

Documents required with Occupation Certificate (OC) application - checklist

Three (3) hard copies of each of the following (as applicable) documents are required.

Documents need to be 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 or enter N/A in the table below:

		Identification survey from registered surveyor indicating the side setbacks to boundaries, finished floor levels and top of ridge levels.
		Water proofing certificate Needs to state product used, where the product was used and number of coats
		Structural certificate for all structural elements issued by Structural engineer.
		Timber framing certificate AS1684 from builder/carpenter
		Electrical - Smoke alarms
		Electrical installation
		Storm water certificate issued by licensed plumber
		Compliance certificate for plumbing and Drainage work.
		Mechanical Ventilation Certificate
		Termite treatment certificate (Needs to state what termite treatment was used and provide a diagram that shows where the applied treatment was used)
		Fire Rating Certificate FRL 60/60/60 as per Clause 3.7.1.3 and Clause 3.7.1.5 of the current BCA
		Slip resistance and stair construction
		Glazing certificate for windows
		Glazing certificate for shower screens
		Glazing certificate for any external glazing
		Sarking Certificate to comply with BCA 3.7.1.9
		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.
		Driveway and crossover compliance certificate issued by the Local Council.
		Sydney Water section 73 certificate if applicable
		Copy of completed and signed OC Application form
		Copy of documents that are required by the Development Consent conditions that may need to be to be satisfied prior to issue of OC