

# OCCUPATION CERTIFICATE APPLICATION

## How to lodge this form

Please ensure all fields have been filled out. Fields marked with an asterisk \* must be completed otherwise Council will be unable to process your application. Once completed, forms can be submitted:

**In person** Ryde Customer Service Centre, 1 Pope Street, Ryde

**Via post** Locked Bag 2069, North Ryde NSW 1670

**Additional information:** For more information visit [www.ryde.nsw.gov.au](http://www.ryde.nsw.gov.au) or call the Ryde Customer Service Centre on 9952 8222.

## PART 1 : APPLICANT DETAILS

Title\*  Mr  Mrs  Ms  Miss  Other

Given Name\*  Family Name\*

Unit / Suite or House No.\*  Street Name\*

Suburb\*  Postcode\*

Postal Address   
 If different from above

Suburb  Postcode

Preferred Contact\*  Mobile  Business  Home

Mobile  Fax

Business Phone  Home Phone

Email\*

## PART 2 : PROPERTY DETAILS

Unit / Suite or House No.\*  Street Name\*

Suburb\*  Postcode\*

Lot No.\*  DP/SP\*

## PART 3 : TYPE OF CERTIFICATE

- Occupation of whole building  Change of use for whole of a building  
 Occupation of part of a building  Change of use for part of a building

Description of work:

Has an earlier occupation certificate been issued for the whole part of the building?  Yes  No

## PART 4 : CONSENT DETAILS

4.a) Development Consent No.:	<input type="text"/>	Approval Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.b) Construction Certificate No.:	<input type="text"/>	Approval Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.c) Complying Development No.:	<input type="text"/>	Approval Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.d) Construction work completed?	<input type="checkbox"/> Yes <input type="checkbox"/> No				

## PART 5 : SIGNATURE OF APPLICANT

Name of applicant(s)*	<input type="text"/>							
Signature (s)*	<input type="text"/>			Date*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### NOTES

- Before an occupation certificate may be issued, the Principal Certifier 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.
- The final fire safety certificate or interim fire safety certificate must be supplied with this application. This is not required for a class 1a or class 10 building.

### Privacy Notification

In completing this form you will be prompted to supply information that is personal information for the purposes of 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, the Council may be unable to process your request. Council is required under the Act to inform you about how your personal information is being collected and used. If you require further information please contact Council's Customer Service Centre on 9952 8222 and ask for an information sheet to be forwarded to you.

## OFFICE USE ONLY

### Determination

Part  Whole

Approved (Earlier occupation certificates revoked)

Reference No.  Date

Refused date

Building Surveyor - Council Accredited Certifier is satisfied that the Occupation Certificate can / cannot be issued.

Signature of Building Surveyor - Council Accredited Certifier