



HUNTER'S HILL COUNCIL

OCCUPATION CERTIFICATE

Issued under Section 109C(1)(c) & 109 H *Environmental Planning and Assessment Act 1979*

1. APPLICANT

Mr Mrs Ms Miss Dr Other

Family Name or Company _____

Given Names or ACN _____

Postal Address _____

Email _____

Telephone _____

Mobile _____

2. LOCATION OF PROPERTY (Where the building work is to be carried out)

Unit No _____ House No _____

Street _____ Lot _____

Suburb _____ Section _____

Post Code _____ Nearest Cross Street _____ DP/SP/Estate _____

3. CONSENT OF OWNER

Every owner of the land must sign this form. If the owner is a corporation, the form must be signed by the authorised director and the common seal must be stamped on this form. If the property is a unit under strata title or a lot in a community title, in addition to the owner's signature the common seal of the body corporate must be stamped on this form over the signature of the owner and signed by the chairperson or secretary of the Body Corporate or the appointed managing agent.

Owner/s _____ Address _____

As owners of the land to which this application relates I/we consent to this application. I/We also give consent for authorised Council Officers or its agents, solicitors or consultants to enter the land to carry out inspections relating to this application and to undertake its obligations and powers under the Environmental Planning and Assessment Act and Local Government Act.

Signature _____ Date _____

Signature _____ Date _____



OCCUPATION CERTIFICATE

4. TYPE OF CERTIFICATE SOUGHT

Please tick the appropriate box (include information for the applicant):

- Interim Occupation Certificate Final Occupation Certificate

5. CONSENT OR CERTIFICATE NUMBER

Before an occupation certificate can be issued, the certifying authority must be satisfied that::

- A development consent or complying development certificate is in force for the building work.
- A construction certificate has been issued with respect to the plans and specifications.

Development Application No. _____

Date of Determination _____

Complying Development Certificate No. _____

Date of Determination _____

Construction Certificate No. _____

Date of Determination _____

6. PARTICULARS OF THE BUILDING

Classification of Building _____

Whole of Building or part _____

Description of part _____

New Yes No

Existing Yes No

7. DECLARATION

If the applicant is a company or strata title body corporate, this declaration must be signed by a director or authorised delegate, under common seal.

I am applying for an occupation application for the completed works as outlined on the form.

I certify that the works have development consent and have been completed in accordance with that consent and conditions.

Signature _____ Date _____

Signature _____ Date _____

Privacy Statement

The personal information requested in this form is required under the *Environmental Planning and Assessment Act 1979* and will only be used in connection with the requirements of this legislation. If you do not provide the information, Council will not be able to process your application. This information will be available to Councillors, Council Officers, consultants to the Council and members of the public as required by the Act. Council is to be regarded as the agency that holds the information. . You may request amendments of any personal information held by Council that are incorrect.



OCCUPATION CERTIFICATE

8. RIGHT OF APPEAL

Under S109K where the certifying authority is a Council an applicant may appeal to the Land & Environmental Court against the refusal to issue an occupation certificate within 12 months from the date of the decision.

9. CERTIFICATES

The following information is required for occupation certificate.

Plumbing Certification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Electrical Certification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Glazing Certification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
BASIX Certification	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Any information required as per development consent	<input type="checkbox"/> Yes	<input type="checkbox"/> No

IMPORTANT INFORMATION

Failure to provide the required documentation of an acceptable standard will result in your application being returned.

FEE

All Classes of Building (Estimated cost of works) Fees 2016/2017 Including GST

\$0 - \$50,000	Included in PCA fee
\$50,001 - \$100,000	\$150.00
\$100,001 - \$250,000	\$225.00
\$250,001 - \$500,000	\$330.00
\$500,001 - \$750,000	\$450.00
\$750,001 - \$1,000,000	\$500.00
\$1,000,001 - \$2,000,000	\$560.00

OFFICE USE: (To be completed by Customer Service Officer)

*GST is included in the fee

Please retain your receipt as proof of lodgement of the application

Fee Type	Fee (\$)	Receipt
Application Fee		

Customer Service Officer _____

Date _____