



Application for a Occupation Certificate

Under Part 6 of the *Environmental Planning & Assessment Act 1979*

Postal Address:
 General Manager
 PO Box 61
 GLEN INNES NSW 2370
 Phone: (02) 6730 2350
 Fax: (02) 6732 3764
 Email: council@gisc.nsw.gov .au

Office Use Only				
CC/CDC No :		OC Fee Paid :	Y / N	007
Assessment No :		TOTAL :		Cashiers Initial
Receipt Number :		Date of Receipt :		

All associated fees are listed in Council's current Operational Plan.

Privacy Notification: In completing this form you will be prompted to supply information that is personal information this information is collected under the *Privacy and Personal Information Act 1998*. The supply of this information is voluntary. If you cannot provide, or do not wish to provide, the information sought Council may be unable to process your request. Council requires the provision of the owner/s name and address with signature/s to verify owner/s permission for the lodgment of this Construction Certificate Application. Glen Innes Severn Council is required under the *Privacy and Personal Information Act 1998* to inform you about how your personal information is being collected and used. If you require further information please contact Council's Department of Development, Planning and Regulatory Services on (02) 6730 2350.

APPLICANT'S DETAILS

Title: Mr Mrs Miss Ms Other

Name: _____

Address: _____

Mobile: _____ Home: _____

Email: _____ Fax: _____

Signature: _____ Date: _____

*NOTE: An application for an occupation certificate **may only** be made by a person who has the benefit of the development. An application **may not** be made by a person who will be carrying out the building work or subdivision work unless that person owns the land on which the work is to be carried out.*

Preferred payment method (please circle): Cash Cheque Card

PROPERTY IDENTIFICATION

Lot: _____ Section: _____ DP: _____

Street No: _____ Street: _____ Town: _____

DETAILS OF DEVELOPMENT

Type of Occupation Certificate:

- Interim
- Final

For the;

- Whole Building
- Part of Building
- Change of Building Use

Description of Development: _____

Classification of Building: _____ NOTE: Classification of building under the Building Code of Australia. If parts of the building have different classes, include all classes.

PRINCIPAL CERTIFYING AUTHORITY

Was Council the appointed PCA for the development?

- No
- Yes (A signed Contract for Certification Work must be submitted along with this application, if not already supplied with the Construction or Complying Development Application)

REQUIRED ATTACHMENTS

NOTE: If Council was **NOT** the PCA the regulations require a copy of the Construction Certificate or Complying Development Certificate be attached to this application form.

Please indicate those documents that are accompanying this application;

- Waterproofing Certificate for Wet Areas
- Glazing Certification
- Frame & Truss Detail/Certification
- Termite Protection Certificate
- BASIX Letter of Compliance
- Smoke Detector Certificate (Issued by a Qualified Electrician)
- Final Fire Safety Certificate of Interim Fire Safety Certificate (where relevant)
- Peg Out Survey (where required)
- Works as executed Drainage Diagram

FIRE SAFETY REQUIREMENT

NOTE: If the development involved an alternative solution under the Building Code of Australia (BCA) in respect of fire safety work for a Class 9a building with a total floor area of 2000m² or more or any other class of building that has a fire compartment with a total floor area of 2000m² or more; or a floor area of more than 6000m² that involves an alternative solution in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 of BCA Volume 1.

Please indicate one of the following required documents, provided by a **Fire Safety Engineer**, accompanying this application;

- A compliance certificate (as per Division 6.5 of the EP&A Act), or
- A written report including a statement of compliance.

HOW TO LODGE THIS APPLICATION

ADDRESS THE APPLICATION TO	General Manager Glen Innes Severn Council
POST	PO Box 61 GLEN INNES NSW 2370
COURIER OR PERSONAL DELIVERY	Glen Innes Severn Council Town Hall Office 265 Grey Street GLEN INNES
OFFICE HOURS	8.30am to 4.30pm Monday to Friday. <i>Development and Planning officers are located at 136 Church Street, GLEN INNES and are generally available, however it is recommended that you make an appointment by calling Council on (02) 6730 2350 during these hours.</i>
FEES	Fees are calculated on the type of works proposed and may involve the estimated cost of the works. Contact Council for a fee quote. <i>Note: any refunds will be processed to the person/company who paid the fees to Glen Innes Severn Council.</i>
ELECTRONIC	council@gisc.nsw.gov.au (<i>Original documents are still required to be submitted by mail/person</i>).
PAYMENT METHODS	By Phone - Contact Council's Church Street office on (02) 6730 2350 (Council will require the application before being able to process payment). By Mail - Cheque, Money order or Credit Card. In Person - Cash, Cheque, Money Order, Bankcard, MasterCard, Visa and/or EFTPOS. Make cheques payable to 'Glen Innes Severn Council'.
ACKNOWLEDGEMENT	We will acknowledge that we have received your application. You will receive a receipt specifying the amount of fees paid and the registered number of the application.