

# OCCUPATION CERTIFICATE APPLICATION

## About this form

Use this form to apply for an Occupation Certificate for a property in the City of Ryde.

## Council Contact Details

**Customer Service Centre** 1 Pope Street, Ryde NSW  
Post Locked Bag 2069, North Ryde NSW 1670  
Email [cityofryde@ryde.nsw.gov.au](mailto:cityofryde@ryde.nsw.gov.au)  
Phone (02) 9952 8222

## PART 1 : APPLICANT DETAILS

The applicant is the person lodging the form and the only person the City will communicate with

Title	Mr	Mrs	Ms	Miss	Other	
Given Name					Family Name	
Address						
Suburb					Postcode	
Postal Address If different from above						
Suburb					Postcode	
Preferred contact	Mobile	Phone	Email			
Mobile				Phone		
Email						

## PART 2 : PROPERTY DETAILS

Address					
Suburb					Postcode
Lot No.				DP/SP	

## PART 3 : TYPE OF CERTIFICATE

Occupation of whole building	Change of use for whole of a building
Occupation of part of a building	Change of use for part of a building
Description of work:	
Has an earlier occupation certificate been issued for the whole part of the building?	Yes No

## PART 4 : CONSENT DETAILS

4.a) Development Consent No.:	Approval Date
4.b) Construction Certificate No.:	Approval Date
4.c) Complying Development No.:	Approval Date
4.d) Construction work completed?	Yes No

## PART 5 : DECLARATION

Signature

Date

### NOTES

1. Before an occupation certificate may be issued, the Principal Certifier must be satisfied that:

- a development consent or a complying development certificate is in force with respect to the building, and
- a construction certificate has been issued with respect to the plans and specifications for the building.

2. The final fire safety certificate or interim fire safety certificate must be supplied with this application. This is not required for a class 1a or class 10 building.

## OFFICE USE ONLY

### Determination

Part Whole

Approved (Earlier occupation certificates revoked)

Reference No.

Date

Refused date

Building Surveyor - Council Accredited Certifier is satisfied that the Occupation Certificate can / cannot be issued.

Signature of Building Surveyor -  
Council Accredited Certifier