



# 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 Previously :	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/s: \_\_\_\_\_ 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:**

Part of Building

Whole of Building

**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 (as applicable);

- Waterproofing Certificate for Wet Areas
- Glazing (Windows) Certification
- Glazing (Shower Screens) Certificate
- Frame & Truss Detail/Certification
- Termite Protection Certificate
- BASIX Letter of Compliance
- Smoke Detector Certificate (Issued by a qualified licensed Electrician)
- Works as executed Drainage Diagram and Certificate of Completion (Issued by a qualified licensed Plumber)

## FIRE SAFETY REQUIREMENT (if applicable)

**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 2000m<sup>2</sup> or more or any other class of building that has a fire compartment with a total floor area of 2000m<sup>2</sup> or more; or a floor area of more than 6000m<sup>2</sup> 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

<b>ADDRESS THE APPLICATION TO</b>	General Manager Glen Innes Severn Council
<b>POST</b>	PO Box 61 GLEN INNES NSW 2370
<b>COURIER OR PERSONAL DELIVERY</b>	Glen Innes Severn Council Town Hall Office 265 Grey Street GLEN INNES
<b>OFFICE HOURS</b>	<b>8.30am to 4.30pm Monday to Friday.</b> <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>
<b>FEES</b>	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>
<b>ELECTRONIC</b>	<b>council@gisc.nsw.gov.au</b> (Original documents are still required to be submitted by mail/person).
<b>PAYMENT METHODS</b>	<b>By Phone</b> - Contact Council's Church Street office on (02) 6730 2350 (Council will require the application before being able to process payment). <b>By Mail</b> - Cheque, Money order or Credit Card. <b>In Person</b> - Cash, Cheque, Money Order, Bankcard, MasterCard, Visa and/or EFTPOS. Make cheques payable to 'Glen Innes Severn Council'.
<b>ACKNOWLEDGEMENT</b>	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.