



PO Box 220  
 Thornleigh NSW 2120  
 P: 8428 0828  
 E: admin@dmcert.com

**APPLICATION FORM**  
**APPLICATION FOR AN OCCUPATION CERTIFICATE**  
**Issued under the Environmental Planning & Assessment Act 1979**

*Applications for Occupation Certificate must be delivered by hand, post or transmitted electronically to the principle office of the certifying authority, applications MAY NOT be sent by fax.*

<b>Type of Certificate</b>	<input type="checkbox"/> Partial Occupation Certificate	<input type="checkbox"/> Whole Occupation Certificate
	<input type="checkbox"/> Part Occupation Certificate	

Complying Development Certificate/Construction Certificate No:.....  
 Approval Date: .....

**DETAILS OF THE APPLICANT**

**(This MUST be the Owner/Authorised Agent – please attach written authorisation)**

\*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 carried out the building work or subdivision work unless that person owns the land on which the work was carried out.

Mr  Ms  Mrs  Dr  Other

First & Last Name/s:.....

Postal Address: .....

Daytime Telephone: ..... Email: .....

**DETAILS OF BUILDING**

No. .... Street: ..... Suburb .....

Lot: ..... DP: ..... SP: ..... VOL/FOLIO:.....

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

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

.....  
 .....

**Building classification under the Building Code of Australia, as identified by the complying development certificate**

Existing classification:.....

New classification (if changed):.....

**Attachments relating to the proposed development**

Applicants must provide the documents listed below that are relevant to the type of development that is proposed. Please confirm that documents relating to the requirements below have been attached by placing a cross in the appropriate box(s).

<input type="checkbox"/> BASIX Completion Certificate	<input type="checkbox"/> Survey Report
<input type="checkbox"/> Smoke Alarm Certificate	<input type="checkbox"/> Engineers Certificate(s)
<input type="checkbox"/> Pest Control Certificate	<input type="checkbox"/> Glazing Certificates
<input type="checkbox"/> Wet Area Certificate	<input type="checkbox"/> Positive Covenant/Restriction as to user
<input type="checkbox"/> Plumbers Certificate	<input type="checkbox"/> Works-as-Executed Plans
<input type="checkbox"/> Sydney Water Section 73	<input type="checkbox"/> Dilapidation Report
<input type="checkbox"/> Certificate stating bushfire compliance	<input type="checkbox"/> Details of fire separation
<input type="checkbox"/> Landscape Completion Certificate	<input type="checkbox"/> Missed Inspection Form (s)
<b>Additional Documents :</b>	

**Signatures of applicant(s)**

Owners Signature/s: ..... Owners Signature/s: .....

Name/s: ..... Name/s: .....

Date Application Received (office use): .....