



Occupation Certificate Application

Including refund request for return of damage deposits and bonds
Environmental Planning and Assessment Act 1979
Division 6.3 Section 6.9

About this form:	This form is to be used to apply for an occupation certificate for the occupation or use of whole or part of a building. The requirements of section 6.10 must be met before an occupation certificate can be issued by the principal certifier. This form can also be used to trigger the refund of security deposits and bonds paid associated with the development consent.
How to complete:	<ol style="list-style-type: none">1. Ensure that all fields have been filled out correctly.2. Please note that fields on this form marked with an * are mandatory and must be completed before submitting the application.3. Once completed, please refer to the lodgement details section for further information.

Applicant (must be the person eligible to appoint the Principal Certifier)			
Salutation: (please tick)	<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	<input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)
First name:		Surname:	
Email:			
Street address:		Postcode:	
Suburb:			
Phone number:		Other:	
Applicant's signature/s:		Date:	/ /
Site Details			
Street address:			
Suburb:		Postcode:	
Legal description:	Lot:	Section:	DP/SP:
Proposal Description of the works for which the occupation certificate is applied for	Description: _____ _____ _____		
Type of occupation certificate applied for	Interim <input type="checkbox"/>	Final <input type="checkbox"/>	
Development Application Details	Development Application No: _____		
Construction Certificate Details	Construction Certificate No: _____		
Request for the refund of any deposits or bonds paid	Please arrange, as part of the final occupation certificate, the refund of any security deposits or bonds.		



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as part of the requirements of Development Consent	
Signature/s and Print Name	

Owners consent

Council will not accept this application without correct and complete owner/s consent.

Family Name / Company Name / Strata Title:	(If company, company seal to be affixed)		
Given Name or Authorised Company Officer Name		Company ACN	
Postal Address		Postcode	
Phone No		Mobile	
Email			
Signature/s and Print Name	Authorisation by Company letterhead attached	Company Seal Yes <input type="checkbox"/> No <input type="checkbox"/>	

Checklist for lodgement of application (as required by EPA regs schedule 1)

Checklist Details that must accompany your application	<ul style="list-style-type: none"> – Copy of Development application <input type="checkbox"/> – Copy of Construction certificate <input type="checkbox"/> – Copy of any relevant fire safety certificate <input type="checkbox"/> – Copy of all compliance certificate issued for the building including but not limited to: <input type="checkbox"/> – Copy of BASIX certificate and fulfilment of BASIX commitments from builder <input type="checkbox"/> – Justification for any missed critical stage inspection and supporting documentation <input type="checkbox"/> – Certification for termite protection <input type="checkbox"/> – Certification for Glazing <input type="checkbox"/> – Structural engineers certification for structural elements <input type="checkbox"/> – Certification for the waterproofing of wet area <input type="checkbox"/> – Certification for smoke alarms <input type="checkbox"/> – Evidence that all relevant conditions of consent are complied with <input type="checkbox"/> – Record of critical stage inspections <input type="checkbox"/> – Any alternative solution report <input type="checkbox"/> – Evidence that the building is not inconsistent with the development /CDC consent. <input type="checkbox"/> – Any other matters specified by the principal certifier <input type="checkbox"/> – Document indicating compliance with any pre conditions of the DA have been complied with <input type="checkbox"/> 		
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Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at council@innerwest.nsw.gov.au or write to us at P.O. Box 14, Petersham, NSW 2049.

How to lodge

Lodging an application requires a completed application form.

All relevant information and the payment of the required fee (where a fee applies).

Application will be checked at lodgement to ensure the required information is provided.

Incomplete/illegible applications will not be accepted and will be returned to you.

Under EP&A Regulation 2000, all post consent certificate applications to be lodge at NSW Planning Portal <https://www.planningportal.nsw.gov.au/>

- Click 'My Account' to register your account for lodgement.
- All documents including plans must be submitted as separate PDF files, viewable in Adobe Acrobat – each document [with clear \(descriptive\) file names](#).
- Security settings [\(including passwords and editing restrictions\)](#) must not be applied to electronic documents.
- Files larger than 5MB should be separated logically and supplied as separate PDF files.

Note: You can contact the Building Certification Team by email: building@innerwest.nsw.gov.au or schedule an appointment for more information.

Fees and charges: Find fees and charges on the Council website: www.innerwest.nsw.gov.au/FeesAndCharges

Payment: Tax Invoice will be sent after lodgement, please refer to the invoice for payment methods.



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Office use only

Checked by officer:		Receipt number:	
Date:		Amount paid:	\$
Occupation certificate Fee: Lodgement Fee:		Cashier code:	
Application number:		Initial of officer:	