



Application for an Occupation Certificate

Information for the applicant

- This form may be used to apply for:
 - a **final occupation certificate** to authorise the commencement of occupation or use of a new building, or
 - an **interim occupation certificate** to authorise the commencement of occupation or use of a partially completed new building.
- Once completed, submit this application form to Queanbeyan-Palerang Regional Council.

SECTION A. Type of occupation certificate applied for (Tick one)

Interim occupation certificate

Final occupation certificate

SECTION B. Details of the applicant

**An application for an occupation certificate may only be made by a person who is eligible to appoint a PCA for the development. An application may not be made by the person who will carry out the building work or subdivision work unless that person owns the land on which the work is to be carried out.*

Mr Ms Mrs Dr Miss Other: _____

Contact person

Company (If applicable)

Address

Locality

State

Postcode

Phone

Email

Signature of Applicant

Date

SECTION C. Details of building

Unit/Street no. <input type="text"/>	Street Name <input type="text"/>	
Locality <input type="text"/>	State <input type="text"/>	Postcode <input type="text"/>
Lot <input type="text"/>	Section <input type="text"/>	Deposited Plan (DP) <input type="text"/>

Description of the building or part of building to which the application relates

If the application relates to a new use of the building or part of the building, also describe the new use.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Building classification under the Building Code of Australia as identified by the construction certificate

Classification	<input type="text"/>
New classification (if changed)	<input type="text"/>

SECTION D. Attachments relating to the proposed development

1. Applicants must provide the details of the Development consent number and the Construction certificate number for the relevant proposal. Please confirm that documents relating to the requirements below have been attached or submitted previously to Council by placing a cross in the appropriate box(s).

<input type="checkbox"/> Development consent	<input type="checkbox"/> BASIX certificate for the development	If applicable <input type="checkbox"/> Fire safety certificate <input type="checkbox"/> Compliance certificate
<input type="checkbox"/> Construction certificate		

SECTION E. Delivery of the application

Applications for development applications must be delivered by hand or post to one of the options below:

256 Crawford Street, Queanbeyan, NSW 2620

PO Box 90, Queanbeyan, NSW, 2620

10 Majara Street, Bungendore, NSW 2621

PO Box 348, Bungendore NSW 2621

144 Wallace Street, Braidwood NSW 2622

By email

council@gprc.nsw.gov.au

SECTION F. Signature of owner/s

Owners Signature/s

Owner Name/s

Owner Email

Date

SECTION G. Date of Receipt of Application (Office use only)

To be completed by the Council **immediately** after receiving this Application.

This Application was accepted by

and was received on