



# OCCUPATION CERTIFICATE APPLICATION

The *Development Application* (blue) form must also be completed if there is any change with the applicant's and / or owner's details.

### What is an Occupation Certificate?

An Occupation Certificate is a certificate that authorises the occupation and use of a new building, or a change of building use of an existing building.

Before an Occupation Certificate can be issued, Council must be satisfied that:

- A Development Consent or a Complying Development Certificate is in force with respect to the building.
- A Construction Certificate has been issued with respect to the plans and specifications for the building (where necessary).
- A Fire Safety Certificate has been issued. (A Fire Safety Certificate is not required for dwellings or outbuildings).

### What is a Building Code of Australia (BCA) Classification?

All buildings are classified by the BCA into a range of classification from No. 1 through to No. 10. This information is on your Development Consent and Construction Certificate.

### Use of Building

This is the proposed use of the building when occupied, for example, residential, retail store etc.

### What is a Fire Safety Commissioning Certificate?

A Fire Safety Commissioning Certificate is necessary when any new fire safety measures have been installed, for example, EXIT signs, fire hose reels etc.

Other documentation may include supporting evidence such as Land Survey Reports, Structural Certification etc.

### OFFICE USE ONLY

O/C No.	Date: / /	CSO initials:
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### DEVELOPMENT CONSENT No. / CONSTRUCTION CERTIFICATE No.

D/C No.		C/C No.	
Are there any changes to the owner's / applicant's details? If yes, fill in <i>Development Application</i> form.		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>

### BUILDING CODE OF AUSTRALIA (BCA) CLASSIFICATION

The building classification must be the same as that specified in the Development Consent.

Use of Building			
BCA Classification			
New Building	Yes	<input type="checkbox"/>	No
Change of Use to Existing Building	Yes	<input type="checkbox"/>	No

### REQUIRED ATTACHMENTS

- Have you supplied:*
- Fire Safety Commissioning Certificate (where relevant).
  - Other documents to support application.

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Applicant's Signature