

OCCUPATION CERTIFICATES - dwellings and other residential work

This information sheet is for residential work, including dwellings, alterations and additions, swimming pool, pergola, retaining walls etc. It is not job specific and further documentation/works may be required depending on the circumstances of the project.

How can I avoid delays with the Occupation Certificate?

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

1. Completion of the work as approved, including compliance with all 'Prior to Issue of Occupation Certificate' conditions of the approval.
2. Submission of all certificates required for the work, eg -
 - Structural - piers, footings, slab, steel beams, masonry connections, framework/bracing, balustrades/barriers (as requested)
 - Termite control – Parts A and B, and system identification sticker placed in the electricity meter box
 - Glazing - doors, windows, shower screens, glass balustrades and swimming pool fencing panels (template available on our website)
 - Smoke alarms, hard wired and interconnected (template available on our website)
 - Wet area waterproofing – internal and external (template available on our website)
 - Final survey – boundary setbacks, and or floor/roof levels (as requested)
 - BASIX compliance checklist confirming all commitments of the BASIX certificate have been met (template available on our website)
 - Sound transmission and acoustic requirements (where applicable)
 - Pliable building membranes - installed within external walls
 - 'Satisfactory Compliance/Project Completion Certificate' from the Water Servicing Coordinator, (where applicable)
 - Swimming pool/spa water recirculation system (where applicable)
 - Wire balustrades – design and installation (where applicable)
 - Construction, sound transmission rating, and Fire Resistance Level, achieved for the separating wall (where applicable)
 - Condensation Management compliance - (template available on our website)
 - Flow rates and point of discharge for the installed exhaust systems
 - Provision of make-up air
 - Ventilation of roof space
 - Exhaust system interlocking, and run-on timer installation and operation (template available on our website)
3. Resolution of all issues identified during construction, including supply of requested documents and information.
4. Resolution of all missed inspections. A missed inspection will have serious consequences

and most likely prevent issue of an Occupation Certificate – needed for occupation/use of the work.

5. Any unfinished pool must be fenced to isolate it from the dwelling and the remainder of the property. Where required, the 'Pool is not to be used' sign is to remain in place.
6. Proof of registration of the completed pool on the NSW pool register – www.swimmingpoolregister.nsw.gov.au
7. Completion of all bushfire requirements and itemised written confirmation of their completion.
8. Completion of on-site detention system and associated works, final inspection and submission of works as executed documentation as required by the consent.
9. Completion of the recycled water system to the property, notice placed in the meter box and written confirmation Sydney Water has been requested to supply and installed the recycled water meter.
10. Completion of privacy screening, screen landscaping or other matters where specifically required by the consent.
11. Safe and compliant access to and within the dwelling in accordance with the BCA.
12. 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.
13. Completion of rain garden (North Kellyville Release Area), and submission of completed 'Appendix "A" Rain Garden Construction Checklist' (*construction checklist template available on our website*).
14. Window fall protection as required by BCA.
15. The slip resistance of stairs, ramps and landings is to be in accordance with BCA. Written confirmation in this regard may be required.
16. Completion and sign off for the on site sewer management system.
17. Completion and proof of lot registration, where creation and registration of the lot forms part of the consent.

Changes that result in the work not being 'consistent' with the approval must be resolved, usually by rebuilding in accordance with the consent or a modified approval. The Occupation Certificate cannot be considered until this has occurred.

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

How do I apply for an Occupation Certificate?

Submit your application through the NSW Planning Portal. You will need to create a portal account to do so. Existing portal users can use their current portal log in.

Please Note - the issue of an Occupation Certificate must be based on the current state of the development. If a period of time has elapsed since the most recent inspection, or documentation is missing/unsatisfactory, a further inspection will be required, and a cost for the inspection may be incurred. It is therefore strongly recommended you ensure all works are fully completed and all required documentation is submitted to Council prior to booking the final inspection.



Hills Certifiers is a business initiative of
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Types of Occupation Certificates

Interim Occupation Certificates and Final Occupation Certificates are only for approvals issued before 1 December 2019.

Where the Development Consent or Complying Development Certificate is issued on or after 1 December 2019, the Occupation Certificate for residential work can be for -

- A completed whole new building or structure
- A completed new section to an existing building or structure (alteration or addition)
- A completed part of a new building (not usually applicable to residential work)

An Occupation Certificate can only be issued if the work has been completed and complies in all respects with the Development Consent/Construction Certificate or Complying Development Certificate, the BCA, BASIX Certificate requirements and all conditions of the approval related to the issue of an Occupation Certificate.

Fines now apply to the use or occupation of a building (including dwellings) without an Occupation Certificate.