



ALMA Building Approvals

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OFFICE USE ONLY:

Date Received: __/__/____

Application Form for Occupation Certificate

SECTION A: APPLICANT DETAILS

***An application may only be made by a person who has the benefit of the Complying Development Certificate.**

An application may not be made by the builder who will carry out the building work unless that person owns the land on which the work is to be carried out.

Type of Certificate: ☐ Interim (IOC) ☐ Final (OC)

☐ Mr ☐ Mrs ☐ Ms ☐ Dr

Other:

First Name

Surname

Company (if applicable)

ABN (if Applicable)

Unit/Street no.

Street Name

Suburb/town

State

Postcode

Daytime Telephone

Fax

Mobile

Email

SECTION B: PROPERTY IDENTIFICATION

Unit/Street no.

Street Name

Suburb/town

State

Postcode

Lot no.

DP no.

Section (if applicable)

Council Area

SECTION C: OWNER DETAILS

DA No. / CDC No.

Date of Determination

SECTION D: BUILDING DETAILS AND AREA OF OCCUPATION

Application for whole or part of building

Describe the use of the building

☐ Residential ☐ Other (specify) _____

BCA Classification

☐ 1a ☐ 10a ☐ 10b Other _____

SECTION E: ACCOMPANYING DOCUMENTATION

The following information must accompany an application for an Occupation Certificate

- A copy of the DA or CDC
- A copy of the Construction Certificate(s)
- A Final or Interim Fire Safety Certificate
- Other certificates or documentation relied upon

SECTION F: APPLICANT DECLARATION

I declare that all the information in this application is, to the best of my knowledge, true and accurate. I also understand that if the information is incomplete the application may be delayed or rejected or more information may be requested. I acknowledge that if the information is misleading, any approval granted may be void

Signature of Applicant(s)

Name(s)

Date