

## Documents required with Occupation Certificate (OC) application - checklist

If an electronic application has been previously submitted, then one (1) electronic set of documents containing each of the following documents (as applicable) is required, otherwise if a paper application was previously submitted, two (2) paper sets, is required.

The set(s) of documents need to be emailed, delivered or posted to our office with the Occupation Certificate (OC) application and prior to the final inspection.

The applicant needs to provide certificates that identify:

- the address of the property
- the appropriate qualified person issuing the certificate
- the date of issue of the certificate

The certificates need to be signed by the relevant issuer, must not have errors and refer to the current Australian Standards and relevant year. Please check all details prior to forwarding certificates to our office.

Error in certificates and/or missing certificates will result in delays in the issue of the OC. All certificates need to be forwarded in one complete package.

You will be notified if further details are required.

**Tick if required document is applicable or not applicable for your circumstance in the table below:**

Yes	No	Document
<input type="checkbox"/>	<input type="checkbox"/>	Identification survey from registered surveyor indicating the side setbacks to boundaries, finished floor levels and top of ridge levels.
<input type="checkbox"/>	<input type="checkbox"/>	Water proofing certificate Needs to state product used, where the product was used and number of coats
<input type="checkbox"/>	<input type="checkbox"/>	Structural certificate for all structural elements issued by Structural engineer.
<input type="checkbox"/>	<input type="checkbox"/>	Timber framing certificate AS1684 from builder/carpenter
<input type="checkbox"/>	<input type="checkbox"/>	Electrical - Smoke alarms
<input type="checkbox"/>	<input type="checkbox"/>	Electrical installation
<input type="checkbox"/>	<input type="checkbox"/>	Storm water certificate issued by licensed plumber
<input type="checkbox"/>	<input type="checkbox"/>	Compliance certificate for plumbing and Drainage work.
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical Ventilation Certificate
<input type="checkbox"/>	<input type="checkbox"/>	Termite treatment certificate (Needs to state what termite treatment was used and provide a diagram that shows where the applied treatment was used)
<input type="checkbox"/>	<input type="checkbox"/>	Fire Rating Certificate FRL 60/60/60 as per Clause 3.7.1.3 and Clause 3.7.1.5 of the current BCA
<input type="checkbox"/>	<input type="checkbox"/>	Slip resistance and stair construction
<input type="checkbox"/>	<input type="checkbox"/>	Glazing certificate for windows
<input type="checkbox"/>	<input type="checkbox"/>	Glazing certificate for shower screens
<input type="checkbox"/>	<input type="checkbox"/>	Glazing certificate for any external glazing
<input type="checkbox"/>	<input type="checkbox"/>	Sarking Certificate to comply with BCA 3.7.1.9
<input type="checkbox"/>	<input type="checkbox"/>	Basix compliance certificate. This is a Certificate/document from the builder or the owner builder, referencing the BASIX certificate number and date of issue, advising that works have been completed in accordance with the BASIX certificate.
<input type="checkbox"/>	<input type="checkbox"/>	Driveway and crossover compliance certificate issued by the Local Council.
<input type="checkbox"/>	<input type="checkbox"/>	Sydney Water section 73 certificate if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Copy of completed and signed OC Application form
<input type="checkbox"/>	<input type="checkbox"/>	Copy of documents that are required by the Development Consent conditions that may need to be to be satisfied prior to issue of OC