

Form 12

Occupation Certificate

Issued under the Environmental Planning and Assessment Act 1979
Section 109C (1) (c) and 109H



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PO Box 21
Gosford NSW 2250

Application No:		
1. SELECT CERTIFICATE TYPE (tick appropriate box)		
<input type="checkbox"/> Interim Certificate. <input type="checkbox"/> Final Certificate. <input type="checkbox"/> Change of building/use of an existing building. <input type="checkbox"/> Occupation/use of a new building work.		
2. APPLICANT DETAILS		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr		
First Name		Family Name
Company/Organisation		ABN
Unit/Street No	Street Name	
Suburb		Postcode
3. APPLICANT SIGNATURE		
Signature(s) ✕		
4. OWNER OF BUILDING (if not applicant)		
Title: <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr		
First Name		Family Name
Company/Organisation		ABN
Unit/Street No	Street Name	
Suburb		Postcode
5. SUBJECT LAND		
Unit/Street No	Street Name	
Suburb		Postcode
LOT, DP, vol/fol	Area of Site (m ²)	

6. DEVELOPMENT CONSENT/COMPLYING DEVELOPMENT CERTIFICATE DETAILS	
Before an occupation certificate may be issued, the certifying authority must be satisfied that: <ul style="list-style-type: none"> • a development consent or a complying development certificate is in force with respect to the building, and • a construction certificate has been issued with respect to the plans and specifications for the building. 	
Certificate Number:	Date of Determination: ____/____/____
7. CONSTRUCTION CERTIFICATE DETAILS	
Certificate Number:	Date of Issue: ____/____/____
8. BUILDING DETAILS	
The building classification must be the same as that specified in the development consent or complying development certificate.	
Whole/Part of building:	
Use:	BCA Class:
New:	Existing:
9. ATTACHMENTS (please indicate by ticking appropriate box)	
<input type="checkbox"/> Copy of development consent or complying development certificate <input type="checkbox"/> Construction certificate (where relevant) <input type="checkbox"/> Final fire safety certificate or interim fire safety certificate (Refer Note 1) <input type="checkbox"/> Other information relied on.	
10. RIGHT OF APPEAL	
Under S109K where the certifying authority is a Council an applicant may appeal to the Land and Environmental Court against the refusal to issue an occupation certificate within 12 months from the date of the decision.	
NOTES	
Note 1: A final fire safety certificate or interim fire safety certificate is not required for a class 1a or class 10 building.	

FOLLOWING SECTION COMPLETED BY CERTIFYING AUTHORITY	
Date of Receipt: ____/____/____	
DETERMINATION	
Type of Certificate: <input type="checkbox"/> Interim <input type="checkbox"/> Final	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
Signature: ✕	Date of Determination: ____/____/____
ATTACHMENTS	
<input type="checkbox"/> Reason(s) for refusal <input type="checkbox"/> Final Fire Safety Certificate <input type="checkbox"/> Interim Fire Safety Certificate	
FINAL CERTIFICATE	
Certifying Authority:	
<input type="checkbox"/> Gosford City Council <input type="checkbox"/> Other, specify: _____	
Certificate No:	
It is certified that: -	
<ul style="list-style-type: none"> • I have/it has been appointed as the principle certifying authority under S109E • a development consent/complying development certificate is in force with respect to the building • the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia. • where required, a final fire safety certificate has been issued for the building or an interim fire safety certificate has been issued for the relevant part of the building. (Refer Note 1) • where required, a report from the Commissioner of Fire Brigades has been considered. 	
Signature: ✕	Date: ____/____/____
INTERIM CERTIFICATE	
Certifying Authority:	
<input type="checkbox"/> Gosford City Council <input type="checkbox"/> Other, specify: _____	
Certificate No:	
It is certified that:	
<ul style="list-style-type: none"> • I have/it has been appointed as the principle certifying authority under S109E • I have/it has taken into consideration the health and safety of the occupants of the building. • a development consent/complying development certificate is in force with respect to the building. • a construction certificate has been issued with respect to the plans and specifications for the building. • the building is suitable for occupation or use in accordance with its classification under the Building Code of Australia. • where required, a final fire safety certificate has been issued for the building or an interim fire safety certificate has been issued for the relevant part of the building. (Refer Note 1) • where required, a report from the Commissioner of Fire Brigades has been considered. 	
Signature: ✕	Date: ____/____/____