

ACE BUILDING APPROVALS

Suite 201, 76 Burwood Rd, Burwood NSW 2134
PO Box 439, Burwood NSW 1805
Tel: (02) 9744 6777
Fax: (02) 9744 7799
Email: info@aceapprovals.com.au

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 ACE Building Approvals, PO Box 439, Burwood NSW 1805

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: Fax: Mobile:

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:

- (a) If incomplete, the application may be delayed or rejected, and
(b) 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: