

# Occupation Certificate Application Form

Section 109C(1)(c) and 109H Environmental Planning and Assessment Act 1979

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FOR OFFICE USE ONLY

Date lodged

Application Number

## ABOUT THIS FORM

This form is required to be filled out to request approval for an occupation certificate.

To lodge the application, this form must be filled in, printed and provided to Council together with all the required supporting documentation. Lodgement can be done at Council's Administration Building or by mail. Supporting documentation may be provided in electronic format (recommended) or in paper form.

- If you choose to lodge the application in electronic format, all supporting documentation (including Part A of this form) must be provided on a USB drive in accordance with the "PSC Development Application Electronic Lodgement Guidelines".
- If you choose to lodge the application in paper form, you must provide one paper copy of all the supporting documentation. A scanning fee will apply for applications lodged in paper form.

## PRIVACY

The information provided may contain personal information as defined under the Privacy and Personal Information Protection Act 1998 (NSW). The purpose of collecting this information is to enable Council to consider matters under related legislation, issue related documentation where required and other associated matters as provided by law and will be utilised by Council officers in assessing the proposal and other associated activities. The information may also be made available to other persons in accordance with the relevant Acts and regulations, such as the Government Information (Public Access) Act 2009 (NSW) and will be stored in Council's record system. Council will display plans and reports (which may be subject to copyright law) on line on its DA Tracker portal for the required exhibition period of the application. Following this period plans and reports may be inspected at Council's Administration Building. No personal information will be displayed. Section 79 of the Environmental Planning and Assessment Act 1979 (NSW), requires Council to make applications and accompanying information, including plans, publicly available during the submission period.

Please select what you are applying for:

Interim Certificate

Final Certificate

## PART A

### Property details

Unit/Street Number

Street Name

Suburb

Post Code

Lot Number

DP/SP

### Applicant details

First Name

Family Name

Company/organisation/agency

Position

## Details

Development consent number

Date of determination

**OR** Complying development  
certificate number

Construction certificate number

Date of issue

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## Building details

Whole building

**OR** Part of building

Use

BCA Class

Note: This must be the same as that specified on the development consent or complying development certificate

New

**OR** Existing

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## Attachments

The following attachments are to be provided:

- Copy of the relevant [development or complying development consent](#)
- Copy of any relevant [construction certificate](#)
- Copy of any relevant [fire safety certificate](#)
- Copy of any relevant [BASIX certificate](#)
- Copy of any relevant [termite treatment completion certificate](#)
- Copy of any other certificates required by the Construction Certificate

Date lodged

Application No.

## Applicant details

First Name Family Name

Company/organisation/agency

Position

Unit/Street Number Street Name

Suburb State Post Code

Email

Daytime telephone Mobile

I hereby make application to Council for permission to develop as per plans and specifications submitted. I understand that if the information submitted is incomplete, the application may be delayed, rejected or more information may be requested. I undertake to develop in conformity with such approval and Acts & Codes, and to Indemnify the Council of Port Stephens against all claims which may arise whether from negligence or otherwise as a result of my carrying out or instructing a third party to carry out the above work or any other work within the road reservation at the above premises. I/We the Applicant/Owner/s authorise the use of all documents associated with this development application for the purposes of the development assessment process. I/We indemnify Council under the Environmental Planning and Assessment Act 1979 (NSW) and the Copyright Act 1968 (Cth), with regard to documents subject to copyright law. By signing this form I advise I have taken all reasonable steps to obtain copyright owners consent. I have/will advise Council in writing if this is not the case.

**Date** **Applicant/s signature**

**Please indicate preferred method of contact** Australia Post Email

## Owner's consent

The owner(s) of the land to be developed must sign the application. If the land is Crown Land, an authorised officer of the NSW Department of Lands must sign the application. If the owner is a company – a director, secretary or authorised delegate must sign the application and state their position. If the property is under strata or community title, if any works are proposed on common property the common seal of the owner's corporation must be stamped on this form as well as the owner's signature. An original signature must be provided and every owner must sign the form.

Owner(s)

Unit/Street Number Street Name

Suburb State Post Code

As owner(s) of the land to which this application relates, I/we consent to this application. I/we also consent to authorised Council officers to entering the land to carry out inspection relating to this application. I/we accept that all communication regarding the application will be through the nominated applicant.

**Signature(s)** **Name/s and position/s if a company** **Date**

**Common seal to be attached here if required**

## Probity

Is the applicant or owner a staff member, councillor or contractor of Port Stephens Council or is the applicant or owner related to someone who is a staff member, councillor or contractor of Port Stephens Council?

No Yes - please state relationship

## Political gifts and donations

Have you, or any person with a financial interest in this application, made a political donation or gift (greater than \$1000) in the previous two years?

No Yes - please submit a **Statement of Disclosure of Political Donations and Gifts form** with your application.