



Warringah Council

Application for an Occupation Certificate

Issued under the Environmental Planning and Assessment Act 1979 (Sections 109C (1) (c) and 109H)



Address the application to:

- The General Manager
Warringah Council
DX 9118 Dee Why
- Or**
- Customer Service Centre
Warringah Council
Civic Centre, 25 Pittwater Road
Dee Why NSW 2099

If you need help lodging your application:

- Phone our Customer Service Centre on (02) 9942 2111
- Or**
- Come in and talk to us

Office Use Only

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December 11

For applicable fees and charges, please refer to Council's website: www.warringah.nsw.gov.au or contact our Customer Service Centre.

Privacy and Personal Information Protection Notice

The personal information requested in this form is required by or under the Environmental Planning and Assessment Act 1979 and will only be used by Warringah Council in connection with the requirements of that Act and any other relevantly applicable legislation relating to the subject-matter of this application. The information is being collected for the following purposes, namely, to enable us to (1) process and determine your application; (2) contact you in relation to your application should that be necessary; and (3) keep the public informed by making the application publicly accessible. If you do not provide the information, Council will not be able to process your application, and your application will be rejected.

Your application will be available to Councillors and Council Officers. Members of the public have certain rights of access to information and documents held by Council under the Government Information (Public Access) Act 2009 (GIPA), and under the Privacy Information Protection Act 1998 (NSW) to the extent permitted by those Acts.

Warringah Council is to be regarded as the agency that holds the information, which will be stored on Council's records management system or in archives and may be displayed on eServices online (except as regards to personal particulars). You have a right to access information within the meaning of the Privacy and Personal Information Protection Act 1998 (NSW) on application to Council, and to have that information updated or corrected as necessary. Please contact Warringah Council if the information you have provided is incorrect or changes or if access is otherwise sought to the information. In addition, a person may request that any material that is available (or is to be made available) for public inspection by or under the Local Government Act 1993 (NSW) be prepared or amended so as to omit or remove any matter that would disclose or discloses the person's place of living if the person considers that the disclosure would place or places the personal safety of the person or of members of the person's family at risk. Any such request must be made to Council's General Manager: see s.739 of the Local Government Act 1993 (NSW).

PART 1 Site Details

1.1 Subject land

We need this to correctly identify the land

Unit no. House no. Street

Suburb

Legal property description Lot: Sect: DP/SP:

This information must be supplied.

1.2 Building Details

The building classification must be the same as that specified in the development consent or complying development certificate.

Whole/part of building

Use

BCA class

New

Existing

Gross floor area m²

PART 2 Certificate Details

2.1 Type of certificate sought

Please tick appropriate boxes

Type Interim certificate
 Final certificate

2.2 Consent or certificate number

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

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

Development application or complying development certificate number

Construction certificate number (if applicable)

PART 3 Checklist

Certificate Checklist

The following information is required for all occupation certificate applications.

Please tick appropriate box

	Yes	No
Final fire safety certificate or interim fire safety certificate (A certificate is not required for a class 1A or class 10 building)	<input type="checkbox"/>	<input type="checkbox"/>
Other certificates relied on Residential flat buildings - design verification from a qualified designer in which the development application was required under clause 50(1B) of the Environmental Planning and Assessment Act 1979	<input type="checkbox"/>	<input type="checkbox"/>

PART 4 Applicant(s) Details

Applicant(s) Details

Mr Mrs Ms Other

It is important that we are able to contact you if we need more information during business hours.

Please give us as much detail as possible.

Full family name (no initials)

Full given names (no initials)

or

Company name

ACN

Postal address

We will post all correspondence to this address. Postcode

Private phone Business phone

Mobile phone Facsimile

Contact person

Person who may be contacted to discuss the application during business hours

Email

PART 5 Owner(s) Details

Owner(s) consent Owner(s)

Council cannot grant consent if owner(s) consent is not provided.

Address

As owner(s) of the land to which this application relates, I/We consent to this application. I/We also consent for authorised Council officers to enter the land to carry out inspections relating to this application. I/We accept that all communication regarding this application will be through the nominated applicant.

Signature(s)

Every owner of the land must sign this form.

- Company / Organisation**
Provide one of the following:
 - Signature of director and common seal stamped on the form.
 - Letter on company letterhead signed by authorised person and the common seal stamped on the letter.Note: A copy of ASIC certificate may be accepted in place of the company's common seal.

- Strata title / Owner's Corporation**
If the property is a unit under strata title or a lot in a community title, then in addition to the owner(s) signature one of the following must be provided:
 - The common seal of the owner's corporation must be stamped on this form over the signature of the owner(s) and signed by the chairman or secretary of the owner's corporation or the appointed managing agent.
 - A letter on Strata Management letterhead.
 - Minutes signed by the Owner's Coporation, clearly stating the words "Support for lodgement of a Development Application".

- New owner(s)**
If the property has recently been sold, documentary evidence of the sale must be provided. Please provide one of the following:
 - A copy of the Certificate of Title.
 - A letter from your solicitor confirming settlement.
 - Previous owner(s) to provide owner(s) consent.

- Signing on owners behalf**
If you are signing on the owner(s) behalf as the owner(s) legal representative, you must state the nature of your legal authority and attach documentary evidence (e.g. Power of attorney, executor, trustee, company director, etc).

- Joint wall / Fence**
When works affect a joint wall or fence, consent of all property owners is required (e.g. Semi-detached or terrace dwelling and boundary fences).

PART 6 Applicant(s) Declaration

Declaration	I/We am/are applying for occupation of the completed building works as outlined on this form.
If the applicant(s) is a company or strata title body corporate, this declaration must be signed by a director or authorised delegate, under common seal.	I/We certify that the work's have development consent and have been completed in accordance with that consent and applicable conditions.
	<div style="border: 1px solid black; height: 110px; width: 100%;"></div>
Signature(s)	Date:

