



Hills Certifiers is a business initiative of  
The Hills Shire Council  
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OFFICE USE	
Fee	
Receipt No.	
Date received	

## APPLICATION for an OCCUPATION CERTIFICATE

Clause 149 of the EP&A Regulation 2000

For use where Hills Certifiers has been appointed as Principal Certifying Authority (PCA)  
pursuant to a contract for certification work in accordance with Section 73A of the Building Professionals Act 2005

### 1. Type of Occupation Certificate

Please select - tick (✓)	<input type="checkbox"/>	Interim	<input type="checkbox"/>	Final
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### 2. Applicant details – Owner/persons having benefit of development

Name or Company name:	
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Company contact:	
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Postal address:	
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Contact details:	Mobile:	Phone:
	Email:	

Signature:		Date:
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### 3. Property details

Lot/DP/SP	
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Address:	
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### 4. Building Description and Classification

Description of building or PART of building	
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BCA classification shown on Development Consent	Existing classification		New classification	
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Note: BCA classification is only relevant for Change of Use type applications where the BCA classification is shown on the Development Consent.

### 5. Consent reference

Development Consent	<input type="checkbox"/>	Construction Certificate	<input type="checkbox"/>
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Complying Development Certificate	<input type="checkbox"/>
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Tick this box if you do not consent to the Occupation Certificate being signed and served by electronic means (note additional charges may apply for the provision of paper documents).

Clause 149 of the EP&A Regulation 2000 requires certain documentation to accompany an application for an Occupation Certificate. Most often we have this information prior to you submitting this form; however, we will advise you should any additional information be required prior to determining the Occupation Certificate.

The personal information that Council has collected or is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act (PPIPA) 1998. The intended recipients of the personal information are Officers within the Council, data service providers engaged by the Council from time to time, any other agent/contractor of the Council and other statutory authorities. The supply of the information by you is not voluntary. Council has collected this personal information from you in order to process your request. You may make application for access or amendment to information held by Council. You may also make a request that Council suppresses your personal information from a public register. Council will consider any such application in accordance with the PPIPA.

Council is to be regarded as the agency that holds the information. If you have any further enquiries concerning this matter contact Council's Public Officer on (02) 9843 0555.

General Information about the Government Information (Public Access) Act 2009 is available by calling the Office of the Information Commissioner on 1800 194 210 (free call) or at its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au)

last updated 17/2/14