

**Information for the applicant**

- This form may be used to apply for:
  - A Final Occupation Certificate to authorise occupation or use of a new building or structure
  - An Interim Occupation Certificate to authorise the occupation or use of a partially completed building or structure
- To minimise delay in receiving the Occupation Certificate please fill in all sections and ensure all relevant information and documents are provided. If clarification and/or advice is required when completing this form please contact our office for assistance.
- Once completed this application must be delivered by hand, by post or transmitted electronically to Lantry Certification. Applications may not be sent by fax.

**Office Use Only**

To be completed by the certifying authority immediately after receiving this Application

Application No.:		Date Received:	
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**Section A Type of Occupation Certificate applied for (tick one)**

<input type="checkbox"/> Interim Occupation Certificate	<input type="checkbox"/> Final Occupation Certificate
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**Section B Details of the applicant\***

\* An application for an Occupation Certificate may only be made by a person who is eligible to appoint a PCA for the development. An applicant may not be the person who carried out the building work, unless that person owns the land on which the work was carried out.

Name(s):	
Correspondence to be c/-	
Postal Address:	
Phone(s):	
Email:	

**Section C Details of the land where the building work was carried out**

Street Address:	
Suburb & Postcode:	
Title Particulars (Lot & DP/SP):	

**Section D Description of the building or part of building to which this application relates**

If the application relates to a new use of the building or part of the building, also describe the new use:	
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**Section E Building classification under the Building Code of Australia (BCA)**

Existing Classification:	
New Classification (if changed):	

**Section F Applicants' signature**

	Owner 1	Owner 2	Date
Name of <u>all</u> owners:			
Signature of <u>all</u> owners:			

**Section G List of documents**

✓	Applicants must provide the documents listed below. Confirm by placing a tick in the appropriate box(s)

**Lantry Certification Contact Details**

Mail: PO Box 75 Maitland NSW 2320  
Email: brenden@lantrycertification.com.au  
Phone: 0400 567 375