:(02) 6769 3205

**Or send by post to PO BOX 555, TAMWORTH NSW 2340**

### **Privacy Statement:**

The information you supply comprises part of a public register which may be viewed by anyone on request