



INFORMATION SHEET – OCCUPATION CERTIFICATES FOR DWELLINGS

How can I avoid delays in issuing an Occupation Certificate for my dwelling?

The following are matters to be addressed before an Occupation Certificate can be considered:

Please note that this list is a general guide and is not definitive. Further documentation/works may be required depending on the specific circumstances of the project.

1. Completion of the dwelling as per the approval.
2. Submission of all certificates required for the dwelling including:
 - ✓ Structural (piers, footings, slab, steel beams, masonry connections where requested, framework/bracing – if specifically requested)
 - ✓ Termite control – parts A and B, and sticker placed in the electricity meter box
 - ✓ Glazing for doors, windows, shower screens, glass balustrades and swimming pool fencing panels (*template certificate is available from our website*)
 - ✓ Smoke alarms (*template certificate is available from our website*)
 - ✓ Wet area waterproofing
 - ✓ Final survey – if requested and where construction is within 1m of the boundary.
 - ✓ Written confirmation that all commitments of the BASIX certificate have been met (*template for this and a BASIX compliance checklist is available from our website*).
3. Resolution of any missed inspection, or other issues identified during construction, including any outstanding requested paperwork.
4. Any pool that is still under construction is to be fenced to isolate it from the dwelling and the remainder of the property.
5. Completion of all bushfire requirements and written confirmation of their completion.
6. Completion of on-site detention system and associated walls (if applicable), final inspection and submission of works-as-executed documentation as required by the consent.
7. Completion of privacy screening, screen landscaping or other matters where specifically required by the consent.
8. Safe and compliant access to and within the dwelling in accordance with the BCA.
9. Completion of retaining walls where collapse of the ground could impact on dwelling safety, or where required by the consent to be completed at a particular stage.
10. Completion of rain garden – North Kellyville Release Area (*template for construction checklist is available from our website*).
11. Window fall protection as required by BCA 2013.
12. The slip resistance of stairs, ramps and landings is to be in accordance with BCA Clause 3.9.1.3/4. Written confirmation in this regard may be required.
13. Completion and sign off of the on site sewer management system.

Items such as internal floor coverings (provided balustrade heights will remain compliant), general landscaping, driveways, retaining walls (except as above), floor finishes to alfresco areas and so forth, may be completed at a later date, subject to the PCA's concurrence.

An Interim Occupation Certificate does not negate the need for a Final Occupation Certificate when all work is complete.

Changes to the dwelling and associated works that are different to the approval must be resolved, usually by reconstruction of those works or a modified approval. Your Occupation Certificate cannot be considered until this has occurred.

If you are unsure, please ask - time spent early may avoid delays later **9843 0431**