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| CowraCouncil-Logo_stacked_black SMALL | Cowra Shire Council  Private Bag 342  Cowra NSW 2794  Phone: 02 6340 2040  Fax: 02 6340 2011  [council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au)  [www.cowracouncil.com.au](http://www.cowraregion.com.au) |

Application for an Occupation Certificate

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| This form may be used to apply for an Occupation Certificate. Once completed, submit this application form to Cowra Shire Council when nominated as the Principal Certifier (PC). | | | | | | | | | |
| **SECTION A. Type of occupation certificate applied for (Tick one)** | | | | | | | | | |
| **DA/CDC Approval issued before 1/12/2019**  Interim Occupation Certificate  Final Occupation Certificate | | | | **DA/CDC Approval issued after 1/12/2019**  Partial Occupation Certificate  Whole 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  Other: | | | | | | | | | |
| Applicant name: |  | | | | | | | | |
| Company (if applicable) |  | | | | | | | | |
| Full Address of Applicant/Owner |  | | | | | | Post Code | |  |
| Daytime telephone |  | | | Mobile |  | | | | |
| Email |  | | | | | | | | |
| **SECTION C. Details of building** | | | | | | | | | |
| Full Property Address |  | | | | | | | | |
| Property Details | Lot no: | Section: | | | | DP/SP no: | | | |
| **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.* | | | | | | | | | |
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| **Building classification under the Building Code of Australia, as identified by the development consent** | | | | | | | | | |
| Existing classification |  | | New classification (if changed) | | | | |  | |
| **SECTION D. Attachments relating to the proposed development** | | | | | | | | | |
| Does the development (\*see note below) involve an alternative solution under the Building Code of Australia (“BCA”) in respect of a fire safety requirement? Yes  No | | | | | | | | | |

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| **If YES,** provide either or both of the following from a “fire safety engineer” (a private accredited certifier holding Category C10 accreditation):  A compliance certificate (as referred to in Section 6.16 EP&A Act) that certifies that building work relating to an alternative solution that was the subject of a compliance certificate or report under clause or 144A(a) EP&A Regulation – (the first certificate or report) has been completed and complies with that alternative solution.  A written report that includes a statement that the building work relating to the alternative solution that was the subject of the first certificate or report has been completed and is consistent with that alternative solution.  ***Note:*** *The above requirement only applies to building work in respect of: a class 9a building that is proposed to have a total floor area of 2000 square metres or more any building (other than a class 9a building) that is proposed to have: a fire compartment with a total floor area of more than 2000 square metres or a total floor area of more than 6000 square metres that involves an alternative solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA.* | | | | | |
| 1. **Does the application relate to a residential flat development for which the development application was required under Clause 50(1A) of the EP&A Regulation to be accompanied by design verification from a qualified designer?  Yes  No** | | | | | |
| **IF YES, provide a** statement from a qualified designer which verifies that the residential flat development achieves the design quality of the development as shown in the plans and specifications on which the construction certificate was issued, having regard to the design quality principles set out in Part 2 of *State Environmental Planning Policy No. 65-Design Quality of Residential Flat Development (SEPP No. 65)*  ***Note****: If the development application was also required to be accompanied by a BASIX certificate with respect to any building, the statement need not verify the design quality principles set out in SEPP No. 65 to the extent to which they aim to*   * *Reduce consumption of mains-supplied potable water, or reduce emissions of greenhouse gases, in the use of the building or in the use of the land on which the building is situated, or* * *Improve the thermal performance of the building.* | | | | | |
| **SECTION E. Attachments relating to the proposed development** | | | | | |
| Applicants must provide the documents listed below that are relevant to the type of development. Please confirm that documents relating to the requirements below have been attached to this application by ticking each applicable box  ***Note*:** If the applicant has already supplied the following documents to council prior to this application (during critical stage inspections) please mark that you have already provided to council. | | | | | |
| Development consent | Construction certificate | | Complying development certificate |  | |
| Fire safety certificate (if applicable) | Compliance certificates (if applicable) | | Each BASIX certificate for the development (if applicable). |
| Certification from electrician for smoke alarms etc. (if applicable) | Certification of termite protection (if applicable) | | Certification from builder, that all commitments listed in the BASIX Certificate have been met (if applicable) | Certification from glazier, for all glazing in the development (if applicable) | |
| **SECTION F. Delivery of the application** | | | | | |
| Applications for occupation certificates must be delivered by hand, by post or transmitted electronically to the principal office of the certifying authority. Applications MAY NOT be sent by fax. | | | | | |
| **SECTION G. Signature of the applicant(s)** | | | | | |
| Signature of Applicant(s) | | Name(s) | | | Date |
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| **OFFICE USE ONLY** | | |
| Application No: | File No: | Date Application Received: |