



"Comfortable Country Living"

Occupation Certificate Application

(Section 109C(1)(c) AND 109h, *Environmental Planning & Assessment Act 1979*)

Bogan Shire Council
P.O. Box 221
Nyngan, NSW 2825
Ph: (02) 6835 9000
Fax: (02) 6835 9011

Office Use Only

OC No.: _____
Date Received: _____

The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 (PPIP Act). The supply of the information by you is not voluntary but is required by the Environmental Planning & Assessment Act, and in accordance with such Act and the Local Government Act, is required to be contained in a Public Register to which the public has right of access. This personal information may be supplied under certain circumstances to other public sector agencies e.g. Australian Bureau of Statistics, Australian Taxation Office, in accordance with the PPIP Act. Enquiries may be directed to Council's Public Officer concerning the PPIP Act or Council's Privacy Management Plan or your right of access to your personal information held by Council or its amendment.

Part 1 Type of Occupation Certificate Sought

- | | | |
|--|------------|---|
| <input type="checkbox"/> Interim Certificate | FOR | <input type="checkbox"/> Occupation / use of new building |
| <input type="checkbox"/> Final Certificate | | <input type="checkbox"/> Change of building use of an existing building |

Part 2 Site and Applicant Details

1. **Location of the development** Unit No. _____ House No. _____ Property/Building Name _____
Street _____
Town/Village/Locality _____

2. **Land title description**
We need this to correctly identify the land
Lot(s) _____ Section _____
Deposited Plan(s) _____
Other _____ Strata Plan _____

3. **Your (the Applicant's) name**
If you represent a company, please apply in the company's name. State your position under the "Title - Other".
Title Mr Mrs Ms Miss
 Dr Other: _____
Surname Given _____
names _____
Company _____
Contact person _____

4. **Your postal address**

5. **Your contact details**
Phone (BH) _____ Mobile _____
Fax _____ Email _____

Part 3

Details of Development Approval & Building

6. **Development Consent Number / Complying Development Certificate Number / Construction Certificate Number**
 (Provided on your approved development documents)

DA /..... /...../..... Date Determined _____
 CDC/...../...../..... Date Determined _____
 CC/...../...../..... Date Determined _____

7. **Building Details**

Whole / Part of Building _____

Use of Building _____

BCA Classification _____

For Change of use, what was the existing BCA Classification.

8. **Documents accompanying this application**

Please list all documents accompanying this application:

Part 4 Signatures

9. **Are you the owner of the land?** † **Yes** † **No** – If no, please ensure Q.11 is completed.

10. **Applicant's declaration**

Before signing, make sure you have addressed and completed all applicable questions on this form.

I apply for approval to carry out the development described in this application, and I declare that to the best of my knowledge and belief, the information supplied is correct and complete. I also understand that:

- Personal information, provided on/with this application will be available to be accessed by the Public pursuant to the EP&A Act and the LG Act. The subject Acts permit members of the public to obtain extracts of the application and of certain accompanying documentation.
- I am not entitled to copyright and am taken to have indemnified all persons using the application and documents in accordance with the Act against any claim or action in respect of breach of copyright (cl 57, EP & A Reg. 2000).
- This application authorises Council officers to enter the property to perform inspections associated with its processing, determination and compliance.

Applicant's Signature _____

Applicant's Name _____

Capacity, if not Applicant _____

11. **Consent of all Land Owners to lodge this application**

The owner(s) authorisation to lodge this application must be obtained if you are not the owner. This is a mandatory requirement of the Act.
 Note: If the land is owned by a company, a company seal must be provided with at least one executive signature.

As owner of the above property, I/we consent to this application and grant permission for:-

- (1) The Applicant to:
 - submit amendments in relation to such application,
 - make application for activity approvals associated with the development,
 - make application for associated construction certificate(s),
 - make application for review/modification of any subsequent approval; and
- (2) Council officers to enter upon such property for the purposes of assessing this application and the performing of any associated and subsequent inspections.

Owner(s) Name: _____
 (print) _____

Owner(s) Signature(s): _____

Date: _____

Part 5**Submission Checklist**

	Yes	N/A	Office Use Only
12. The Occupation Certificate Application must be accompanied by the following documents:			
• Copy of Development Consent or Complying Development Certificate	†	†	†
• Construction Certificate (where relevant)	†	†	†
• Fire Safety Certificate (Final or Interim) must be submitted for all class 1b and 2 to 9 buildings	†	†	†
• Any relevant compliance certificates	†	†	†
• A copy of the current BASIX certificate and statement for a suitably qualified person that the BASIX commitments have been incorporated into the development.	†	†	†
• Other supportive certificates as required (e.g. termite, glazing, smoke alarm, waterproofing, structural and fire safety installation certificates etc.)	†	†	†

LODGEMENT INFORMATION

HOW TO LODGE YOUR APPLICATION

Mail Address the application to: General Manager Bogan Shire Council PO Box 221 NYNGAN NSW 2825 Payment Methods by Mail Cheque or Credit Card (<i>complete the section below</i>)	Lodge in person Between 8.30am and 4.00pm at Council's Office Bogan Shire Council 81 Cobar Street NYNGAN NSW 2825 <i>*Please note: You may need to spend some time with an Environmental Department Officer prior to or when submitting your application. This may take up to 30m minutes, however this can depend on the complexity of your application.</i> Payment Methods in Person Cash, Cheque, Credit Card and/ or EFTPOS	How to Contact Us Phone: (02) 6835 9000 Fax: (02) 6835 9011 E: admin@bogan.nsw.gov.au W: www.bogan.nsw.gov.au Office Hours: 8.00am to 4.30pm* Fees Fees are in accordance with Council's adopted fees and charges. <i>Please note: a formal fee quotation must be obtained from the Development and Environment Department prior to acceptance of your application.</i>
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If you require further information regarding this request, please contact Council on (02) 6835 9000.

CREDIT CARD PAYMENT AUTHORITY

CREDIT CARD PAYMENT DETAILS

<input type="checkbox"/> BANKCARD	Card holder phone Number:
<input type="checkbox"/> MASTERCARD	Number: / / /
<input type="checkbox"/> VISA	CCV Number:
NAME ON CARD:	EXPIRY DATE:
	SIGNATURE:

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