



# APPLICATION FORM OCCUPATION CERTIFICATE

Section 109M Environmental Planning & Assessment Act 1979

Maitland City Council  
PO Box 220 Maitland NSW 2320  
Phone: 4934 9700 Fax: 4933 3209

*Office Use Only:*

Applicant Name			
Postal Address			
Phone		MOB	
Fax		Email	
Company Contact Person			
Unit No	House No	Lot No	DP No
Street		Suburb	
DA No	CC No		CD No
Description of the Building			
<i>Building Classification: (please specify)</i>		Existing	New
<i>Type of Occupation Certificate Required:</i>		Interim	Final
<i>Certificate Applies to:</i>		Whole of Building	Part of Building
<i>The following documents are attached to this application:</i>			
Development Consent		Construction Certificate	
Complying Consent		Fire safety certificate	
Additional certificates			
			<b>Please tick ✓</b>
			<b>Y</b>
			<b>N</b>
1. Engineers		Copy already submitted?	
2. Site Survey		Copy already submitted?	
3. Termite		Copy already submitted?	
4. Frame tie down & bracing		Copy already submitted?	
5. Wet Area Flashing Installation		Copy already submitted?	
6. Smoke detector installation		Copy already submitted?	
7. Other		Copy already submitted?	
<small>Note: Some or all of these certificates may have already been submitted to Council during the course of construction, if so, additional copies of certificates are not required to be submitted with this application.</small>			
<b>SIGNATURE OF APPLICANT:</b>			<b>DATE:</b>
<small><b>Privacy Statement:</b> Maitland City Council complies with the Privacy Code of Practice for Local Government in dealing with all personal information that is required to be supplied when an applicant completes this application. However, some of the personal information which is set out in this form will become part of the public record which Council is required to keep pursuant to the Local Government and Environmental Planning and Assessment Acts. This information may be divulged to others in accordance with the provisions of those Acts. Furthermore, Council may be required to divulge some personal information pursuant to the Freedom of Information Act.</small>			
<b>Office Use Only:</b>			
<b>Certificates:</b>		<b>Additional Certificates:</b>	
Development Consent		Engineers	Wet Area Flashing
Complying Consent		Site Survey	Other
Construction Certificate		Termite	Fee
Fire Safety Certificate		Frame Tie Down & Bracing	
Cashier Code::	17 CC/CD	42	Receipt No
			Date