

OCCUPATION CERTIFICATE APPLICATION



Lifestyle and opportunity at your doorstep

About this form

Use this form to apply for an Occupation Certificate for a property in the City of Ryde.

Council Contact Details

Customer Service Centre 1 Pope Street, Ryde NSW
Post Locked Bag 2069, North Ryde NSW 1670
Email cityofryde@ryde.nsw.gov.au
Phone (02) 9952 8222

PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with

| | | | | | |
|---|-------------|-------|-------|------|----------|
| Title | Mr | Mrs | Ms | Miss | Other |
| Given Name | Family Name | | | | |
| Address | | | | | |
| Suburb | | | | | Postcode |
| Postal Address If different from above | | | | | |
| Suburb | | | | | Postcode |
| Preferred contact | Mobile | Phone | Email | | |
| Mobile | | | Phone | | |
| Email | | | | | |

PART 2 : PROPERTY DETAILS

| | |
|---------|----------|
| Address | |
| 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 |

Personal information collected from you is held and used by Council under the provisions of the *Privacy and Personal Information Protection Act 1998*. The supply of information is voluntary, however if you cannot provide, or do not wish to provide the information sought, Council may be unable to process your request. Please note that the exchange of information between the public and Council, may be accessed by others and could be made publicly available under the *Government Information Public Access Act 2009 (GIPA Act)*. If you require further information please contact Council's Customer Service Centre on 9952 8222.

PART 4 : CONSENT DETAILS

| | | |
|------|-------------------------------|---------------|
| 4.a) | Development Consent No.: | Approval Date |
| 4.b) | Construction Certificate No.: | Approval Date |
| 4.c) | Complying Development No.: | Approval Date |
| 4.d) | Construction work completed? | Yes No |

PART 5 : DECLARATION

| | |
|-----------|------|
| Signature | Date |
|-----------|------|

NOTES

1. 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.
2. 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.

| | |
|---|-------|
| 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 | |