

Occupation Certificate Application Form

Office Use only: OCC_ ___ / ___

Amount Paid: \$

Receipt No:

Advisory Notes

- An incomplete form may result in rejection of your application.
- Application fee must accompany application. It is best to confirm fees before writing cheques– Refer to Schedule of fees and charges

For advice please contact Customer Service on (02) 9330 6400 (8.30am-5.00pm Monday to Friday)

Building Details

Type of Certificate Request	Interim Certificate (works not complete)	Final Certificate (works completed)
	Change of Building Use of an existing building	Occupation and Use of a new building/new work
Whole/Part of Building (Please provide details):		
Use:		
BCA Classification:	New	Existing
Development Site Address:		
Suburb:		Postcode:
Lot:	Section:	DP/SP:
Development Application or Complying Development Certificate Number:		Date of Issue:
Construction Certificate No:		Date of Issue:
Type of Development as detailed in Consent/Certificate:		

Applicant Details

Note: To be completed by the owner or the person having the benefit of the development consent. The builder cannot complete this form unless they are also the owner of the property

Name:		
Postal Address:	Suburb:	Postcode:
Phone:	Mobile No:	
E-mail address:		
If Applicant is a Company: Application form must be signed by 2 directors or a director and the company secretary. In the case of a proprietary company that has a sole director, that director only must sign and must indicate that he/she is the sole director.		
Signature:		Date:
Signature:		Date:

Print form

Printed form can be submitted in person at Hurstville or Kogarah Service Centres, email mail@georgesriver.nsw.gov.au or it can be posted via the postal address Georges River Council, PO Box 205, Hurstville NSW 1481

Georges River Council is required under the *Privacy and Personal Information Protection Act 1998* to collect, maintain and use your personal information in accordance with the Information Privacy Principles. Your personal information is being collected to process your application. Council may use your personal information for the purposes of processing your application. Council is regarded as the agency that holds the information and will not disclose your personal information without your consent unless authorised or required by law. You may apply to access or amend your information by contacting Council on 9330 6400 or at mail@georgesriver.nsw.gov.au.

Office Use Only		
Determination	Interim Certificate (works not complete)	Final Certificate (works completed)
	Change of Building Use of an existing building	Occupation and Use of a new building/new work
Date of Determination:	Approved	Refused
Certificate - Final	<p>Georges River Council has been appointed as the Principal Certifier.</p> <p>A Development Consent/Complying Development Certificate is in force with respect to the building.</p> <p>A Construction Certificate has been issued with respect to the plans and specifications for the building, if applicable.</p> <p>The building is suitable for Occupation or use in accordance with its classification under the Building Code of Australia.</p> <p>Where required, a Final Fire Safety Certificate has been issued for the building.</p> <p>Where required, a report from the Commissioner of the New South Wales Fire Brigades has been considered.</p> <p>All work and conditions as captured in the Development Consent & Plans/Specifications have been completed & complied with.</p>	
Certificate - Interim	<p>Georges River Council has been appointed as the Principal Certifier.</p> <p>I have taken into consideration the health and safety of the occupants of the building.</p> <p>A Development Consent or Complying Development Certificate is in force with respect to the building.</p> <p>A Construction Certificate has been issued with respect to the plans and specifications for the building (if applicable).</p> <p>The building is suitable for Occupation or use in accordance with its classification under the Building Code of Australia.</p> <p>Where required, a Fire Safety Certificate has been issued for the building or an interim Fire Safety Certificate has been issued for the relevant part of the building.</p> <p>Where required, a report from the Commissioner of New South Wales Fire Brigades has been considered.</p>	
Attachments	Interim Fire Safety Certificate	
	Final Fire Safety Certificate	
	Reason(s) for Refusal dated	
	Others:	
GRC Principle Certifier Officer Signature:		Dated:

