



OCCUPATION CERTIFICATE APPLICATION FORM

Date received (office use only):

PARTIAL OCCUPATION CERTIFICATE
 PART OCCUPATION CERTIFICATE
 WHOLE OCCUPATION CERTIFICATE

1. APPLICANT AND CONSTRUCTION DETAILS

APPLICANT DETAILS

First Name		Surname	
Street Address			
Suburb		Postcode	
Telephone		Email	

OWNERS DETAILS

	Owner 1	Owner 2	Owner 3	Owner 4
First Name				
Surname				
Street Address				
Suburb				
Post Code				
Telephone				
Email				

CONSTRUCTION LOCATION

Lot No.:	Deposited Plan (DP):
House No.:	Street Name:
Suburb:	Post Code:

THE DEVELOPMENT

Describe the building works	
BCA Classification	<input type="checkbox"/> Class 1a - New House, Alterations & Additions to Dwelling, Duplex, Granny Flat. <input type="checkbox"/> Class 10a - Garage, Carport, Shed, Cabana, Awnings, Decks. <input type="checkbox"/> Class 10b - Swimming pools, Retaining Walls, Fences. <input type="checkbox"/> Other Class, please specify

CONSENTS

Development Consent (DA) No.:	Date of Determination:
Construction Certificate No.:	Date of Determination:
Complying Development Certificate No.:	Date of Determination:

OWNERS CONSENT

I/we the owners of the subject property hereby give consent for the lodgement of all relevant applications (i.e. for Occupation Certificate/s, Compliance Certificate/s) and associated documentation to New Home Certification Group Pty Ltd or a Registered Certifier employed by New Home Certification Group for consideration. We also give our consent for New Home Certification Group to make changes to our application via the NSW Planning Portal where required.

I/we also declare that all documentation presented as part of an application for a Occupation Certificate has remained unaltered from that issued with any Development Consent or that any changes have been documented and New Home Certification Group have been advised accordingly in writing. In the event that the nominated Registered Certifier cannot fulfil the obligations of this Application, my signature provided below will serve as the authorisation for the transfer of the role and responsibilities of the Registered Certifier from the initially nominated person to:

New Home Certification Group Pty Ltd RBC19 Luke Young BDC1765 Mark Young BDC2819 Craig Tibbey BDC0811
 Mahmoud Said BDC05064 Ali Karnib BDC05164 Gareth Jenkins BDC2521 Don Ferguson BDC0117

This transfer may be due to the resignation of the nominated Registered Certifier from his/her employment position; because he/she is unavailable due to a period of leave of any description; or due to workflow reasons to ensure the efficient processing of the application. Any transfer is subject to the replacement Registered Certifier having the appropriate level of accreditation required to provide the certification work identified in the Contract.

HOME BUILDING ACT 1989

In signing this document, I/we confirm that undue influence as defined in Section 11C (2) of the Home Building Act 1989 has not been placed on me/us by the holder of a contractor licence to appoint New Home Certification Group Pty Ltd or any Registered Certifier listed in this Application as the Registered Certifier to carry out certification work with respect to work to be carried in relation to this project. I/we acknowledge the Terms and Conditions under the original Certifying Authority Contract and understand the roles and responsibilities of the owner and Registered Certifier.

Applicant Signature:	X	Name:	Date:
Owner 1 Signature:	Owner 2 Signature:	Owner 3 Signature:	Owner 4 Signature:
X	X	X	X
Name:	Name:	Name:	Name:
Date:	Date:	Date:	Date:

REFER BUILDING AND DEVELOPMENT CERTIFICATION SERVICES AGREEMENT AS PER CONSTRUCTION CERTIFICATE/COMPLYING DEVELOPMENT CERTIFICATE APPLICATION MADE.