

## INFORMATION SHEET – OCCUPATION CERTIFICATES FOR DWELLINGS

*This information sheet is for a new dwelling, however, it has relevance to other residential structures eg alterations and additions, swimming pool, pergola, retaining walls etc.*

### 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 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, including compliance with all 'Prior to Issue of Occupation Certificate' conditions of the consent.
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 (certificate template is available from our website)
  - ✓ Smoke alarms (certificate template is available from our website)
  - ✓ Wet area waterproofing
  - ✓ Final survey – if requested and where construction is within 1m of the boundary.
  - ✓ BASIX compliance checklist confirming all commitments of the BASIX certificate have been met (checklist template is available from our website).
3. Resolution of issues identified during construction, including all outstanding requested paperwork.
4. Resolution of any inspections 'unavoidably missed'. A missed inspection will have serious consequences and most likely prevent issue of an Occupation Certificate for occupation/use of a building.
5. Any pool that is still under construction is to 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. Completion of all bushfire requirements and written confirmation of their completion.
7. 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.
8. Completion of privacy screening, screen landscaping or other matters where specifically required by the consent.
9. Safe and compliant access to and within the dwelling in accordance with the BCA.
10. 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.
11. Completion of rain garden – North Kellyville Release Area (*construction checklist template is available from our website*).
12. Window fall protection as required by BCA.
13. The slip resistance of stairs, ramps and landings is to be in accordance with BCA. Written confirmation in this regard may be required.
14. 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, retaining walls (except as above), floor finishes to

alfresco areas and so forth, may sometimes be completed at a later date (subject to the PC's concurrence).

Changes to the dwelling and associated works that are different to the approval must be resolved, usually by rebuilding in accordance with the consent 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**

## **Types of Occupation Certificates**

New approvals cannot be issued with either Interim Occupation Certificates or Final Occupation Certificates. They are only for Development Consent/Construction Certificate and Complying Development Certificates issued before 1 December 2019.

Where the Development Consent or Complying Development Certificate is issued from 1 December 2019, the Occupation Certificate can only be for -

- A completed whole building
- A completed part of a building (usually a change of building use for the part)
- A completed part of a new building (eg. the ground level of a multi storey commercial building)

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

There is no ability to issue an Interim Occupation Certificate if the Development Consent/Construction Certificate or Complying Development Certificate was approved after 1 December 2019.

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