

# APPLICATION FOR 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 E: info@aceapprovals.com.au  
ACE Building Approvals, PO Box 2030, Burwood North NSW 2134

## Applicant Details

*\*An application for an occupation certificate may only be made by a person who is eligible to appoint a PCA for the property. An application may not be made by a builder who carries out the building work or subdivision work unless that person owns the land.*

Given/Company Name: ..... Family Name/ABN: .....  
Postal Address: ..... Post Code: .....  
Phone: ..... Mobile: ..... Email: .....

## Owner/s Details (All owners must be included in the application form)

Given/Company Name: ..... Family Name/ABN: .....  
Address: ..... Post Code: .....  
Phone: ..... Fax: ..... Mobile: .....

## Site Details

Address: .....  
Lot No: ..... DP No: .....

## Approved Development Details

DA or CDC No: ..... Date of Determination: .....  
Construction Certificate No: ..... Date of Issue: .....  
Type of Building       Dwelling       Outbuilding       Other \_\_\_\_\_  
Type of Certificate Sought       Final       Interim  
    Whole       Part      Which Part: \_\_\_\_\_  
If final, has an interim Occupation Certificate already been issued?  
 No  Yes      Certificate No:      Date: \_\_\_\_\_

## Owner's Consent

*(Must be signed by the owner of the land. If more than one owner, every owner must sign. If the owner is a company, must be signed by a director of the company)*

As owner/s of the land to which this application relates, I/we consent to the lodgement of this application. I/we also give consent for authorised officers of ACE Building Approvals to enter the land to carry out inspections in relation to the development.

Signature of Owner/s: ..... Date: .....

## Applicant's Declaration

I apply for an occupation certificate described in this application. I declare that all the information given is true and correct. I also understand that:

- If incomplete, the application may be delayed or rejected, and
- More information may be requested by ACE Building Approvals prior to determination.

Signature of Applicant: ..... Date: .....

Prepare and attach a list of all documents submitted with Occupation Certificate application.

## Office Use Only:

Date Received: ..... OC No: .....