

APPLICATION FOR AN OCCUPATION CERTIFICATE

This form is only to be used where Broken Hill City Council is the Principal Certifying Authority.

Office Hours: 8.30am – 5pm

240 Blende Street
PO Box 448
Broken Hill NSW 2880
council@brokenhill.nsw.gov.au
www.brokenhill.nsw.gov.au
General Enquiries
Phone 08 8080 3300

SECTION 1 – APPLICANT DETAILS

Note: A building contractor cannot be the applicant unless the contractor is the owner of the property.

Applicant Name: _____

Postal Address: _____

City/Town: _____ Postcode: _____

Email: _____

Business Phone: _____ Mobile: _____

SECTION 2 – SITE DETAILS

The land on which the building is situated.

Site Address: _____

City/Town: _____ Postcode: _____

Lot/DP _____

SECTION 3 – BUILDING DETAILS

Note: This must be the same as on the Development Consent.

Description of the building to which the application relates:

Classification under the Building Code of Australia

Existing Building Classification: _____

New Building Classification: _____

SECTION 4 – APPLICATION DETAILS

Type of Occupation Certificate applied for (tick one)

Final Occupation Certificate Interim Occupation Certificate

Whole Part If part, please describe the part _____

SECTION 5 – DOCUMENTATION AND APPLICANT DECLARATION

Note: Wherever applicable to the relevant building, the listed documents must accompany this form. See Section 6.

Development Consent or Complying Development Certificate

Construction Certificate

A Final Fire Safety Certificate

Any relevant compliance certificates

A copy of each relevant BASIX Certificate (where one formed part of the development consent)

A contract for Certification Work (see Notes Section)

Please provide a list of any other documents lodged with this application:

I declare that all the information I have provided is true and correct.

Name: _____

Signature: _____

Date: _____

SECTION 6 – NOTES

A. Contract for Certification Work Required

The *Building Professionals Act 2005 (NSW)* says the City must not carry out certification work for a person, such as determining an application for an Occupation Certificate, unless it has entered into a written contract with that person.

If you **have** already entered into a contract with Council to undertake the PCA functions, such as at the time of lodging a Construction Certificate or Complying Development Certificate application, this contract is taken to apply to the new certification work.

If you **have not** already entered into a contract with Council to undertake the PCA functions, such as at the time of lodging a Construction Certificate or Complying Development Certificate application, you must complete and sign a Contract for Certification Work and attach it to this application.

This contract form is available on Council's website www.brokenhill.nsw.gov.au and at Council's Administration Centre 240 Blende Street Broken Hill NSW.

Your application cannot be processed until you attach a signed Contract for Certification Work. When the application is lodged with a Contract, the Contract will be signed by an authorised officer of Council and a copy will be forwarded to you for your records.

B. Relevant Documents

CONSTRUCTION CERTIFICATES are not applicable to development approved by a Complying Development Certificate.

FIRE SAFETY CERTIFICATES do not apply to Class 1a or Class 10 buildings.

A Final Fire Safety Certificate is a certificate issued by or on behalf of the owner of a building to the effect that each essential fire safety measure specified in the current Fire Safety Schedule for the building to which the certificate relates:

- has been assessed by a properly qualified person; and
- was found, when it was assessed, to be capable of performing to at least the standard required by the current Fire Safety Schedule for the building for which the certificate is issued.

An Interim Fire Safety Certificate is a certificate issued by the owner of a building to the effect that each essential fire safety measure specified in the current Fire Safety Schedule for the part of the building to which the certificate relates:

- has been assessed by a properly qualified person; and
- was found, when it was assessed, to be capable of performing to at least the standard required by the current Fire Safety Schedule for the building for which the certificate is issued.

C. Submission

This form can be submitted to Council:

By EMAIL: council@brokenhill.nsw.gov.au

By POST: PO Box 448 Broken Hill NSW 2880

IN PERSON: Broken Hill City Council Administrative Centre, 240 Blende Street Broken Hill NSW 2880

SECTION 7 – PRIVACY STATEMENT

Council is collecting your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*.

The purpose for collecting your personal information is to obtain and record details to assess your application.

The intended recipients of the personal information collected includes Council officers or other agents contracted by Council. If necessary for reporting purposes, your name will be made publicly available via Council's Business Papers and on Council's website. Your contact details will not be made public on Council's website and will be removed from all applications and reports in Council's Business Papers.

The supply of your personal information is voluntary. If you cannot provide or do not wish to provide the information sought, Council may not be able to process your application.

You may make an application for access or amendment to information held by Council. Council will consider any such application in accordance with the Act. Enquiries concerning this matter can be directed to the Public Officer by email council@brokenhill.nsw.gov.au or addressed to Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.

Your information will be collected and stored by Broken Hill City Council, 240 Blende Street, Broken Hill NSW 2880.