

# KEMPSEY SHIRE COUNCIL

Civic Centre, 22 Tozer Street, Kempsey 2440  
PO Box 3078, West Kempsey 2440  
Phone 02 6566 3200 Fax 02 6566 3205  
Web: www.kempsey.nsw.gov.au Email: ksc@kempsey.nsw.gov.au



## APPLICATION FOR OCCUPATION CERTIFICATE

Registered No \_\_\_\_\_

Form 12 - Environmental Planning and Assessment Act 1979 Sections 109C(1)(c) and 109H

**NB: Before filling in this form please read the notes overleaf**

**TYPE OF CERTIFICATE SOUGHT** *tick appropriate boxes ✓*

**interim certificate**

**final certificate**

**change of building use of an existing building**

**occupation/use of a new building**

Applicant's reference No \_\_\_\_\_

### LAND TO BE DEVELOPED

Lot/Port No _____ Section No: _____	DP No _____	Street No _____ Street Name & Locality _____ _____ Postcode _____
--	-------------------	--

### APPLICANT *(Please Print)*

Name _____	
Phone No. <i>(Business Hours)</i> _____	Fax No. _____
Address _____ _____	Postcode _____

### OWNER OF BUILDING *(If Not Applicant)*

Name(s) _____
---------------

DEVELOPMENT CONSENT NO: \_\_\_\_\_

COMPLYING DEVELOPMENT CERTIFICATE No: *(if applicable)* \_\_\_\_\_

CONSTRUCTION CERTIFICATE No: \_\_\_\_\_ Date of issue: \_\_\_\_\_

CONTINUED OVERLEAF

**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	

Please tick ✓ relevant box

**New building**

**Existing building**

**ATTACHMENTS**

- copy of development consent or complying development certificate
- construction certificate (where relevant)
- final fire safety certificate or interim fire safety certificate (where relevant see note 2)
- other certificates relied on

**Applicant's Signature**

\_\_\_\_\_

Date \_\_\_\_\_

**NOTES FOR COMPLETING THIS APPLICATION**

- Note 1** Before an occupation certificate may be issued, the certifying authority must be satisfied that:
- 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.
- Note 2** A final fire safety certificate or interim fire safety certificate is not required for a class 1a or class 10 building.
- Note 3** For the purposes of notifying a Council under clause 79L(2)(1) of the Regulation of the determination of an application, an accredited certifier must forward all sections of this form, including all attachments, to the relevant Council where they have not been previously forwarded to the Council.

<b>OFFICE USE ONLY</b>					
	<i>Fees</i>	<i>Code</i>	<i>Amount</i>	<i>Date</i>	<i>R/N</i>
	<b>TOTAL</b>				